

"The City With a Heart"



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

AGENDA SAN BRUNO CITY COUNCIL

January 22, 2013

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 or check out copies at the Library. We welcome your participation. In compliance with the Americans with Disabilities Act, individuals requiring reasonable accommodations or appropriate alternative formats for notices, agendas and records for this meeting should notify us 48 hours prior to meeting. Please call the City Clerk's Office 650-616-7058.

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

1. CALL TO ORDER:

2. ROLL CALL/PLEDGE OF ALLEGIANCE:

3. ANNOUNCEMENTS:

The City will hold a Crestmoor Neighborhood Meeting Tomorrow Evening, Wednesday, January 23 at 7:00 p.m. at the Senior Center.

The City Council will hold a Study Session to Discuss Formation of the Not for Profit Entity Called for in the Settlement Agreement between the City and PG&E on Tuesday, February 5, 2013 at 7:00 p.m. at the Senior Center.

4. PRESENTATIONS:

Present Proclamation for 2013 American Cancer Society Relay for Life San Bruno.

5. REVIEW OF AGENDA:

6. APPROVAL OF MINUTES: Regular City Council Meeting of January 8, 2013.

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 December 26, 2012 and January 8 and 14, 2013.
- b. **Approve:** Successor Agency Accounts Payable of January 8, 2013.
- c. **Approve:** Payroll of December 30, 2012.
- d. **Accept:** Reconciliation of General Ledger to Bank Reports and the Investment Reports Dated November 30 and December 31, 2012.
- e. **Adopt:** Resolution Accepting Closeout the Madison Slope Stabilization Project as Complete and Authorizing the Release of the Construction Contract Retention in the Amount of \$2,785.80.
- f. **Adopt:** Resolution Accepting the Commodore Drive Pedestrian Access Project as Complete and Authorizing Release of the Construction Contract Retention in the Amount of \$12,122.56.

- g. **Appoint:** Representative to the Board of the Colma Creek Flood Control Zone Advisory Committee.
- h. **Accept:** Resignation from Citizens Crime Prevention Member. Declare a Committee Member Vacancy and Direct the City Clerk to Initiate the Process for Appointment of a New Member.
- i. **Accept:** Resignation from Bicycle & Pedestrian Advisory Committee Member. Declare a Committee Member Vacancy and Direct the City Clerk to Initiate the Process for Appointment of a New Member.

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. Receive Oral Update Report on the Implementation of Changes to the Schedule for Street Sweeping.
- b. Adopt Resolution Accepting the City's Comprehensive Annual Financial Report (CAFR), Single Audit, Measure A Funds Audit Report, and Transportation Development Act Compliance for the Fiscal Year Ended June 30, 2012
- c. Receive Report and Adopt Resolution Accepting the Annual Report on Development Impact Fees for the Year Ended June 30, 2012
- d. Adopt Resolution Approving up to \$604,415 City of San Bruno Contribution for the San Bruno Grade Separation Archway Construction.
- e. Waive Second Reading and Adopt an Ordinance of the City of San Bruno Adding Chapter 10.25 (Reusable Bag Ordinance to Regulate the Distribution of Single-Use Carryout Bags by Retail Establishments) to Title 10 (Municipal Services) of the San Bruno Municipal Code.
- f. Receive Report and Adopt Resolution Approving the City of San Bruno Reserves Policy.

11. REPORT OF COMMISSIONS, BOARDS, & COMMITTEES:

Receive Annual Report from the Personnel Board.

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION:

14. ADJOURNMENT:

The next regular City Council Meeting will be held on February 12, 2013 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

"The City With a Heart"



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

MINUTES
SAN BRUNO CITY COUNCIL
January 8, 2013
7:00 p.m.

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

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on January 8, 2013 at the San Bruno Senior Center, 1555 Crystal Springs Rd., San Bruno, CA. The meeting was called to order at 7:06 p.m.

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

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

3. ANNOUNCEMENTS:

4. PRESENTATIONS:

Receive Update from the San Mateo County Mosquito & Vector Control District. **Robert Riechel, 7th Ave.** introduced **Ben Rusmisel** from the District. **Riechel** gave a powerpoint presentation on mosquito and vector control.

Councilmember Ibarra asked if the canyon in the Glenview area has any standing water? **Rusmisel** said during this time of year the water is moving pretty fast. During the summer those areas are on a checklist and get trimmed or treated on a monthly schedule. **Councilmember Ibarra** said the City has a couple of multi-family developments, like the Place and Shelter Creek, who have significant landscapes and he asked if they were cooperating? **Rusmisel** was not aware of those areas.

5. REVIEW OF AGENDA: No changes.

6. APPROVAL OF MINUTES: Regular City Council Meetings of November 27 and December 11, 2012, with one minor change to the November 27 minutes and approved as amended.

7. CONSENT CALENDAR:

- a. **Approve:** Accounts Payable of December 10 and 17, 2012.
- b. **Approve:** Successor Agency Accounts Payable of December 17, 2012
- c. **Approve:** Payroll of December 16, 2012.
- d. **Adopt:** Resolution Approving the Submittal of a Proposal to San Mateo County Area Agency on Aging for Older Americans Act Funding of Senior Center Programs for Fiscal Years 2013 - 2015.

Councilmember Medina asked Item 7.d. be pulled.

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

Councilmember Medina pulled Item 7.d. to acknowledge the great job staff does and he asked it be noted this comes from the fundraising efforts, participants, donations from the senior citizens as well as from the non-profit nutrition site council. A lot of time and effort are put into helping offset some of the costs so this program can continue and be successful as it is.

Assistant Library Services Director Alita said he was encouraged and impressed by what the seniors do and expressed his gratitude for the kind comments.

M/S Medina/Ibarra to approve Item 7.d. and passed with all ayes.

8. PUBLIC HEARINGS:

Hold Public Hearing; Waive First Reading and Introduce an Ordinance of the City of San Bruno Adding Chapter 10.25 (Reusable Bag Ordinance to Regulate the Distribution of Single-Use Carryout Bags by Retail Establishments) to Title 10 (Municipal Services) of the San Bruno Municipal Code.

City Manager Jackson gave brief introductory remarks. **Project Manager Costa-Sanders** gave an overview of the staff report and asked for questions.

Councilmember Ibarra asked where does the ten cents go? **Costa-Sanders** said it is maintained by the retailers to recover their cost of purchasing the bags as well as a reporting requirement where they will be asked to retain records of the sale of those bags for a period of three years from the point of sale.

Councilmember Ibarra asked what data are they trying to gather? **San Mateo County Public Health Director Dean Peterson** answered keeping track so the County can make sure they are selling the bags and not giving the bags away. The tracking will help with putting together information needed with the NPDES permit. **Councilmember Ibarra** asked what is wrong with them giving the bags away? **Peterson** said the EIR looked at this and paper bags are no better than plastic bags.

Councilmember Salazar asked why not ban paper bags? **Peterson** said the EIR looked at doing that but it was too big a change at this time. **Councilmember Salazar** said if 10 cents is too much to charge for the bags, why bump it up? **Peterson** said the theory is 10 cents is enough but eventually we become immune and so they have the ability to change it up to 25 cents.

Councilmember Salazar talked about thickness of plastic that would be considered; the ban would apply to bags less than 2.25 mils thick and could a retailer potentially go to a 3-mil bag and sidestep this regulation? **Peterson** said they could and that is the reason in the ordinance there is a minimum charge of 10 cents on either paper or a reusable bag.

Councilmember Medina said there are critics who would say it is more energy and jobs with the paper bags going away from plastic; he asked how we answer that? **Peterson** said this was looked at in the EIR and it was evaluated to be determined how much energy use was going to happen and the end result, with the use of reusable bags there is an overall reduction in energy use. As far as the job use, pretty much every company out there that makes plastic or papers bags also make reusable bags.

Councilmember Medina asked about the fines and how much more does it cost the County to police it? **Peterson** said they are not there to enforce, rather to make sure people are in compliance. Fines will only come into play if they don't listen to their consultations. Those fines would be retained by the County and would be used by the County for outreach back into the cities not following the guidelines. **Councilmember Medina** asked if there was any idea of the cost to the

County to educate/outreach/implement? **Peterson** said it is in his pollution prevention program budget and there is no additional staffing needed because staff is already out in the field. He said the County receives a certain percentage of tipping fees that go across the Ox Mountain landfill which help to fund programs to keep things out of the landfill so they are able to use those monies for outreach.

Councilmember Medina asked if someone did not charge the dime, would there be a potential violation if they continued? **Peterson** said yes and they would work with them to correct the problem.

Councilmember Ibarra asked if there is a record of a recycling program for single use plastic bags? **Peterson** said the State of CA has been trying for almost a decade now and that rate is around 5%. Mountain View or Santa Clara allows it into their curbside. **Councilmember Ibarra** asked if nationally a recycling program has been instigated where there are various ways people can come in and recycle the bags? **Peterson** said he is only familiar with California and bags can be brought back to the grocery stores and they are required by law to collect them from the citizens, which is only showing a 5% to 8% rate, which is a State law.

Mayor Ruane opened the Public Hearing.

Robert Riechel, 7th Ave. asked about disposable plastic bags. How do they work into the overall program? **Peterson** said a compostable bag needs to be in the right environment to decompose, which is not a backyard bin; it needs to be at a compost facility.

M/S Medina/Ibarra to close the Public Hearing and passed with all ayes.

Vice Mayor O'Connell said the Beautification Task Force through Operation Clean Sweep has supported this by giving out reusable bags for the last eight years and will continue to do so. She said after this ordinance passes, the first Saturday in May will be Operation Clean Sweep and anyone offering to help can receive a reusable bag.

Councilmember Salazar said he felt it was a good idea. He talked about outreach. **City Manager Jackson** said in every case where the opportunity to identify direct/local contact has been done. She said they are working with the Chamber of Commerce to host a business informational session and they are outreaching to Tanforan. Direct mailers have been done to all businesses through the Business License customer's list. **Costa-Sanders** said a mailing was done to all businesses as well as those who are exempt. She also said they would be doing direct visits.

Councilmember Ibarra said he didn't like it just as he didn't like recycling when it came about. He said he is an avid recycler but he didn't like the idea of eliminating plastic bags.

Councilmember Medina said he shared Councilmember Salazar's concerns and questioned if three months is enough time? He wished we had reached out sooner to the community and businesses. He asked to hear the feedback we get from the business and community on the 16th and 17th as well as any calls that come into the Clerk's office.

Mayor Ruane said he felt it was a good thing and we have waited a long time.

M/S O'Connell/Salazar to adopt the resolution making the CEQA findings for adoption and passed with all ayes.

Vice Mayor O'Connell introduced the ordinance and passed with a unanimous vote.

City Manager Jackson said staff would provide the information to Council regarding the feedback from the residents and businesses. She said if Council would like to see additional outreach that can certainly be directioned from this City Council prior to the second reading.

9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:

Sherman, San Francisco Falun Buddha Study Asociation invited Council to attend the Shen Yun Performing Arts performance March 20 –24, 2013 at the San Francisco Orpheum Theatre

Robert Riechel, 7th Ave. talked about Relay for Life, the 27th and 28th in April at Capuchino High School.

10. CONDUCT OF BUSINESS:

a. Adopt Resolution Acknowledging Participation in the San Mateo County Sub-region for the Regional Housing Needs Allocation Process (RHNA) and Acceptance of the Assigned Housing Share.

Interim Community Development Director Sullivan gave an overview of the staff report and asked for questions.

Councilmember Ibarra asked about the number of 1155 and asked if it was lower because we have already gotten credit? **Sullivan** said it is not because we have gotten credit it is because we have a carryover from what was assigned previously. **Councilmember Ibarra** did not feel good about the number. **Sullivan** said our last number was 973 and since RHNA we have built about 460 units. There were also units not included in the RHNA allocation and in the last housing element there was total of 688 opportunities for housing development in the City. We now have about 980 that can be carried over to the next housing element. This does not include rezoning along El Camino Real.

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

b. Receive Report and Provide Direction to Staff on the Civic Center Painting Project.

Interim Engineer Razavi gave an overview of the staff report and asked for questions.

Each Council member made a number of comments regarding the proposed Civic Center Painting Project: Brick planter in front should be in stucco, remainder of bricks cleaned, sculpture one color, foliage trimmed, entrance is main focus.

Councilmember Salazar asked what we expect to cover with the \$15,000 construction contingency? He asked if there are other projects in the building that need to be looked at instead of this? **Razavi** said they expect the damage to be minimal on all three buildings. He asked if there are other projects in these three buildings that might need attention.

City Manager Jackson said there is a project at fire stations, 51 and 52 having to do with seismic improvements and there is an outstanding need to address security issues in the interior of City Hall. A comprehensive evaluation of the maintenance of our buildings has not been completed.

City Manager Jackson said the intent tonight was to get general direction. She said the Council would have more opportunity to make additional decisions when staff returns with an award of contract. If there is more detail, the Mayor will be asked to form a subcommittee.

Mayor Ruane suggested a computerized picture be done to show what we will get.

Councilmember Ibarra asked if a painting contractor is on staff? **Fabry** said Ray Razavi contacted a painting contractor to provide us with his feedback and he helped make this recommendation.

c. Adopt Resolution Authorizing the City Manager to Execute a Consultant Engineering Services Contract with West Yost Associates to Provide Engineering Services for Pressure Regulating Stations on SFPUC Service Connections Project in an Amount Not-to-Exceed \$120,860.

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

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

d. Adopt Resolution Authorizing the City Manager to Amend the Contract with Parsons Brinckerhoff for Construction Management Services for the San Bruno Grade Separation Project in an Amount Not to Exceed \$75,000 for a Total Contract Amount Not-to-Exceed \$402,000.

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

Councilmember Ibarra said this construction has been a lot different than BART.

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

e. Receive Report and Provide Direction to Staff Regarding the Olympic Wastewater Pump Station Rehabilitation and Force Main Replacement Project.

Associate Engineer Wong gave an overview of the staff report, said it was staff's recommendation to go with Option B and asked for questions.

Councilmember Medina said on Option A there is a one time connecting fee of \$1.2 million for the 467 homes. If they are already connected, why is there a fee? **Wong** said the 467 homes are currently charged to San Bruno's sewer system and Daly City is requesting the one-time connection fee based on their current connection fee rate of \$2600 per home to add to their sewer system. **Councilmember Medina** asked for a further explanation. **Fabry** said from Daly City's point of view this would be a new connection to their system and exactly how San Bruno charges capacity charge which is what the \$1.2 million dollars is.

Councilmember Medina asked about the salvage value in Option B? **Wong** said salvage value in the analysis means the present value which is to bring all the cost items for 30 years, convert it into current day's dollars. In order to count all the expenses at the end of 30 years we have a pump station that might be of some value. **City Manager Jackson** said it is an analytical tool to be complete in including the useful life value of the asset at the end of the 30-year period.

Councilmember Medina asked if Option A vs. Option B took into account staff resources, vehicles, overtime, all the attributes that would go on in a 30-year time. **Wong** said yes for both Options.

Councilmember Ibarra asked if there was a policy decision made that we don't want another City taking care of our residents? He said he didn't think it would be good business for us to do this and we already have a partnership with South San Francisco.

Councilmember Salazar said if there is a policy, we should always look regionally at these solutions rather than isolate our system from their system. He appreciated the level of detail in the report.

Vice Mayor O'Connell echoed Councilmember Salazar's statements and thanked staff.

Mayor Ruane said he liked local control and he was for Option B.

11. REPORT OF COMMISSIONS, BOARDS, & COMMITTEES: None.

12. COMMENTS FROM COUNCIL MEMBERS:

Mayor Ruane said they just received a report that the sanitary sewer overflow (sso) count has gone down considerably and it has to do with what the City is doing with the extra monies charged to residents.

Councilmember Ibarra expressed his sympathy on the death of longtime resident and volunteer, Arland Sponsler and he asked we adjourn in his memory.

13. CLOSED SESSION: None

14. ADJOURNMENT:

Mayor Ruane closed the meeting in memory of victims in the Newtown, Connecticut shooting and Arland Sponsler. The next regular City Council Meeting will be held on January 22, 2013 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

Respectfully submitted for approval
at the City Council Meeting of
January 22, 2013

Carol Bonner, City Clerk

Jim Ruane, Mayor

12/26/12

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$33,874.94
611	WATER FUND	\$7,447.03
621	STORMWATER FUND	\$16.24
631	WASTEWATER FUND	\$264.75
641	CABLE TV FUND	\$19,641.50
701	CENTRAL GARAGE	\$6,711.46
702	FACILITY MAINT. FUND	\$5,303.56
707	TECHNOLOGY DEVELOPMENT	(\$37.92)
880	PROJECT DEVELOP. TRUST	\$60.00
891	S.B. GARBAGE CO. TRUST	\$429,511.86
TOTAL FOR APPROVAL		\$502,793.42

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 3 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 139094 THROUGH 139204 INCLUSIVE, TOTALING IN THE AMOUNT OF \$502,793.42 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

1/7/13
DATE

T.a.

Document group: dliu Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0016770 PRAXAIR DISTRIBUTION INC -192	139167	12/26/2012	135.75
0018964 ELECTRICAL APPLIANCE SVC. CO.	139127	12/26/2012	97.37
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	139128	12/26/2012	1,984.00
0016363 GCS ENVIRONMENTAL & EQUIPMENT SVC.	139129	12/26/2012	1,317.49
0105524 FANFARE SPORTS	139130	12/26/2012	209.50
0000944 FEDEX	139131	12/26/2012	8.49
0018272 GALE GROUP INC.	139132	12/26/2012	32.19
0016154 GOETZ BROTHERS SPORTING GOODS	139133	12/26/2012	1,086.29
0017914 GSWAW INC.	139134	12/26/2012	1,644.38
0105538 ETSUKO HASEGAWA	139135	12/26/2012	6.55
0091909 INEZ BUSTOS	139136	12/26/2012	400.00
0018261 INTL MEDIA DISTRIBUTION, LLC	139137	12/26/2012	620.00
0093685 ERIC JACKSON	139138	12/26/2012	42.20
0098964 JARVIS,FAY,DOPORTO&GIBSON, LLP	139139	12/26/2012	706.67
0105543 PEPITO G. JOVES	139140	12/26/2012	8.51
0000075 K-119 TOOLS OF CALIFORNIA INC.	139141	12/26/2012	103.67
0096356 YUDEL KAHAN	139142	12/26/2012	8.15
0105523 KEN'S GENERAL CONSTRUCTION	139143	12/26/2012	875.00
0105539 MIMIEY KERLEGAN	139144	12/26/2012	8.53
0105544 ERIC KNOWLES	139145	12/26/2012	10.05
0000317 L.N. CURTIS & SONS	139146	12/26/2012	3,927.43
0103799 LDVALI LLC	139147	12/26/2012	335.40
0000022 ROBERT LOUIE	139148	12/26/2012	53.30
0105534 KEN MADDEN	139149	12/26/2012	9.75
0000762 MUNICIPAL MAINTENANCE EQUIPMENT INC.	139150	12/26/2012	121.79
0105536 JOSH MCLAUGHLIN	139151	12/26/2012	49.46
0105531 MANUEL MENDOZA	139152	12/26/2012	8.90
0001709 MILLBRAE LOCK	139153	12/26/2012	119.00
0000333 MOSS RUBBER & EQUIP. CORP.	139154	12/26/2012	82.33
0102408 NATIONAL GEOGRAPHIC CHANNEL HD	139155	12/26/2012	62.75
0018319 NEAL MARTIN & ASSOCIATES	139156	12/26/2012	1,470.00
0093412 LYNN NIEMIRA	139157	12/26/2012	429.00
0105238 NORTHERN SERVICES INC.	139158	12/26/2012	3,482.67
0092263 OFFICE DEPOT INC	139159	12/26/2012	1,227.60
0105550 MIKE PALMER	139162	12/26/2012	370.00
0018283 PERFORMANCE TOW LLC	139165	12/26/2012	120.00
0017111 RANDOM HOUSE INC	139168	12/26/2012	10.83
0000368 ABCO PRINTERS	139094	12/26/2012	692.80
0000858 ADECCO EMPLOYMENT SERVICES	139095	12/26/2012	2,388.00

Document group: dliu Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0001170 AIRGAS NCN	139096	12/26/2012	286.20
0000163 AIRPORT AUTO PARTS INC.	139097	12/26/2012	215.55
0017459 ALL CITY MANAGEMENT SVC.INC.	139098	12/26/2012	2,239.44
0000372 ALLIED SECURITY ALARMS	139099	12/26/2012	1,009.50
0103234 ALWAYS UNDER PRESSURE	139100	12/26/2012	195.00
0102355 AMAZON	139101	12/26/2012	470.84
0096700 ANDY'S WHEELS & TIRES	139102	12/26/2012	286.45
0105545 RICO ANICETE	139103	12/26/2012	6.27
0001202 ARAMARK UNIFORM SERVICES	139104	12/26/2012	430.94
0001965 ARISTA BUSINESS	139105	12/26/2012	99.95
0017191 AT&T	139106	12/26/2012	221.89
0018465 AT&T MOBILITY	139107	12/26/2012	45.45
0018367 AVAIL-TVN	139108	12/26/2012	5,284.52
0000345 BAKER & TAYLOR BOOKS	139109	12/26/2012	744.15
0103428 C&J ROOFING CO. INC.	139110	12/26/2012	220.00
0094705 CACEO	139111	12/26/2012	75.00
0105454 ANA CASTRO	139112	12/26/2012	1,000.00
0016324 CINTAS CORPORATION #464	139113	12/26/2012	545.25
0105124 CLEAN SCAPES INC.	139114	12/26/2012	577.50
0017802 CLEANSOURCE, INC.	139115	12/26/2012	1,010.18
0105091 COLE SUPPLY CO., INC.	139116	12/26/2012	260.99
0098656 COMPLETE LINEN SERVICE	139117	12/26/2012	131.79
0015857 COUNTY OF SAN MATEO	139118	12/26/2012	76.00
0105500 CRAFT CONSTRUCTION	139119	12/26/2012	276.00
0018282 CRITICAL REACH, INC.	139120	12/26/2012	395.00
0000251 CUMMINS WEST INC.	139121	12/26/2012	153.25
0104141 DC&E	139122	12/26/2012	1,709.78
0093479 DEPARTMENT OF JUSTICE	139123	12/26/2012	654.00
0098908 DEPT. OF INDUSTRIAL RELATIONS	139124	12/26/2012	125.00
0105541 GABRIEL DIZO	139125	12/26/2012	12.56
0001646 ECOLAB INC.	139126	12/26/2012	394.14
0000210 OLE'S CARBURETOR & ELECTRIC INC	139160	12/26/2012	407.64
0000012 PACIFIC GAS & ELECTRIC	139161	12/26/2012	4,634.88
0001154 PENINSULA LIBRARY SYSTEM	139163	12/26/2012	126.00
0014961 PENINSULA UNIFORMS & EQUIPMENT	139164	12/26/2012	532.29
0000294 PITNEY BOWES	139166	12/26/2012	279.66
0000175 RECOLOGY SAN BRUNO	139169	12/26/2012	389,511.86
0000175 RECOLOGY SAN BRUNO	139170	12/26/2012	40,000.00
0094546 RECORDED BOOKS	139171	12/26/2012	38.95
0090749 RED WING SHOE STORE	139172	12/26/2012	789.11
0095269 REDWOOD VETERINARY CLINIC	139173	12/26/2012	521.65

Document group: dliu Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0018069 WULFSBERG REESE COLVIG & FIRSTMAN	139174	12/26/2012	924.00
0104548 RENNE SLOAN HOLTZMAN SAKAI LLP	139175	12/26/2012	2,169.00
0017059 RESCUE ROOTER	139176	12/26/2012	513.25
0016729 RICOH AMERICAS CORPORATION	139177	12/26/2012	415.37
0105537 IDA MAE A. RODOC	139178	12/26/2012	13.29
0105532 YESSIELLE RODRIGUEZ	139179	12/26/2012	13.99
0000569 SAN BRUNO AUTO CENTER, INC.	139180	12/26/2012	190.00
0018597 SAN MATEO DAILY JOURNAL	139181	12/26/2012	900.00
0017145 SAN MATEO LAWN MOWER SHOP	139182	12/26/2012	185.18
0105535 SAUL SANCHEZ	139183	12/26/2012	6.65
0018184 SENSUS METERING SERVICES	139184	12/26/2012	1,650.39
0018461 SERRAMONTE FORD, INC.	139185	12/26/2012	787.82
0000216 SHOWTIME NETWORKS INC.	139186	12/26/2012	6,568.38
0016458 SIADAT ENTERPRISES INC.	139187	12/26/2012	73.75
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	139188	12/26/2012	1,310.00
0097079 SPRINT	139189	12/26/2012	847.29
0000801 STEWART AUTOMOTIVE GROUP	139190	12/26/2012	380.35
0018321 STOEL RIVES LLP	139191	12/26/2012	1,050.00
0105542 FERNANDO SUNCIN	139192	12/26/2012	8.92
0000241 THE ADAM-HILL COMPANY	139193	12/26/2012	76.07
0103559 THE MLB NETWORK, LLC	139194	12/26/2012	1,353.42
0000036 THOMSON WEST	139195	12/26/2012	436.35
0105546 RAGHUNATH THRICOVIL	139196	12/26/2012	57.92
0105540 CARMELITA TORRES	139197	12/26/2012	13.23
0018818 TOSHIBA BUSINESS SOLUTIONS CA	139198	12/26/2012	42.51
0093544 SAN MATEO COUNTY TRAINING MANAGERS ASSOC	139199	12/26/2012	60.00
0095749 VERIZON WIRELESS	139200	12/26/2012	1,666.24
0105533 BRANDON WEAVER	139201	12/26/2012	6.99
0018385 WFCB - OSH COMMERCIAL SERVICES	139202	12/26/2012	20.43
0105295 WINGFOOT COMMERCIAL TIRE	139203	12/26/2012	260.90
0104587 MICHAEL A. AND TAMMY L. ZAPATA	139204	12/26/2012	531.30
		GrandTotal:	502,793.42
		Total count:	111

01/08/13

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$176,053.17
003	ONE-TIME REVENUE	\$5,640.00
190	EMERGENCY DISASTER FUND	\$100,955.79
207	TECHNOLOGY CAPITAL	\$136.70
611	WATER FUND	\$6,239.06
621	STORMWATER FUND	\$1,146.84
631	WASTEWATER FUND	\$3,227.45
641	CABLE TV FUND	\$5,847.34
701	CENTRAL GARAGE	\$2,442.53
702	FACILITY MAINT. FUND	\$893.06
707	TECHNOLOGY DEVELOPMENT	\$8,464.38
711	SELF INSURANCE	\$26,121.25
TOTAL FOR APPROVAL		\$337,167.57

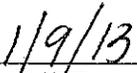
HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 2 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 139205 THROUGH 139302 INCLUSIVE, TOTALING IN THE AMOUNT OF \$337,167.57 HAVE BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH THEIR RESPECTIVE AMOUNTS AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,



FINANCE DIRECTOR



DATE

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0017341 AARONSON DICKERSON, COHN & LANZONE	139235	1/8/2013	335.00
0096852 ABAG PLAN CORPORATION	139206	1/8/2013	3,741.94
0104680 ACCESS 24 COMMUNICATIONS INC.	139207	1/8/2013	219.30
0000858 ADECCO EMPLOYMENT SERVICES	139208	1/8/2013	1,279.20
0001170 AIRGAS NCN	139209	1/8/2013	23.55
0017459 ALL CITY MANAGEMENT SVC.INC.	139210	1/8/2013	2,254.32
0017298 ALLSTAR FIRE EQUIPMENT INC	139211	1/8/2013	2,790.69
0000187 ALPHA PRESS INC.	139212	1/8/2013	1,001.31
0000082 AMERICAN MESSAGING	139213	1/8/2013	132.54
0001965 ARISTA BUSINESS	139214	1/8/2013	150.00
0014617 AT&T	139215	1/8/2013	97.60
0016123 AT&T	139216	1/8/2013	724.49
0017191 AT&T	139217	1/8/2013	915.02
0018363 AT&T LONG DISTANCE	139218	1/8/2013	15.99
0000345 BAKER & TAYLOR BOOKS	139219	1/8/2013	1,894.03
0104781 BARTLE WELLS ASSOCIATES	139220	1/8/2013	1,530.00
0015628 BAY AREA TREE CO., INC.	139221	1/8/2013	4,250.00
0001849 BAY AREA WATER SUPPLY & CONSERVATION AGEI	139288	1/8/2013	3,180.00
0103924 BEAR DATA SOLUTIONS, INC.	139222	1/8/2013	2,200.50
0094055 BRIAN WEATHERS	139223	1/8/2013	193.99
0096798 BUSINESS PRODUCTS & SUPPLIES	139224	1/8/2013	211.52
0016324 CINTAS CORPORATION #464	139226	1/8/2013	526.50
0096053 CINTAS DOCUMENT MANAGEMENT	139227	1/8/2013	45.00
0105187 CONCERN	139228	1/8/2013	667.38
0015857 COUNTY OF SAN MATEO	139230	1/8/2013	3,401.50
0000251 CUMMINS WEST INC.	139231	1/8/2013	1,714.41
0018912 DASH MEDICAL GLOVES INC.	139232	1/8/2013	578.38
0000489 DATA FLOW BUSINESS FORMS LLC	139233	1/8/2013	168.02
0104141 DC&E	139234	1/8/2013	6,777.90
0104693 DEBBIE GRECH	139252	1/8/2013	1,555.38
0102820 DEBRA HALL	139254	1/8/2013	578.00
0000944 FEDEX	139238	1/8/2013	17.73
0013714 FIRST NATIONAL BANK	139239	1/8/2013	10,332.64
0016207 FLINT TRADING INC.	139240	1/8/2013	1,174.66
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	139241	1/8/2013	3,878.00
0018117 FLYERS ENERGY, LLC	139242	1/8/2013	23,565.96
0102869 FRANCHISE TAX BOARD	139243	1/8/2013	1,200.00
0094733 FRED SCHMIDT	139282	1/8/2013	100.00
0014910 G & M AUTO BODY	139244	1/8/2013	747.60
0018842 GBH POLYGRAPH SERVICES	139246	1/8/2013	250.00
0096932 GENESIS EMPLOYEE BENEFITS, INC	139247	1/8/2013	550.00
0104771 GILLERAN ENERGY MANAGEMENT SERVICES	139236	1/8/2013	8,875.00
0000162 GRAINGER	139248	1/8/2013	145.36
0000541 GRANITE ROCK COMPANY	139249	1/8/2013	561.02
0017900 GREAT LAKES DATA SYSTEMS INC	139250	1/8/2013	1,850.00
0095966 GREATAMERICA FINANCIAL SVCS.	139251	1/8/2013	734.41
0096837 GYM DOCTORS	139253	1/8/2013	100.00
0104705 HB CONSULTING GROUP	139205	12/27/2012	72,877.50
0105518 HELEN WONG	139301	1/8/2013	276.00
0018838 INFOSEND, INC.	139255	1/8/2013	3,831.35
0098964 JARVIS,FAY,DOPORTO&GIBSON, LLP	139256	1/8/2013	56.83
0016347 JEFFREY MADONICH	139263	1/8/2013	191.58
0099356 JOE WELCH III	139299	1/8/2013	276.00

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0018376 JT2 INTEGRATED RESOURCES	139258	1/8/2013	5,161.54
0018808 KAISER FOUNDATION HEALTH PLAN	139259	1/8/2013	60.00
0018561 LANCE BAYER	139260	1/8/2013	1,287.50
0105547 LARSON PALLET & CRATING	139261	1/8/2013	943.96
0105549 LEE JOHNSON	139257	1/8/2013	38.00
0018177 LOWE'S	139262	1/8/2013	824.22
0102770 METLIFE	139264	1/8/2013	2,706.79
0016041 METROMOBILE COMMUNICATIONS	139265	1/8/2013	321.35
0092285 MICROMARKETING LLC	139266	1/8/2013	24.99
0016863 MIDWEST TAPE, LLC	139267	1/8/2013	49.99
0018441 MTM TECHNOLOGIES, INC.	139268	1/8/2013	2,195.66
0018319 NEAL MARTIN & ASSOCIATES	139269	1/8/2013	9,095.00
0015839 NOR-CAL SIGNS	139270	1/8/2013	32.15
0092263 OFFICE DEPOT INC	139271	1/8/2013	734.78
0018284 OFFICEMAX INC.	139272	1/8/2013	199.82
0097567 ONE HOUR DRY CLEANING	139273	1/8/2013	166.40
0000012 PACIFIC GAS & ELECTRIC	139274	1/8/2013	13,269.98
0018869 PKF CONSULTING	139275	1/8/2013	5,640.00
0018383 QOS COMMUNICATIONS	139276	1/8/2013	2,920.00
0017111 RANDOM HOUSE INC	139277	1/8/2013	32.55
0103784 RANDY SCHWARTZ	139283	1/8/2013	167.31
0104548 RENNE SLOAN HOLTZMAN SAKAI LLP	139278	1/8/2013	2,764.96
0096209 RONALD CIMA	139225	1/8/2013	100.00
0105551 SAL GALEA	139245	1/8/2013	875.00
0091374 SALVADOR CAMPOS	139279	1/8/2013	200.00
0016774 SAN DIEGO POLICE EQUIPMENT CO.	139280	1/8/2013	15,045.67
0017807 SAN MATEO COUNTY CONTROLLER'S OFFICE	139229	1/8/2013	9,568.60
0090790 SAN MATEO COUNTY TIMES	139281	1/8/2013	76.80
0104686 SANDIS CIVIL ENGINEERS SURVEYORS PLANNERS	139237	1/8/2013	551.70
0018295 SELF-INSURANCE PLANS	139284	1/8/2013	17,160.94
0018518 SELMAN BREITMAN LLP	139285	1/8/2013	124.70
0104787 SINGER ASSOCIATES, INC.	139286	1/8/2013	9,555.00
0097079 SPRINT	139287	1/8/2013	144.87
0018513 TAMI YUKI	139302	1/8/2013	1,000.00
0000036 THOMSON WEST	139289	1/8/2013	40.05
0000831 TONER CARTRIDGE&INKJET EXPRESS	139290	1/8/2013	507.69
0000665 TSQ SOLUTIONS INC.	139291	1/8/2013	325.00
0017133 TURBO DATA SYSTEMS INC	139292	1/8/2013	7,395.00
0001362 TV GUIDE MAGAZINE, LLC	139293	1/8/2013	243.66
0017876 UNION BANK OF CALIFORNIA	139294	1/8/2013	2,203.00
0098625 UPS	139295	1/8/2013	26.15
0000584 USA MOBILITY WIRELESS INC.	139296	1/8/2013	33.20
0102988 VANTAGEPOINT TRANSFER AGENTS	139297	1/8/2013	18,338.12
0018771 VAVRINEK TRINE DAY & CO LLP	139298	1/8/2013	30,000.00
0105295 WINGFOOT COMMERCIAL TIRE	139300	1/8/2013	270.37
		GrandTotal:	337,167.57
		Total count:	98

01/14/13

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$117,801.11
190	EMERGENCY DISASTER FUND	\$210,047.70
203	STREET IMPROVE. PROJECTS	\$125,864.60
302	LEASE DEBT SERVICE	\$449,163.33
611	WATER FUND	\$280,294.82
631	WASTEWATER FUND	\$1,169.04
641	CABLE TV FUND	\$292,819.66
701	CENTRAL GARAGE	\$15,996.32
702	FACILITY MAINT. FUND	\$19,491.78
707	TECHNOLOGY DEVELOPMENT	\$402.48
711	SELF INSURANCE	\$13,747.42
880	PROJECT DEVELOP. TRUST	\$570.00

TOTAL FOR APPROVAL \$1,527,368.26

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 3 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 139303 THROUGH 139433 INCLUSIVE, TOTALING IN THE AMOUNT OF \$1,527,368.26 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

1/15/13

DATE

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount	
0017053	ACCONTEMPS	139303	1/14/2013	9,438.00
0000858	ADECCO EMPLOYMENT SERVICES	139304	1/14/2013	1,279.20
0001170	AIRGAS NCN	139305	1/14/2013	97.67
0000163	AIRPORT AUTO PARTS INC.	139306	1/14/2013	118.87
0105572	ALAN ZEICHICK	139433	1/14/2013	30.21
0000372	ALLIED SECURITY ALARMS	139308	1/14/2013	1,179.00
0105567	ALTINO MACHADO	139368	1/14/2013	23.56
0001202	ARAMARK UNIFORM SERVICES	139309	1/14/2013	173.72
0001965	ARISTA BUSINESS	139311	1/14/2013	608.82
0014617	AT&T	139312	1/14/2013	43.11
0016123	AT&T	139313	1/14/2013	1,674.05
0017191	AT&T	139314	1/14/2013	408.70
0000345	BAKER & TAYLOR BOOKS	139315	1/14/2013	1,165.10
0001849	BAY AREA WATER SUPPLY & CONSERVATION AGEI	139411	1/14/2013	8,790.25
0105558	BETSY HALABY ART EVENTS	139317	1/14/2013	200.00
0017600	BURTON'S FIRE INC.	139318	1/14/2013	2,422.97
0103428	C&J ROOFING CO. INC.	139319	1/14/2013	795.00
0103670	CALIFORNIA BUILDING STANDARDS COMMISSION	139409	1/14/2013	424.00
0001888	CALIFORNIA CABLE & TELECOMMUNICATIONS ASS	139412	1/14/2013	1,054.46
0018977	CBS TELEVISION STATIONS	139320	1/14/2013	12,328.41
0017843	CENTRAL COUNTY FIRE DEPT.	139321	1/14/2013	584.63
0016324	CINTAS CORPORATION #464	139324	1/14/2013	357.15
0098588	CITY OF BURLINGAME	139325	1/14/2013	3,388.50
0000227	CITY OF SAN BRUNO	139326	1/14/2013	3,484.12
0018978	CLEAN HARBORS ENV SERVICES INC	139327	1/14/2013	1,296.61
0017802	CLEANSOURCE, INC.	139328	1/14/2013	4,871.98
0104218	COIT	139329	1/14/2013	450.00
0105091	COLE SUPPLY CO., INC.	139330	1/14/2013	244.09
0098656	COMPLETE LINEN SERVICE	139331	1/14/2013	320.58
0097071	CRESCO EQUIPMENT RENTALS	139334	1/14/2013	24.25
0000251	CUMMINS WEST INC.	139335	1/14/2013	454.21
0013926	DEPARTMENT OF CONSERVATION	139336	1/14/2013	952.73
0098908	DEPT. OF INDUSTRIAL RELATIONS	139337	1/14/2013	125.00
0104327	EATON PUMP & SALES	139340	1/14/2013	2,875.00
0105528	EMILY FUNG	139350	1/14/2013	100.00
0017300	ENVIRONMENTAL HEALTH FEE	139341	1/14/2013	637.00
0104364	EQUIFAX INFORMATION SVCS LLC	139342	1/14/2013	110.00
0105559	ERIC LOPEZ	139366	1/14/2013	38.00
0105530	EVELYN PATRICIO	139385	1/14/2013	200.00
0013683	F. FERRANDO & CO.	139344	1/14/2013	3,336.00
0001782	FLOWERS ELECTRIC & SVC.CO.INC.	139348	1/14/2013	248.66
0014910	G & M AUTO BODY	139351	1/14/2013	4,656.13
0105562	GEORGE ERTL	139343	1/14/2013	71.30
0095666	GLOBAL TELECOM & TECHNOLOGY	139352	1/14/2013	6,968.86
0000162	GRAINGER	139353	1/14/2013	1,212.69
0095966	GREATAMERICA FINANCIAL SVCS.	139354	1/14/2013	402.48
0096344	HUNT & SONS, INC.	139356	1/14/2013	5,524.92
0104529	IMPACT TV	139357	1/14/2013	583.67
0001786	IN DEMAND-NYC	139358	1/14/2013	6,344.54
0018838	INFOSEND, INC.	139359	1/14/2013	4,228.35
0096114	INTERNATIONAL SOCIETY OF ARBOR	139360	1/14/2013	100.00
0000581	IRVINE & JACHENS INC.	139361	1/14/2013	388.50
0018647	ISG THERMAL SYSTEMS USA INC.	139362	1/14/2013	45.00

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0105571 JAMES MINNERLY	139372	1/14/2013	45.13
0105570 JESEVIC CHUSON	139322	1/14/2013	148.09
0000771 JT2 INTEGRATED RESOURCES	139363	1/14/2013	13,747.42
0000317 L.N. CURTIS & SONS	139364	1/14/2013	405.94
0000317 L.N. CURTIS & SONS	139365	1/14/2013	339.92
0105565 LINDSAY ROSENSTRAUCH	139397	1/14/2013	51.20
0018177 LOWE'S	139367	1/14/2013	2,417.78
0105563 MARTIN RICARD	139396	1/14/2013	51.20
0000027 MEYERS NAVE PROFESSIONAL LAW	139369	1/14/2013	33,705.04
0016863 MIDWEST TAPE, LLC	139370	1/14/2013	37.49
0096800 MOBILE CALIBRATION SVCS. LLC	139373	1/14/2013	322.92
0103600 MOMENTUM TELECOM, INC.	139374	1/14/2013	21,425.04
0000333 MOSS RUBBER & EQUIP. CORP.	139375	1/14/2013	170.07
0000357 NATIONAL CABLE TV CO-OP, INC.	139376	1/14/2013	207,459.00
0018319 NEAL MARTIN & ASSOCIATES	139377	1/14/2013	18,443.75
0000522 NORTH COAST COUNTY WATER DISTRICT(NCCWD	139333	1/14/2013	23,813.56
0105238 NORTHERN SERVICES INC.	139378	1/14/2013	2,030.62
0092263 OFFICE DEPOT INC	139379	1/14/2013	422.31
0105280 OLD CASTLE PRECAST INC.	139380	1/14/2013	192.04
0000210 OLE'S CARBURETOR &ELECTRIC INC	139381	1/14/2013	1,369.04
0018701 ORKIN INC.	139382	1/14/2013	594.08
0000012 PACIFIC GAS & ELECTRIC	139383	1/14/2013	38,515.90
0000101 PACIFIC NURSERIES	139384	1/14/2013	174.28
0105525 PAMELA ALLARDE	139307	1/14/2013	200.00
0014961 PENINSULA UNIFORMS & EQUIPMENT	139386	1/14/2013	96.23
0018283 PERFORMANCE TOW LLC	139387	1/14/2013	240.00
0018721 PETER J. SPEROS	139388	1/14/2013	86.58
0105574 PHYSIO-CONTROL, INC.	139389	1/14/2013	2,160.00
0105564 PIERRE ARBELBIDE	139310	1/14/2013	30.90
0018094 PLAYBOY ENTERPRISES, INC.	139390	1/14/2013	10.79
0097558 PURCHASE POWER	139391	1/14/2013	200.00
0105529 QI CHANG FENG	139346	1/14/2013	98.00
0016851 QUALITY TUNE-UP SHOPS	139392	1/14/2013	1,348.65
0000071 R & B COMPANY	139393	1/14/2013	1,423.89
0017111 RANDOM HOUSE INC	139394	1/14/2013	100.09
0017712 RECALL SECURE DESTRUCTION SERVICES, INC.	139338	1/14/2013	67.80
0105566 RENE DIGNADICE	139339	1/14/2013	18.95
0017059 RESCUE ROOTER	139395	1/14/2013	1,152.75
0096209 RONALD CIMA	139323	1/14/2013	100.00
0097935 SAN MATEO COUNTY	139398	1/14/2013	957.00
0017145 SAN MATEO LAWN MOWER SHOP	139399	1/14/2013	605.29
0105568 SCOTT MILLER	139371	1/14/2013	32.91
0018461 SERRAMONTE FORD, INC.	139400	1/14/2013	667.79
0000074 SFPUC - WATER DEPARTMENT	139402	1/14/2013	214,065.65
0104726 SHARPS SOLUTIONS, LLC	139403	1/14/2013	126.00
0098840 SHAW PIPELINE INC	139404	1/14/2013	152,768.46
0098030 SHRED-IT USA - SAN FRANCISCO	139405	1/14/2013	37.35
0018546 SO. CITY FIRE PROTECTION	139406	1/14/2013	1,032.60
0015875 SPICE DIGITAL NETWORKS	139407	1/14/2013	66.07
0097079 SPRINT	139408	1/14/2013	515.74
0017036 STEVEN'S BAY AREA DIESEL SER., INC.	139316	1/14/2013	797.96
0000801 STEWART AUTOMOTIVE GROUP	139410	1/14/2013	367.42
0015671 TECHNOLOGY, ENGINEERING & CONSTRUCTION, II	139332	1/14/2013	282.25
0097184 TELEVISION DOMINICANA LLC	139413	1/14/2013	53.66

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0091238 THE 100 CLUB OF SAN MATEO CTY.	139414	1/14/2013	150.00
0017657 THE FRATELLO MARIONETTES	139415	1/14/2013	350.00
0105527 THOMAS FRANZA	139349	1/14/2013	200.00
0097449 THYSSENKRUPP ELEVATOR CORP.	139416	1/14/2013	378.83
0105031 TMNDRT	139417	1/14/2013	997.05
0017134 TRINET CONSTRUCTION INC.	139418	1/14/2013	119,571.37
0103736 TURF STAR, INC.	139419	1/14/2013	314.22
0103095 TUTV	139420	1/14/2013	80.75
0018413 UNION BANK OF CALIFORNIA	139421	1/14/2013	449,163.33
0018618 UNITED SITE SERVICES INC.	139422	1/14/2013	184.95
0102865 UNIVERSAL SERVICE ADMINISTRATIVE CO.	139401	1/14/2013	5,256.87
0099592 UNIVISION COMMUNICATIONS, INC.	139423	1/14/2013	3,646.08
0098625 UPS	139424	1/14/2013	41.88
0105133 UTILITY TELEPHONE, INC.	139425	1/14/2013	177.18
0105526 VANESSA FAN	139345	1/14/2013	200.00
0105569 VARTOOHI HOVAGIMIAN	139355	1/14/2013	36.15
0018771 VAVRINEK TRINE DAY & CO LLP	139426	1/14/2013	2,800.00
0018385 WFCB - OSH COMMERCIAL SERVICES	139427	1/14/2013	402.85
0105573 WILFREDO FERNANDO	139347	1/14/2013	53.15
0105295 WINGFOOT COMMERCIAL TIRE	139428	1/14/2013	180.23
0013841 WITMER-TYSON IMPORTS INC	139429	1/14/2013	682.38
0105437 WONDRIES FLEET GROUP	139430	1/14/2013	75,668.34
0018585 WRIME INC.	139431	1/14/2013	2,540.00
0104033 ZCORUM, INC.	139432	1/14/2013	21,820.00
		GrandTotal:	1,527,368.26
		Total count:	131

01/08/13

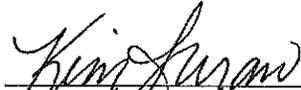
CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP
SUCCESSOR AGENCY

FUND	FUND NAME	AMOUNT
153	RDA OBLIGATION RETIREMENT FUND	\$16,094.58
TOTAL FOR APPROVAL		\$16,094.58

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIM LISTED ON PAGE NUMBERED 1, AND/OR CLAIM NUMBERED 100047, TOTALING IN THE AMOUNT OF \$16,094.58 HAS BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH ITS RESPECTIVE AMOUNT AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,



FINANCE DIRECTOR

1/9/13

DATE

Document group: komalley Bank: sagny 06995403

<u>Vendor Code & Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
0096456 PB AMERICAS, INC.	100047	1/8/2013	16,094.58
		GrandTotal:	16,094.58
		Total count:	1



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: January 22, 2013
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 January 4, 2013 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,376,970.36 for the bi-weekly pay period ending December 30, 2012 is attached.

7c.

LABOR SUMMARY FOR PAY PERIOD ENDING : December 30, 2012

pyLaborDist

01/04/13

Fund: 001 - GENERAL FUND	1,038,706.14
Fund: 122 - SOLID WASTE/RECYCL.	1,351.82
Fund: 153 -RDA OBLIGATION RETIREMENT FUND	6,805.90
Fund: 190 - EMERGENCY DISASTER FUND	18,185.62
Fund: 201 - PARKS AND FACILITIES CAPITAL	1,315.98
Fund: 207 - TECHNOLOGY CAPITAL	1,666.34
Fund: 203 - STREET IMPROVE. PROJECTS	343.51
Fund: 611 - WATER FUND	103,697.10
Fund: 621 - STORMWATER FUND	13,766.83
Fund: 631 - WASTEWATER FUND	57,122.23
Fund: 641 - CABLE TV FUND	83,554.82
Fund: 701 - CENTRAL GARAGE	9,786.25
Fund: 702 - FACILITY MAINT.FUND	21,531.14
Fund: 707 - TECHNOLOGY DEVELOPMENT	12,757.82
Fund: 711 - SELF INSURANCE	6,378.86

Total

1,376,970.36



John E. Marty
City Treasurer

RECONCILIATION OF GENERAL LEDGER TO BANK

MONTH ENDING NOVEMBER 2012

City of San Bruno Cash

City of San Bruno General Ledger

Investment Balance	\$ 35,687,837.36
Glenview Fire LAIF	3,025,106.70
Checking	7,591,965.69
Police Checking	9,809.00
Glenview Fire Recovery	4,742.77
Glenview Counseling Assist	19,056.00
Successor Agency of SB RDA	538,464.47
Successor Housing Agency	3,265,984.04
City of SB as Custodian - WFB	68,757,601.81

Bank Balances as of 118,900,567.84

General Ledger Balance \$ 118,437,230.13

Outstanding checks \$ (661,648.33)

FNB Deposit Transit	10,129.43
FNB Deposit Transit	39,973.39
FNB Deposit Transit	16,996.60
FNB Deposit Transit	34,893.74
FNB Deposit Transit	
Finance CC	2,691.16
Finance CC	980.49
Library CC	100.65
CATV Merchant Bankcard CC	16,308.28
Utility Online Billpay - ACH	1,160.42
Utility Online Billpay - ACH	2,746.58
Utility Online Billpay - ACH	15,910.78
Utility Online Billpay - cc	5,539.23
Utility Online Billpay - cc	8,699.23
Utility Online Billpay - cc	14,069.74
Utility Online Billpay - VISA	28,110.90

FNB credit 10.19 deposit short 4.50

J.d.

FNB Misc Debit \$ 4.50

Adjusted Balance \$ 118,437,234.63 Adjusted Balance \$ 118,437,234.63



INVESTMENT REPORT

Month ending November 2012

INVESTMENTS				YIELD
INVESTMENT POOLS				
Local Agency Investment Fund	12,222,860.20			0.340
Glenview Fire LAIF	3,025,106.70			0.340
San Mateo County Pool	12,889,782.21			0.930
INVESTMENTS HELD AT UNION BANK				
Federal Farm Credit Bank 0.20 mat 2/26/14	\$ 1,000,000.00	\$ 1,000,000.00	\$ 999,460.00	0.200
Federal Home Loan Bank 1.42 mat 5/30/14	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,016,970.00	1.400
Federal Home Loan Bank 0.50 mat 2/25/15	\$ 1,000,000.00	\$ 999,000.00	\$ 1,000,020.00	0.500
Federal Farm Credit Bank 0.50% mat 11/5/15	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,001,970.00	0.500
Federal Home Loan Bank Bond	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,580.00	0.550
US Govt Money Market	\$ 5,576,194.95	\$ 5,576,194.95	\$ 5,576,194.95	0.000
INVESTMENTS HELD AT WELLS FARGO BANK				
City of San Bruno as Temporary Custodian	68,757,601.81			0.142
TOTAL	\$107,471,545.87			

1/16/2013 7:45:29PM

City of San Bruno

Through period: 5

Through November 2012

	Cash	Investments	Fund Total
001 GENERAL FUND	1,694,194.74	53,632.63	1,747,827.37
002 GENERAL FUND RESERVE	3,026,446.11	0.00	3,026,446.11
003 ONE-TIME REVENUE	4,114,251.83	0.00	4,114,251.83
101 GAS TAX	1,277,557.09	0.00	1,277,557.09
102 MEASURE A TRANSPORTATION TAX	1,451,035.04	0.00	1,451,035.04
103 STREET SPECIAL REVENUE	306,939.09	0.00	306,939.09
104 TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00
111 POLICE ASSET FORFEITURE	69,688.40	0.00	69,688.40
112 SAFETY AUGMENT. -PROP.172	55,662.87	0.00	55,662.87
113 POLICE SPECIAL REVENUE	20,860.16	0.00	20,860.16
114 TRAFFIC SAFETY GRANT	60,748.73	0.00	60,748.73
121 FEDERAL/STATE GRANTS	69,211.81 CR	0.00	69,211.81 CR
122 SOLID WASTE/RECYCL.	206,512.32	0.00	206,512.32
123 LIBRARY SPECIAL REVENUE	353,104.41	0.00	353,104.41
131 IN-LIEU FEES	3,656,426.64	0.00	3,656,426.64
132 AGENCY ON AGING	28,671.64	0.00	28,671.64
133 RESTRICTED DONATIONS	986,530.43	0.00	986,530.43
134 ED JOHNSON BEQUEST FUND	25,346.26	0.00	25,346.26
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	1,405,350.45	0.00	1,405,350.45
190 EMERGENCY DISASTER FUND	2,372,130.32 CR	0.00	2,372,130.32 CR
201 PARKS AND FACILITIES CAPITAL	363,442.40	0.00	363,442.40
202 CITY/BART POLICE FACIL	0.00	0.00	0.00
203 STREET IMPROVE. PROJECTS	1,133,222.96	0.00	1,133,222.96
207 TECHNOLOGY CAPITAL	80,114.76	0.00	80,114.76
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	12,316,702.01	0.00	12,316,702.01
621 STORMWATER FUND	1,209,215.76	0.00	1,209,215.76
631 WASTEWATER FUND	7,258,737.29	629,729.62	7,888,466.91
641 CABLE TV FUND	2,868,026.91 CR	200.00	2,867,826.91 CR
701 CENTRAL GARAGE	465,655.81	0.00	465,655.81
702 FACILITY MAINT.FUND	991,282.07	0.00	991,282.07
703 GENERAL EQUIPMENT REVOLVING	3,488,079.03	0.00	3,488,079.03
707 TECHNOLOGY DEVELOPMENT	497,052.42	0.00	497,052.42
711 SELF INSURANCE	1,856,824.68	91,118.50	1,947,943.18
810 DEFERRED COMPENSATION PLANS	0.00	0.00	0.00
870 CRESTMOOR GLENVIEW RESTITUTION FUND	68,757,601.81	0.00	68,757,601.81
880 PROJECT DEVELOP. TRUST	45,793.34	0.00	45,793.34
891 S.B. GARBAGE CO. TRUST	304,714.98	0.00	304,714.98
Grand Total:	118,437,230.13	1,424,643.25	119,861,873.38

Revenue Status Report

City of San Bruno
 11/1/2012 through 11/30/2012

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total GENERAL FUND	32,618,921.61	2,119,292.91	9,448,303.15	23,170,618.46	28.97
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	56,103.14	412,627.39	776,804.61	34.69
Total MEASURE A TRANSPORTATION TAX	701,763.00	74,258.25	341,038.02	360,724.98	48.60
Total STREET SPECIAL REVENUE	772.00	29.00	29.00	743.00	3.76
Total TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00	0.00	0.00
Total POLICE ASSET FORFEITURE	5,160.00	7.00	1,533.49	3,626.51	29.72
Total SAFETY AUGMENT. -PROP.172	86,115.00	9,848.35	44,386.09	41,728.91	51.54
Total POLICE SPECIAL REVENUE	100,029.00	2.00	2.00	100,027.00	0.00
Total TRAFFIC SAFETY GRANT	148.00	6.00	42.60	105.40	28.78
Total FEDERAL/STATE GRANTS	109.00	1,187.00	1,187.00	-1,078.00	1088.99
Total SOLID WASTE/RECYCL.	68,814.00	4,844.98	27,175.35	41,638.65	39.49

Revenue Status Report

City of San Bruno
 11/1/2012 through 11/30/2012

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total LIBRARY SPECIAL REVENUE	1,065.00	34.00	793.93	271.07	74.55
Total IN-LIEU FEES	764,751.00	341.00	122,118.75	642,632.25	15.97
Total AGENCY ON AGING	173,418.00	15,110.86	55,809.61	117,608.39	32.18
Total RESTRICTED DONATIONS	111,270.00	13,837.51	70,611.51	40,658.49	63.46
Total ED JOHNSON BEQUEST FUND	64.00	2.00	44.89	19.11	70.14
Total GLENVIEW FIRE DONATIONS	0.00	0.00	2.39	-2.39	0.00
Total PGE	0.00	0.00	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	2,868.78	4,181.93	-2,423.93	237.88

Revenue Status Report

City of San Bruno
11/1/2012 through 11/30/2012

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total STREET IMPROVE. PROJECTS	2,682.00	123.00	3,174.41	-492.41	118.36
Total TECHNOLOGY CAPITAL	223.00	7.00	692.21	-469.21	310.41
Total SUCCESSOR AGENCY TO THE SB RDA - CAPITAL	0.00	0.00	0.00	0.00	0.00
Total LEASE DEBT SERVICE	686,856.00	0.00	38,497.99	648,358.01	5.60
Total SUCCESSOR AGENCY TO THE SB RDA -2000 COP	0.00	0.00	0.00	0.00	0.00
Total WATER FUND	11,152,000.00	985,420.28	4,332,913.21	6,819,086.79	38.85
Total STORMWATER FUND	599,500.00	121.00	3,495.23	596,004.77	0.58
Total WASTEWATER FUND	12,044,000.00	1,070,550.57	4,194,088.98	7,849,911.02	34.82
Total CABLE TV FUND	10,036,180.00	804,024.26	4,014,747.79	6,021,432.21	40.00
Total CENTRAL GARAGE	625,056.00	52,089.00	260,445.00	364,611.00	41.67
Total FACILITY MAINT. FUND	881,655.00	73,471.00	367,555.00	514,100.00	41.69
Total GENERAL EQUIPMENT REVOLVING	430,587.00	35,882.00	179,410.00	251,177.00	41.67
Total TECHNOLOGY DEVELOPMENT	512,652.26	40,369.00	201,845.00	310,807.26	39.37

Revenue Status Report

City of San Bruno
 11/1/2012 through 11/30/2012

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
Total SELF INSURANCE	1,611,477.00	134,290.00	671,450.00	940,027.00	41.67
Grand Total	80,024,616.87	5,494,119.89	25,044,381.65	54,980,235.22	31.30

Expenditure Status Report
City of San Bruno
11/1/2012 through 11/30/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total GENERAL FUND	32,667,819.67	2,578,419.96	13,226,431.47	198,311.05	19,243,077.15	41.09
Total GENERAL FUND RESERVE	0.00	0.00	0.00	0.00	0.00	0.00
Total ONE-TIME REVENUE	220,000.00	4,263.75	1,414,740.13	0.00	-1,194,740.13	643.06
Total GAS TAX	875,016.00	62,500.00	312,500.00	0.00	562,516.00	35.71
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	2,883.14	6,371.46	0.00	63,461.54	9.12
Total LIBRARY SPECIAL REVENUE	39,000.00	3,250.00	16,250.00	0.00	22,750.00	41.67
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	16,557.16	40,265.07	0.00	82,992.93	32.67
Total RESTRICTED DONATIONS	114,229.00	6,070.95	24,366.38	629.00	89,233.62	21.88
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	0.00	0.00	0.00	0.00	0.00
Total CITY OF SB AS SUCCESSOR HOUSING AGENCY	972,845.00	24,044.99	119,656.67	38,207.16	814,981.17	16.23
Total RDA OBLIGATION RETIREMENT FUND	5,705,172.49	613,402.33	2,367,236.41	2,426,003.87	911,932.21	84.02
Total EMERGENCY DISASTER FUND	1,398,756.70	76,209.02	396,182.85	247,692.40	754,881.45	46.03
Total PARKS AND FACILITIES CAPITAL	2,450,872.08	26,796.08	351,836.39	295,961.89	1,803,073.80	26.43
Total STREET IMPROVE. PROJECTS	26,400.26	0.00	0.00	0.00	26,400.26	0.00
Total TECHNOLOGY CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00
Total SUCCESSOR AGENCY TO THE SB RDA - CAPITAL	686,856.00	0.00	38,497.99	0.00	648,358.01	5.60

Expenditure Status Report

expstat.rpt
01/16/2013 10:27PM
Periods: 5 through 5

City of San Bruno
11/1/2012 through 11/30/2012

Account Number	Adjusted Appropriation	Expenditures	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total SUCCESSOR AGENCY TO THE SB RDA -2000 COP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total WATER FUND	11,178,174.73	633,967.05	3,555,483.83	1,235,201.74	6,387,489.16	42.86	
Total STORMWATER FUND	1,082,897.65	271,946.45	438,144.40	64,081.51	580,671.74	46.38	
Total WASTEWATER FUND	9,010,809.83	1,383,706.61	3,319,177.71	577,784.77	5,113,847.35	43.25	
Total CABLE TV FUND	9,607,582.28	805,543.95	3,699,667.90	1,972,536.00	3,935,378.38	59.04	
Total CENTRAL GARAGE	612,040.00	59,838.01	245,349.78	0.00	366,690.22	40.09	
Total FACILITY MAINT.FUND	859,194.00	62,026.63	347,998.71	0.00	511,195.29	40.50	
Total GENERAL EQUIPMENT REVOLVING	308,554.70	1,072.88	55,805.46	114,034.06	138,715.18	55.04	
Total TECHNOLOGY DEVELOPMENT	518,919.26	38,823.49	203,973.81	0.00	314,945.45	39.31	
Total SELF INSURANCE	1,611,477.00	52,805.43	988,172.29	0.00	623,304.71	61.32	
Grand Total	80,386,427.72	6,724,127.88	31,168,108.71	7,185,106.49	42,032,212.52	47.71	



RECONCILIATION OF GENERAL LEDGER TO BANK

MONTH ENDING DECEMBER 2012

City of San Bruno Cash

City of San Bruno General Ledger

Investment Balance	\$ 41,737,696.65
Glenview Fire LAIF	3,025,106.70
Checking	3,915,400.70
Police Checking	14,647.00
Glenview Fire Recovery	4,745.16
Glenview Counseling Assist	19,056.00
Successor Agency of SB RDA	484,853.27
Successor Housing Agency	782,124.77
City of SB as Custodian - WFB	68,757,743.33

Bank Balances as of 118,741,373.58

General Ledger Balance \$ 118,403,754.78

Outstanding checks \$ (529,949.52)

FNB Deposit Transit	8,766.18
FNB Deposit Transit	89,668.02
FNB Deposit Transit	10,522.04
FNB Deposit Transit	24,786.02
Finance CC	1,356.85
CATV Merchant Bankcard CC	14,050.32
Utility Online Billpay - ACH	598.59
Utility Online Billpay - ACH	8,897.21
Utility Online Billpay - ACH	5,748.42
Utility Online Billpay - cc	679.00
Utility Online Billpay - cc	12,501.04
Utility Online Billpay - cc	5,825.85
Utility Online Billpay - VISA	10,021.29
FNB Misc Debit	

Library CC	297.02
CATV Paymentech	966.19
Glenview Fire Interest	2.39
misc deposit adj Oct carryover	4.50
misc deposit adjustment	1.00
Reconciling Item	\$ (180.99)

Adjusted Balance

\$ 118,404,844.89

Adjusted Balance

\$ 118,404,844.89



INVESTMENT REPORT

Month ending December 2012

INVESTMENTS				YIELD
INVESTMENT POOLS				
Local Agency Investment Fund	12,222,860.20			0.326
Glenview Fire LAIF	3,025,106.70			0.326
San Mateo County Pool	18,440,409.97			0.970
INVESTMENTS HELD AT UNION BANK				
	PAR VALUE	COST BASIS	MKT. VALUE	YIELD
Federal home Loan Mtg 0.375 mat 10/30/13	\$ 2,000,000.00	\$ 2,003,356.08	\$ 2,003,060.00	0.370
Federal Farm Credit Bank 0.20% mat 12/3/13	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,180.00	0.200
Federal Farm Credit Bank 0.20 mat 2/26/14	\$ 1,000,000.00	\$ 1,000,000.00	\$ 999,460.00	0.200
Federal Farm Credit Bank 0.25% MAT 4/4/14	\$ 1,000,000.00	\$ 1,000,399.00	\$ 1,000,430.00	0.250
Federal Home Loan Bank 1.42 mat 5/30/14	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,016,970.00	1.400
Federal Home Loan Bank 0.50 mat 2/25/15	\$ 1,000,000.00	\$ 999,000.00	\$ 1,000,020.00	0.500
Federal Farm Credit Bank 0.50% mat 11/5/15	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,001,970.00	0.500
Federal Home Loan Bank Bond	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,580.00	0.550

0.55% mat 11/13/15

US Govt Money Market	\$	71,671.40	\$	71,671.40	\$	71,671.40	0.000
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INVESTMENTS HELD AT WELLS FARGO BANK

City of San Bruno as Temporary Custodian	68,757,743.33	0.142
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TOTAL	\$111,517,791.60
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Through period: 6

City of San Bruno
 Through December 2012

	Cash	Investments	Fund Total
001 GENERAL FUND	5,377,763.54	53,638.66	5,431,402.20
002 GENERAL FUND RESERVE	3,026,446.11	0.00	3,026,446.11
003 ONE-TIME REVENUE	4,479,097.67	0.00	4,479,097.67
101 GAS TAX	1,215,057.09	0.00	1,215,057.09
102 MEASURE A TRANSPORTATION TAX	1,534,610.73	0.00	1,534,610.73
103 STREET SPECIAL REVENUE	306,939.09	0.00	306,939.09
104 TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00
111 POLICE ASSET FORFEITURE	63,838.32	0.00	63,838.32
112 SAFETY AUGMENT. -PROP. 172	63,624.57	0.00	63,624.57
113 POLICE SPECIAL REVENUE	20,860.16	0.00	20,860.16
114 TRAFFIC SAFETY GRANT	60,748.73	0.00	60,748.73
121 FEDERAL/STATE GRANTS	69,211.81 CR	0.00	69,211.81 CR
122 SOLID WASTE/RECYCL.	208,639.78	0.00	208,639.78
123 LIBRARY SPECIAL REVENUE	349,854.41	0.00	349,854.41
131 IN-LIEU FEES	3,656,426.64	0.00	3,656,426.64
132 AGENCY ON AGING	31,037.44	0.00	31,037.44
133 RESTRICTED DONATIONS	993,172.14	0.00	993,172.14
134 ED JOHNSON BEQUEST FUND	25,346.26	0.00	25,346.26
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	0.04	0.00	0.04
153 RDA OBLIGATION RETIREMENT FUND	1,326,769.25	0.00	1,326,769.25
190 EMERGENCY DISASTER FUND	3,009,341.55 CR	0.00	3,009,341.55 CR
201 PARKS AND FACILITIES CAPITAL	302,311.83	0.00	302,311.83
202 CITY/BART POLICE FACIL	0.00	0.00	0.00
203 STREET IMPROVE. PROJECTS	1,112,142.74	0.00	1,112,142.74
207 TECHNOLOGY CAPITAL	79,427.76	0.00	79,427.76
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	2.11	2.11
351 SUCCESSOR AGENCY TO THE SB RDA -2000 COP	157,580.00	649,962.50	807,542.50
611 WATER FUND	12,320,027.92	0.00	12,320,027.92
621 STORMWATER FUND	1,214,430.51	0.00	1,214,430.51
631 WASTEWATER FUND	6,510,413.51	821,471.61	7,331,885.12
641 CABLE TV FUND	3,162,322.93 CR	200.00	3,162,122.93 CR
701 CENTRAL GARAGE	463,373.70	0.00	463,373.70
702 FACILITY MAINT.FUND	981,694.75	0.00	981,694.75
703 GENERAL EQUIPMENT REVOLVING	3,523,390.09	0.00	3,523,390.09
707 TECHNOLOGY DEVELOPMENT	480,630.38	0.00	480,630.38
711 SELF INSURANCE	1,928,989.61	91,118.50	2,020,108.11
810 DEFERRED COMPENSATION PLANS	0.00	0.00	0.00
870 CRESTMOOR GLENVIEW RESTITUTION FUND	68,757,743.33	0.00	68,757,743.33
880 PROJECT DEVELOP. TRUST	72,216.14	0.00	72,216.14
891 S.B. GARBAGE CO. TRUST	401,439.23	0.00	401,439.23
Grand Total:	118,403,754.78	1,616,393.38	120,020,148.16

Expenditure Status Report
City of San Bruno
12/1/2012 through 12/31/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total GENERAL FUND	32,697,819.67	4,008,188.63	17,234,620.10	127,010.78	15,336,188.79	53.10
Total GENERAL FUND RESERVE	123,500.00	0.00	0.00	0.00	123,500.00	0.00
Total ONE-TIME REVENUE	220,000.00	7,385.12	1,422,125.25	0.00	-1,202,125.25	646.42
Total GAS TAX	1,697,516.00	62,500.00	375,000.00	0.00	1,322,516.00	22.09
Total MEASURE A TRANSPORTATION TAX	782,500.00	0.00	0.00	0.00	782,500.00	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	5,850.08	5,850.08	9,389.73	1,260.19	92.36
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	4,241.80	10,613.26	0.00	59,219.74	15.20
Total LIBRARY SPECIAL REVENUE	99,000.00	3,250.00	19,500.00	0.00	79,500.00	19.70
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	3,950.21	44,215.28	0.00	79,042.72	35.87
Total RESTRICTED DONATIONS	128,479.00	0.00	24,366.38	629.00	103,483.62	19.45
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	2,482,666.00	2,482,666.00	0.00	-2,482,666.00	0.00
Total CITY OF SB AS SUCCESSOR HOUSING AGENCY	1,083,054.00	53,630.55	173,287.22	10,257.97	899,508.81	16.95
Total RDA OBLIGATION RETIREMENT FUND	15,076,089.49	396,543.28	2,763,779.69	2,401,826.37	9,910,483.43	34.26
Total EMERGENCY DISASTER FUND	2,337,756.70	6,496.57	402,679.42	247,692.40	1,687,384.88	27.82
Total PARKS AND FACILITIES CAPITAL	5,415,872.08	140,244.92	492,081.31	138,630.26	4,785,160.51	11.65
Total STREET IMPROVE. PROJECTS	299,900.26	687.00	687.00	0.00	299,213.26	0.23
Total TECHNOLOGY CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00
Total SUCCESSOR AGENCY TO THE SB RDA - CAPITAL	686,856.00	0.00	38,497.99	0.00	648,358.01	5.60
Total LEASE DEBT SERVICE						

Expenditure Status Report
City of San Bruno
12/1/2012 through 12/31/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total SUCCESSOR AGENCY TO THE SB RDA -2000 COP	0.00	0.00	0.00	0.00	0.00	0.00
Total WATER FUND	16,191,499.73	492,434.56	4,047,918.39	1,352,521.60	10,791,059.74	33.35
Total STORMWATER FUND	1,280,757.65	55,421.96	493,566.36	63,943.58	723,247.71	43.53
Total WASTEWATER FUND	12,284,930.83	488,486.82	3,807,684.53	563,595.64	7,913,670.66	35.58
Total CABLE TV FUND	10,234,310.28	662,035.46	4,361,703.36	1,915,192.71	3,957,414.21	61.33
Total CENTRAL GARAGE	612,040.00	56,219.36	301,569.14	0.00	310,470.86	49.27
Total FACILITY MAINT.FUND	859,194.00	79,287.17	427,285.88	0.00	431,908.12	49.73
Total GENERAL EQUIPMENT REVOLVING	308,554.70	0.00	55,805.46	113,737.21	139,012.03	54.95
Total TECHNOLOGY DEVELOPMENT	660,051.26	54,827.05	258,800.86	0.00	401,250.40	39.21
Total SELF INSURANCE	1,611,477.00	54,530.19	1,042,702.48	0.00	568,774.52	64.70
Grand Total	105,130,969.72	9,118,876.73	40,286,985.44	6,945,147.32	57,898,836.96	44.93

Revenue Status Report

City of San Bruno

12/1/2012 through 12/31/2012

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total GENERAL FUND	32,618,921.61	6,306,683.21	15,754,986.36	16,863,935.25	48.30
Total GENERAL FUND RESERVE	0.00	0.00	0.00	0.00	0.00
Total ONE-TIME REVENUE	0.00	366,590.96	366,941.46	-366,941.46	0.00
Total GAS TAX	1,169,432.00	0.00	412,627.39	776,804.61	34.69
Total MEASURE A TRANSPORTATION TAX	701,763.00	83,575.69	424,613.71	277,149.29	60.51
Total STREET SPECIAL REVENUE	772.00	0.00	29.00	743.00	3.76
Total TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00	0.00	0.00
Total POLICE ASSET FORFEITURE	5,160.00	0.00	1,533.49	3,626.51	29.72
Total SAFETY AUGMENT. -PROP.172	86,115.00	7,961.70	52,347.79	33,767.21	60.79
Total POLICE SPECIAL REVENUE	100,029.00	0.00	2.00	100,027.00	0.00
Total TRAFFIC SAFETY GRANT	148.00	0.00	42.60	105.40	28.78
Total FEDERAL/STATE GRANTS	109.00	0.00	1,187.00	-1,078.00	1088.99
Total SOLID WASTE/RECYCL	68,814.00	6,369.26	33,544.61	35,269.39	48.75

Revenue Status Report

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City of San Bruno
12/1/2012 through 12/31/2012

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total LIBRARY SPECIAL REVENUE	1,065.00	0.00	793.93	271.07	74.55
Total IN-LIEU FEES	764,751.00	0.00	122,118.75	642,632.25	15.97
Total AGENCY ON AGING	173,418.00	13,819.42	69,629.03	103,788.97	40.15
Total RESTRICTED DONATIONS	111,270.00	6,641.71	77,253.22	34,016.78	69.43
Total ED JOHNSON BEQUEST FUND	64.00	0.00	44.89	19.11	70.14
Total GLENVIEW FIRE DONATIONS	0.00	0.00	2.39	-2.39	0.00
Total PGE	0.00	0.00	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	195,258.00	0.00	4,181.93	191,076.07	2.14

Revenue Status Report

City of San Bruno
 12/1/2012 through 12/31/2012

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total STREET IMPROVE. PROJECTS	1,607,682.00	0.00	3,174.41	1,604,507.59	0.20
Total TECHNOLOGY CAPITAL	203,680.00	0.00	692.21	202,987.79	0.34
Total SUCCESSOR AGENCY TO THE SB RDA - CAPITAL	0.00	0.00	0.00	0.00	0.00
Total LEASE DEBT SERVICE	686,856.00	2.11	38,500.10	648,355.90	5.61
Total SUCCESSOR AGENCY TO THE SB RDA -2000 COP	0.00	0.00	0.00	0.00	0.00
Total WATER FUND	11,152,000.00	840,576.88	5,173,490.09	5,978,509.91	46.39
Total STORMWATER FUND	599,500.00	287,463.23	290,958.46	308,541.54	48.53
Total WASTEWATER FUND	12,044,000.00	934,814.15	5,128,903.13	6,915,096.87	42.58
Total CABLE TV FUND	10,036,180.00	813,800.23	4,828,548.02	5,207,631.98	48.11
Total CENTRAL GARAGE	625,056.00	52,089.00	312,534.00	312,522.00	50.00
Total FACILITY MAINT.FUND	881,655.00	73,471.00	441,026.00	440,629.00	50.02
Total GENERAL EQUIPMENT REVOLVING	430,587.00	35,882.00	215,292.00	215,295.00	50.00
Total TECHNOLOGY DEVELOPMENT	512,652.26	40,369.00	242,214.00	270,438.26	47.25

Revenue Status Report
 City of San Bruno
 12/1/2012 through 12/31/2012

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
Total SELF INSURANCE	1,611,477.00	134,290.00	805,740.00	805,737.00	50.00
Grand Total	82,026,573.87	10,004,399.55	35,048,781.20	46,977,792.67	42.73



City Council Agenda Item
Staff Report

CITY OF SAN BRUNO

DATE: January 22, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Klara A. Fabry, Public Services Director
SUBJECT: Adopt Resolution Accepting the Madison Slope Stabilization Project as Complete and Authorizing the Release of the Construction Contract Retention in the Amount of \$2,785.80

BACKGROUND:

The City owns the sloped open space located between the homes on Madison Avenue and the Bethany Presbyterian Church. In late 2011, a shallow landslide developed at this open space and was reported by the resident of 431 Madison Avenue. This project was included in the 2012-13 CIP with the goal of stabilizing the slope.

In early 2012, the City retained the services of the geotechnical firm Treadwell & Rollo to evaluate the landslide and to recommend a stabilization plan. The plan consisted of the removal of the landslide deposits; placement and compaction of an engineered fill; installation of surface and subsurface drainage features and appurtenances; construction of below-grade sub-drains; installation of a new surface drainage v-ditch; slope fill and compaction; and, the installation of an erosion control blanket and hydro-seeding.

The City Council awarded the construction contract for the Madison Slope Stabilization project to ETIC Engineering, Inc. on September 25, 2012.

DISCUSSION:

The total 2012-13 CIP budget for project design and construction is \$150,000. The total actual project cost, including design and construction is, \$132,713 for a project savings of \$17,287.

The total design cost, including staff support, is \$30,057. The total construction cost, including staff support, is \$102,656. There were no change orders issued for the construction this project.

There are no outstanding construction claims or unresolved issues. The work has been completed to the satisfaction of the City's project management team. Staff recommends the City Council accept the project and construction contract as complete and approve the release of the construction contract retention in the amount of \$2,785.80.

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FISCAL IMPACT:

The City Council previously appropriated a project budget of \$150,000. The total actual expenditure for the Madison Slope Stabilization Project, including design and construction costs, is \$132,713, for a project savings of \$17,287.

ALTERNATIVES

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

RECOMMENDATION

Adopt resolution accepting the Madison Slope Stabilization Project as complete and authorizing the release of the construction contract retention in the amount of \$2,785.80.

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolution
2. Contract Acceptance and Release of Retention Information Form
3. 2012-13 CIP Budget Sheet

DATE PREPARED:

January 16, 2013

REVIEWED BY:

_____ CM

RESOLUTION NO. 2013 - ____

RESOLUTION ACCEPTING THE MADISON SLOPE STABILIZATION PROJECT AS COMPLETE AND AUTHORIZING THE RELEASE OF THE CONTRACT CONSTRUCTION RETENTION IN AN AMOUNT OF \$2,785.80

WHEREAS, in 2011, the City was notified of a shallow landslide on the City owned open space adjacent to 431 Madison Avenue; and

WHEREAS, stabilizing the sloped open space deemed necessary to alleviate further erosion and provide significant safety improvements; and

WHEREAS, the City Council awarded the construction contract for the Madison Slope Stabilization project to ETIC Engineering, Inc. on September 25, 2012; and

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

WHEREAS, the construction contract requires retention in an amount of \$2,785.80 withheld from the total construction contract until the project is complete.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the Madison Slope Stabilization Project as complete and authorizes the release of the contract construction retention in an amount of \$2,785.80.

Dated: January 22, 2013

ATTEST:

Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 22nd day of January 2013 by the following vote:

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



PUBLIC SERVICES DEPARTMENT

Capital Improvement Program

Project Acceptance and Release of Retention Information Form

As of Date: January 3, 2013

Project Information:

Contract Name	Madison Slope Stabilization Project	Contract Number	86704
Project Manager	Nader Dahu		
Design Consultant	Treadwell & Rollo	Construction Contractor	ETIC Engineering, Inc.
Design Contract Award Date:	August 1, 2012		
Const. Contract Award Date:	September 25, 2012		
Start of Construction:	October 17, 2012		
Contract Change Orders:	None		
Substantial Completion:	November 1, 2012		
Final Completion:	January 3, 2013		
Notice of Completion:	Scheduled for filing on January 23, 2013		
Project Description: The contract work included clearing and grubbing; excavation and compaction; excavation of landslide deposits; placement and compaction of engineered fill; furnishing and installing surface and subsurface drainage features and appurtenances; construction of below-grade sub-drains; installation of a new surface drainage v-ditch; slope fill and compaction; and installation erosion blanket and hydro seeding.			

Project Cost:

	Budget	Actual
TOTAL PROJECT	\$ 150,000.00	\$ 132,713.00
Design*	\$ 31,900.00	\$ 30,057.00
Construction*	\$ 118,100.00	\$ 102,656.00
Retention to be Released		\$ 2,785.80

* Cost includes City staff support

Madison Slope Stabilization

PROJECT INFORMATION	
Origination Year: 2012-13	Project Number: 86704
Projected Completion Date: June 2013	Life Expectancy: 25 years
Total Project Cost: \$ 150,000	

Project Description:

In 2009, the City completed a project titled the Landslide Mitigation Project that stabilized a City-owned hillside behind several properties on the 400 block of Madison Avenue by improving site drainage, constructing a wall to catch falling debris at the bottom of the slope, and re-compacting the soil.

In 2011, the slope just north of the previous hillside improvement displayed signs of instability. Based on a preliminary geotechnical investigation of the slope and soil conditions, this project will conduct borings, excavate, and re-compact the soil to prevent any further hillside movement.

2011-12 Status:

Conducted a preliminary geotechnical investigation to determine the estimated scope and cost to stabilize the hillside.

2012-13 Work Plan:

Complete all geotechnical testing and design, and complete construction.

Project Appropriations:

Current Year Appropriations:

Funding Source	Prior Appropriation	Prior Expense	Carryover Appropriation	2012-13 Funding Request	2012-13 Total Funds Available
Stormwater Capital	0	0	0	150,000	150,000
Total	0	0	0	150,000	150,000

Five-Year Work Program Appropriations:

Funding Source	2012-13	2013-14	2014-15	2015-16	2016-17	Total Future Request
Stormwater Capital	150,000	0	0	0	0	150,000
Total	150,000	0	0	0	0	150,000



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: January 22, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Klara A. Fabry, Public Services Director
SUBJECT: Adopt Resolution Accepting the Commodore Drive Pedestrian Access Project as Complete and Authorizing Release of the Construction Contract Retention in the Amount of \$12,122.56

BACKGROUND:

The Commodore Drive Pedestrian Access Project was included in the 2009-10 Capital Improvement Program (CIP) with the goal of improving safety and pedestrian connectivity on Commodore Drive by constructing the missing sidewalk.

On October 11, 2011, the City Council authorized the City Manager to execute an engineering design services contract with DKS Associates for the project. The approved design scope included design of the sidewalk, accessible ramps, lighting, and pavement rehabilitation.

The City Council awarded the construction contract to Sposeto Engineering Inc. on May 8, 2012. The scope of this contract included all the designed elements except the pavement rehabilitation related work as directed by the City Council.

DISCUSSION:

The total CIP budget for project design and construction is \$400,000. The total actual project cost, including design and construction, is \$388,262, for a savings of \$11,738.

The total design cost, including staff support, is \$114,172. The total construction cost, including staff support and change orders, is \$274,090. Detail information for each of the change orders is listed in Attachment 2.

There are no outstanding construction claims or unresolved issues. The work has been completed to the satisfaction of the City's project management team. Staff recommends that the City Council accept the project and construction contract as complete and approve the release of the construction contract retention in the amount of \$12,122.56.

FISCAL IMPACT:

The City Council previously appropriated a project budget of \$400,000. The total actual expenditure for the Commodore Drive Pedestrian Access Project, including design and

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construction costs, is \$388,259.88. The project savings of \$11,738 will be returned to the Gas Tax fund.

ALTERNATIVES

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

RECOMMENDATION

Adopt resolution accepting the Commodore Drive Pedestrian Access Project as complete and authorizing release of the construction contract retention in the amount of \$12,122.56.

DISTRIBUTION

None

ATTACHMENTS

1. Resolution
2. Contract Acceptance and Release of Retention Information Form
3. 2012-13 CIP Budget Sheet

DATE PREPARED

January 16, 2013

REVIEWED BY

_____ CM

RESOLUTION NO. 2013 - ____

RESOLUTION ACCEPTING THE COMMODORE DRIVE PEDESTRIAN ACCESS PROJECT AS COMPLETE AND AUTHORIZING RELEASE OF THE CONSTRUCTION CONTRACT RETENTION IN THE AMOUNT OF \$12,122.56

WHEREAS, Commodore Drive between Palos Verde School and the Crossing Development lacked sidewalk or safe passage for pedestrians; and

WHEREAS, the completion of the Commodore Drive Pedestrian Access Project provides adequate accessibility, improves pedestrian connectivity between residential buildings and neighborhoods, offices, retail, parks and transit centers; promotes pedestrian-based commuting, and provides significant safety improvements; and

WHEREAS, the City Council awarded the construction of the Commodore Drive Pedestrian Access Project to Sposeto Engineering, Inc. on May 8, 2012; and

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

WHEREAS, the construction contract requires retention in the amount of \$12,122.56 withheld from the total amount until the project is complete.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the Commodore Drive Pedestrian Access Project as complete and authorizes the release of the construction contract retention in an amount of \$12,122.56.

Dated: January 22, 2013

ATTEST:

Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 22nd day of January 2013 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers: _____

ABSENT: Councilmembers: _____



Capital Improvement Program

Project Acceptance and Release of Retention Information Form

As of Date: January 4, 2013

Project Information:

Contract Name	Commodore Drive Pedestrian Access Project	Contract Number	82704
Project Manager	Tina Tseng		
Design Consultant	DKS Associates	Construction Contractor	Sposeto Engineering
Design Contract Award Date:	October 11, 2011		
Const. Contract Award Date:	May 8, 2012		
Start of Construction:	June 18, 2012		
<p>Change Order:</p> <p>C.O. #1 issued on July 25, 2012 in an amount of \$8,102.78 to grind unforeseen concrete cap and relocated an existing storm drain inlet</p> <p>C.O. #2 issued on August 14, 2012 to reduce the number of existing bollard to be relocated, which resulted a credit of \$635.20 to the contract</p> <p>C.O. #3 issued on October 2, 2012 in an amount of \$12,799.75 for installation of a PG&E service cabinet that included the required step down transformer</p> <p>C.O. #4 issued December 19, 2012 in an amount of \$1,983.83 to adjust bid quantity to final quantity completed.</p>			
Substantial Completion:	January 2, 2013		
Final Completion:	January 4, 2013		
Notice of Completion:	Scheduled for filling on January 23, 2013		
<p>Project Description:</p> <p>The contract work included concrete sidewalk, curb and gutter, accessible concrete curb ramps with detectable warning surfaces, electrical lighting conduits, light pole foundations, light poles, and electrical service cabinet.</p>			

Project Cost:

	Budget	Actual
TOTAL PROJECT	\$ 400,000.00	\$ 388,262.00
Design*	\$ 125,000.00	\$ 114,172.00
Construction*	\$ 275,000.00	\$ 274,090.00
Retention to be Released		\$12,122.56

* Cost includes City staff support

Commodore Drive Pedestrian Access Project

PROJECT INFORMATION	
Origination Year: 2009-10	Project Number: 82704
Projected Completion Date: September 2012	Life Expectancy: 50 years
Total Project Cost: \$ 400,000	

Project Description:

This project involves the construction of sidewalk and enhanced crosswalk facilities, installation of signage, and construction of pedestrian-scale lighting. The project will improve safety and pedestrian connectivity along a well-used pedestrian route connects the San Bruno BART station, schools, park, business buildings, and shopping centers.

When the design contract was awarded in Fall 2011, the City Council directed staff to include pedestrian-scale lighting and pavement rehabilitation into the design, with the expectation that this may result in a total project cost increase of approximately \$80,000. In Spring 2012, the City Council awarded a construction contract that includes all pedestrian and lighting facilities, but excluded pavement rehabilitation so that the total project cost would remain at \$400,000.

2011-12 Status:

Completed all design work and coordinated project implementation with personnel representing the Federal Archives adjacent to the project site. Awarded construction contract and began construction.

2012-13 Work Plan:

Complete construction and project closeout.

Project Appropriations:

Current Year Appropriations:

Funding Source	Prior Appropriation	Prior Expense	Carryover Appropriation	2012-13 Funding Request	2012-13 Total Funds Available
Streets Capital	160,000	(37,968)	122,032	0	122,032
TDA Article 3	160,000	(100,257)	59,744	0	59,744
Gas Tax	80,000	0	80,000	0	80,000
Total	400,000	(138,224)	261,776	0	261,776

Five-Year Work Program Appropriations:

Funding Source	2012-13	2013-14	2014-15	2015-16	2016-17	Total Future Request
None	0	0	0	0	0	0
Total	0	0	0	0	0	0



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: January 22, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Carol Bonner, City Clerk
SUBJECT: Appoint Representative to the Board of the Colma Creek Flood Control Zone Advisory Committee.

BACKGROUND:

At the August 25, 2009 Council meeting, Councilmember Irene O'Connell was appointed as San Bruno's representative to the Colma Creek Flood Control Zone Advisory Committee to complete A four-year term, which will expire March 31, 2013.

DISCUSSION:

The flood control improvements for Colma Creek are managed by the San Mateo County Department of Public Works. The Colma Creek watershed includes a portion of the City of San Bruno and the City therefore has one representative on the Advisory Committee. Since his original appointment Councilmember O'Connell has regularly attended the meetings of the Colma Creek Advisory Committee. She has expressed a continuing interest for re-appointment to the Board.

The City's representative serves for a four-year term. The person appointed will serve for the period March 31, 2013 through March 31, 2015. Should the City Council wish to reappoint Councilmember O'Connell, her term on the committee would expire at the end of her four-year appointment to the Colma Creek Flood Control Zone Advisory Committee on March 31, 2017 or at the end of her City Council term on November 3, 2015.

FISCAL IMPACT:

None

ALTERNATIVES:

1. Take no action.
2. Appoint another representative to the Colma Creek Advisory Committee.

RECOMMENDATION:

Appoint Representative to the Board of the Colma Creek Flood Control Zone Advisory Committee for the Term Ending March 31, 2015

ATTACHMENTS:

None

DATE PREPARED: January 18, 2013

7.9.

DATE: 1 January 2013
TO: Mr. John Dracopoulos

RECEIVED

JAN 7 2013

CITY CLERK'S OFFICE

Dear John:

I have been trying to get in touch with you for numerous months before our Citizen's Crime Prevention meetings to no avail. Sometimes I am able to leave a message, sometimes there appears to be no answering machine. I have sent you multiple E=Mails and I believe I even sent you a letter asking you to contact me so we could talk. You have not contacted me.

You have missed a number of our meetings and some months your inability to attend has been part of the reason we could not get the needed quorum required to hold our meetings. We have not had a meeting since August 2012.

I am asking you to consider resigning from the committee so the City can appoint another member to bring our committee back to its full 7 members, thus allowing us to, hopefully, start accomplishing needed tasks.

You have provided meaningful ideas and physical support of a number of our meetings and activities, and for that I thank you.

If you decide to resign, please send your note of resignation to:

San Bruno City Clerk Carol Bonner
567 El Camino Real
San Bruno, CA 94066

Please mention that you are resigning from the Crime Prevention Committee.

Should you desire to discuss your situation with me, 871-4584



Robert Riechel

2013 Citizen's Crime Prevention Committee Chair

CC: San Bruno Police Department - Officer McCoy

1/3/2013

*Ms. Carol Bonner
This is to inform you that I wish to RESIGN
FROM THE CRIME PREVENTION COMMITTEE AS OF
JAN 1, 2013.
John B. [Signature]*

T.h.

Carol Bonner

From: Raqsy Duran
Sent: Thursday, January 10, 2013 11:52 AM
To: Carol Bonner
Subject: Resignation- Raquel Duran BPAC

Hi Carol,

I'm writing to submit my official resignation from the Bicycle Pedestrian & Advisory Committee. At this time, my Business and personal life are overwhelming with adjustments. Hopefully, in the future I can return to office. I really enjoyed meeting everyone on the Committee. Please tell them that my biggest reason for joining was because I really wanted a flashing crosswalk at the entrances of the freeway on ramps for highway 380. Maybe one day, I'll see it blinking for our pedestrians, skaters and bicyclists.

I'm very sorry and I very much wanted to help make San Bruno safer for the "Green People".

Sincerely,

Raquel Duran
Kids & Company Childcare



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: January 22, 2013

TO: Honorable Mayor and Members of the City Council

FROM: Kim Juran, Finance Director

SUBJECT: Adopt Resolution Accepting the City's Comprehensive Annual Financial Report (CAFR), Single Audit, Measure A Funds Audit Report, and Transportation Development Act Compliance for the Fiscal Year Ended June 30, 2012

BACKGROUND

The City's independent auditor, Vavrinek, Trine, Day & Company, LLP, has completed the audit of the City's financial statements and provided their auditor's reports for the fiscal year ended June 30, 2012. The Finance Department prepared the City's financial statements in the form required of the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2012. The Government Accounting Standards Board (GASB) recommends the elements for the CAFR format. The CAFR and the related financial statements fully disclose the financial condition of the City and other reporting units of the City.

The following statements for the year ended June 30, 2012 are presented for the City Council's review:

1. City's Comprehensive Annual Financial Report (CAFR)
2. Single Audit
3. Audit of Measure A Funds
4. Transportation Development Act Compliance

The primary report, the CAFR, contains three sections. The first is the introductory section, which includes the transmittal letter, list of principle officials and an organization chart. The financial section includes the independent auditor's report, Management's Discussion and Analysis of the fiscal year, the basic financial statements and notes that explain the City's financial position and operating results, and supplementary statements, schedules, and notes that provide additional detailed information to the basic financial statements. Finally, the statistical section includes pertinent financial and non-financial statistical data that presents various economic, social, and demographic trends and other information about the City for the past ten years.

D.B.

The format of the CAFR is designed to serve the needs of three primary users: the City Council and other governmental oversight bodies, the public, and agencies assessing the City's creditworthiness.

For the second consecutive year, the City's CAFR for the fiscal year ended June 30, 2011 was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officer's Association (GFOA) of the United States and Canada. The Certificate of Achievement is the highest form of recognition for excellence in state and local government reporting and it ensures that the published CAFR is an easily readable and efficiently organized comprehensive annual financial report.

DISCUSSION

The City's independent auditor completed audits of the City's financial statements, Federal Awards (including Transportation Development Act funds), and the Measure A sales tax special revenue. The audits found no exception to conformance with generally accepted accounting standards, the Government Auditing Standards issued by the Comptroller of the United States, or the U.S. Office of Management and Budget Circular A-133 for state and local governments.

Vavrinek, Trine, Day & Company found the general-purpose financial statements present fairly, in all material ways, the City's financial position as of June 30, 2012. The audited financial statements include the statement of net assets, statements of activities and changes in net assets, balance sheets, statements of revenues, expenditures, and changes in fund balances, and statements of cash flows.

The CAFR has been prepared in accordance with the requirements for GASB 34. The Governmental Accounting Standards Board (GASB) established this framework for the financial reports of state and local governments. Important financial statement changes during the 2011-12 fiscal year include:

- The City's government-wide net assets increased by \$13.2 million during 2011-12, bringing the total net assets to \$118 million. Of government-wide net assets, \$81.1 million is invested in capital assets, \$12.5 million is restricted for specific use, and the balance of \$24.4 million is unrestricted for the City's operations and capital investments (pg. 18).
- The City's Governmental activities expenses were \$41 million, representing a 13.6% decrease over 2010-11. This was offset by charges for services of \$8.2 million and Operating and Capital Contributions and Grants of \$12.3 million for a net cost to general revenues (taxes and investment income) of \$21.5 million. General governmental activities revenues totaled \$28.9 million for a gain (revenues greater than expenses) of \$8.6 million (pg. 21).
- Business-type activities expenses of \$28.4 million were offset by charges for services totaling \$32.7 million. Combined with non-program revenues totaling \$.1 million, Net Assets increased by \$4.5 million (pg. 21).

- In April 2012, the City received \$68.75 million in cash from Pacific Gas & Electric Co. to aid the community's recovery from the explosion and fire that ripped through the Crestmoor neighborhood on September 9, 2010. The City is holding these funds in an Agency Fund until the not-for-profit entity called for in the settlement agreement with PG&E is established to manage the funds and determine how the restitution funds should be spent to benefit the community as a whole (page 38).

The CAFR for the fiscal year ending June 30, 2012 is the fourth year in which the City is required to comply with GASB Statement No. 45 Other Post Employment Benefits. The intent of GASB 45 is to provide more complete reporting requirements regarding the costs and financial obligations that governments incur when they provide post employment benefits other than pensions. In accordance with the guidelines of GASB 45, the City's net OPEB obligation and updated actuarial analysis is provided in the Notes to the Basic Financial Statements (Note 13 on page 72-74). The City's Net OPEB obligation as of June 30, 2012 is \$9,861,900, as the City's pay-as-you-go contribution of \$917,700 was less than the Annual OPEB Cost of \$3,796,900. This Annual OPEB cost is the amount that the City would have to pay annually to fully fund its current OPEB obligation over the next 30 years.

FISCAL IMPACT

Financial reports are to be submitted to the City Council in accordance with section 2.28.030 of the Municipal Code. The CAFR and other financial statements have no direct fiscal impact on the City. However, the reports are necessary to allow City Council oversight and failing to prepare such reports could jeopardize the City's credit rating and its ability to obtain grants and debt financing.

ALTERNATIVES

1. Request additional analysis or the preparation of other financial statements prior to accepting the audit reports as of June 30, 2012.
2. Complete further review of the audit reports.

RECOMMENDATION

Adopt Resolution Accepting the City's Comprehensive Annual Financial Report (CAFR), Single Audit, Measure A Funds Audit Report, and Transportation Development Act Compliance for the Fiscal Year Ended June 30, 2012.

DISTRIBUTION

None

ATTACHEMENTS

Resolution

DATE PREPARED

January 10, 2013

REVIEWED BY

_____CM

RESOLUTION NO. 2013 _____

RESOLUTION ACCEPTING THE CITY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR), SINGLE AUDIT REPORT, MEASURE A FUNDS AUDIT REPORT, AND TRANSPORTATION DEVELOPMENT ACT COMPLIANCE FOR THE FISCAL YEAR ENDED JUNE 30, 2012

WHEREAS, the independent audit provides an annual report on the financial condition of the City in accordance with Municipal Code Section 2.28.030, and;

WHEREAS, the City retained the firm of Vavrinek, Trine, Day and Company, LLP, to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of San Bruno for the fiscal year ended June 30, 2012, and;

WHEREAS, the audit was conducted in accordance with generally accepted auditing standards in the United States and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States, and;

WHEREAS, the City applies all applicable Government Accounting Standards Board (GASB) pronouncements as well as the following pronouncements issued on or before November 30, 1989 to the business-type activities, unless those pronouncements conflict with or contradict GASB pronouncements: Financial Accounting Standards Board (FASB) statements and Interpretations, Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins (ARB) of the Committee of Accounting Procedure. The City applies all applicable FASB Statements and Interpretations issued after November 30, 1989, except those that conflict with or contradict GASB pronouncements, and;

WHEREAS, the financial statements include the statement of net assets, statements of activities and changes in net assets, balance sheets, statements of revenues, expenditures, and changes in fund balances, and statements of cash flows.

WHEREAS, the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2012 has been reviewed by the City Council, and;

WHEREAS, the Audit of Compliance with the Agreement for the Distribution of San Mateo County Measure A Funds for Local Transportation Purposes for the fiscal year ended June 30, 2012 has been reviewed by the City Council.

WHEREAS, the Single Audit Report for the fiscal year ended June 30, 2012 has been reviewed by the City Council, and;

WHEREAS, the Transportation Development Act Compliance for the fiscal year ended June 30, 2012 has been reviewed by the City Council, and;

NOW THEREFORE, the City Council of the City of San Bruno hereby resolves to accept the following reports of the City's independent auditors for the year ended June 30, 2012:

1. City's Comprehensive Annual Financial Report
2. Single Audit
3. Audit of Measure A Funds
4. Transportation Development Act Compliance

—oOo—

I hereby certify the foregoing Resolution No. 2013-
was introduced and adopted by the San Bruno City Council
at a regular meeting on January 22, 2013 by the following vote:

AYES:

NOES:

ABSENT:

City Clerk



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: January 22, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Kim Juran, Finance Director
SUBJECT: Receive Report and Adopt Resolution Accepting the Annual Report on Development Impact Fees for Year Ended June 30, 2012

BACKGROUND

AB 1600 (Statutes of 1998, Mitigation Fee Act) regulates how public agencies may collect, maintain, and spend impact fees imposed on developers for the purpose of defraying costs of public facilities. The Act includes requirements for accounting, expending, and reporting fees and related interest earnings, as well as for findings or refunds for fees that remain unspent five years following receipt.

The Annual Report on Development Impact Fees, Exhibit A to the attached resolution, includes five developer fees currently adopted or approved by the City Council; three of which are subject to AB 1600 requirements. Fees that fall under AB 1600 requirements are water capacity charges, wastewater/sewer capacity charges, and the traffic and development impact fee. While the City has no general traffic impact fee, such a fee was specifically negotiated with the Shops at Tanforan related to the roadway improvements at the El Camino Real/Sneath intersection. Park in-Lieu fees and Below Market Rate Housing in-Lieu fees are developer fees collected by the City that are exempt from AB 1600 requirements; however, they have been included in this report for informational purposes. This Annual Report captures revenues collected or receivable and project costs incurred between July 1, 2011 and June 30, 2012.

Developer fees, for accounting purposes, must be segregated from the City's General Fund and from other funds or accounts containing fees collected for other purposes. Interest earned on each fee must be credited to that fund or account and used only for the purposes for which the fees were collected.

Amended provisions of AB 1600 require that, within 180 days after the close of the fiscal year, an agency that collected the fees must make available to the public the following information regarding each fund or account:

10.c.

- A description of the type of fee in the fund.
- The amount of the fee.
- The beginning and ending balance for the fiscal year.
- The amount of fees collected and interest earned.
- An identification of each public improvement on which fees were expended and the amount of the expenditure on each improvement
- An identification of an approximate date by which the construction of a public improvement will commence, if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement.
- A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the loaned funds will be expended, and in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.
- The amount of any refunds made due to inability to expend fees within the required time frame.

This annual report must also be reviewed by the City Council at a regularly scheduled public meeting. In addition, notice of the time and place of the meeting shall be mailed at least 15 days prior to the meeting to any interested party who files a written request with the local agency. The attached annual report consists of the City Council resolution and an Exhibit A that presents the revenues, expenditures, and fund balance for the five impact fees.

DISCUSSION

The City's development impact fees covered by AB 1600, and documented in Exhibit A to the Resolution, include the following:

- Water capacity charges (Municipal Code Ch. 10.14): Charges collected on new connections or water meter size upgrades to reimburse existing ratepayers for their prior investment in the facilities that provide available capacity.
- Wastewater/Sewer capacity charges (Municipal Code Ch. 10.12): Charges collected on new connections or sewer meter size upgrades to reimburse existing ratepayers for their prior investment in the facilities that provide available capacity.
- Traffic and development impact fee (Resolution 2002-08 and Planned Development Permit 02-02): Fees were negotiated to fund street improvements to mitigate traffic as a result of redevelopment of the Shops at Tanforan.

AB 1600 reporting requirements require that, for the fifth fiscal year following the first deposit into the fund and every five years thereafter, the local agency shall provide plans to refund or to use any portion of the fee remaining unexpended, whether committed or uncommitted. As illustrated in Attachment 1, all three fees subject to AB 1600 have utilized funds received in fiscal year 2007-08; therefore no five-year report is necessary at this time.

Fees listed below were paid to the City, at the developer's election, by residential developers in fulfillment of obligations under the City's inclusionary zoning program. While these fees do not fit within the definition of development impact fees subject to AB 1600 reporting requirements, staff has included them in this report for informational purposes.

- Park in-Lieu fees (Municipal Code Ch. 12.44): Fees to dedicate land for parks and recreational purpose.
- Below Market Rate Housing [BMR] in-Lieu fees (Municipal Code Ch. 12.230): Fees on all residential ownership or rental developments of 10 units or more throughout the City.

An additional supplementary report of all impact fees is included as Attachment 1 to provide further information on each fee.

FISCAL IMPACT

None, report is for information only.

RECOMMENDATION

Receive Report and Adopt Resolution Accepting the Annual Report on Development Impact Fees for Year Ended June 30, 2012.

ALTERNATIVES

Annual report is for informational purposes only.

ATTACHMENTS

1. Attachment 1: Supplemental Report: Project Cost and Funding Source for the Last Five Years
2. Resolution
3. Exhibit A: Annual Report on Development Impact Fees for the Year Ended June 30, 2012

DATE PREPARED

January 9, 2013

REVIEWED BY

CM_____

City of San Bruno
 Supplemental Report: Five-Year Project Cost and Funding Source Summary
 Water Capacity Fee

Attachment 1

Description

The Water Capacity charges collected on new connections or water meter size upgrade to reimburse existing ratepayers for their prior investment in the facilities that provide available capacity.

Revenue and Expenditures: For Fiscal Year Ending June 30,

Fiscal Year	2008	2009	2010	2011	2012
Capacity Charges Received	255,557	99,034	63,784	16,439	162,662
Interest Allocation	0	52	473	124	1,325
Projects Utilitizing FY 2007-08 Capacity Charges					
Pump Station No. 5 Maple Replacement [FY 2007-08]	<u>255,557</u>				
Projects Utilitizing FY 2008-09 Capacity Charges					
Mastick Ave. Water Main Replacement					
FY 2009-10 Expenditures		4,258			
FY 2010-11 Expenditures		78,292			
Pump Station No. 4 College Replacement					
FY 2008-09 Expenditures		4,611			
FY 2009-10 Expenditures		9,002			
FY 2010-11 Expenditures		<u>2,923</u>			
Projects Utilitizing FY 2009-10 Capacity Charges					
Pump Station No. 4 College Replacement[FY2011-12]			6,826		
Mastick Ave. Water Main Replacement					
FY 2010-11 Expenditures			9,516		
FY 2011-12 Expenditures			174		
Water Tank Improvement Project					
FY 2010-11 Expenditures			29,084		
FY 2011-12 Expenditures			7,889		
Well No. 15 Replacement					
FY 2010-11 Expenditures			2,055		
FY 2011-12 Expenditures			2,913		
Water Mains Improvement and Replacement					
FY 2010-11 Expenditures			2,247		
FY 2011-12 Expenditures			<u>3,553</u>		
Projects Utilitizing FY 2010-11 Capacity Charges					
Water Tank Improvement Project[FY11-12]				8,717	
Total Expenditures	255,557	99,086	64,257	8,717	0
Unused Funds	0	0	0	7,846	163,987
Total Available Funds					<u>171,833</u>

Five-Year Disclosure:

Fees collected and interest earned, during and prior to Fiscal Year 2006-07, have been fully expended and are in compliance with California Code Section 66013. As a result, five-year disclosure is not required at this time.

**City of San Bruno
 Supplemental Report: Five-Year Project Cost and Funding Source Summary
 Wastewater Capacity Fee**

Description

The Wastewater/Sewer Capacity Charges collected on new connections or water meter size upgrade to reimburse existing ratepayers for their prior investment in the facilities that provide available

Revenue and Expenditures: For Fiscal Year Ending June 30,

Fiscal Year	2008	2009	2010	2011	2012
Capacity Charges Received	336,565	214,157	33,340	21,639	283,114
Interest Allocation	10,392	10,351	4,474	763	1,160
Projects Utilitizing FY 2007-08 Capacity Charges					
Crystal Springs Pump Station Abandonment [FY 2007	5,512				
Mastick Avenue Main Replacement					
FY 2009-10 Expenditures	3,958				
FY 2010-11 Expenditures	238,692				
Rollingwood Relief Sewer					
FY 2008-09 Expenditures	81,547				
FY 2010-11 Expenditures	1,676				
Wastewater Pipeline Repair Program					
FY 2008-09 Expenditures	1,624				
FY 2009-10 Expenditures	13,948				
Projects Utilitizing FY 2008-09 Capacity Charges					
Crestwood Sewer Pump Station Impr [FY 2010-11]		5,166			
Olympic Pump Station[2011-12]		1,084			
Quality Control Plant by SSF [FY2011-12]		27,627			
Kains to Angus Sewer [FY2011-12]		10,800			
Mastick Avenue Main Replacement					
FY 2010-11 Expenditures		10,095			
FY 2011-12 Expenditures		169			
Trenton Dr Wastewater Main Replacement					
FY 2009-10 Expenditures		1,461			
FY 2010-11 Expenditures		55			
FY 2011-12 Expenditures		1,353			
Wastewater Pipeline Repair Program					
FY 2009-10 Expenditures		13,948			
FY 2010-11 Expenditures		6,286			
FY 2011-12 Expenditures		7,253			
Projects Utilitizing FY 2009-10 Capacity Charges					
None					
Total Expenditures	346,957	85,297	0	0	0
Unused Funds	0	139,211	37,814	22,402	284,274
Total Available Funds					483,701

Five-Year Disclosure:

Fees collected and interest earned, during and prior to Fiscal Year 2006-07, have been fully expended and are in compliance with California Code Section 66013. As a result, five-year disclosure is not required at this time.

Description: The Traffic and Development Impact Fee was specifically negotiated with the Shops at Tanforan related to the roadway improvements at the El Camino Real/Sneath Intersection.

Revenue and Expenditures: For Fiscal Year Ending June 30.

Fiscal Year	2004	2005	2006	2007	2008	2009	2010	2011	2012
Revenue Received									
Tanforan	\$ 223,300	\$ -	\$ -	\$ 203,315	\$ 415,584	\$ 427,815	\$ 440,407	\$ 231,483	\$ 462,965
Interest Allocation	13,818	-	-	30,861	52,800	40,577	27,886	-	-
Total In-Lieu Fees	237,218	-	-	234,196	468,383	468,392	468,393	231,483	462,965
Project Expenditures									
82614 El Camino Real Sneath Lane Widening	-	2,571,040	-	-	-	-	-	-	-
Total Expenditures	-	2,571,040	-	-	-	-	-	-	-
Excess (or deficit) of Revenues over Expenditures	237,218	(2,571,040)	-	234,196	468,383	468,392	468,393	231,483	462,965
Fund Balance, beginning	-	237,218	(2,333,822)	(2,333,822)	(2,099,626)	(1,631,233)	(1,162,841)	(694,448)	(462,965)
Fund Balance, ending	\$ 237,218	\$ (2,333,822)	\$ (2,333,822)	\$ (2,099,626)	\$ (1,631,233)	\$ (1,162,841)	\$ (694,448)	(462,965)	(0)

Five-Year Disclosure:

Fees collected and interest earned, during and prior to Fiscal Year 2006-07, have been fully expended and are in compliance with California Code Section 66013. As a result, five-year disclosure is not required at this time. The negative carryforward fund balance will be eliminated in fiscal year 2011-12 upon receipt of the final payment from the developer.

**City of San Bruno
 Supplemental Report: Five-Year Project Cost and Funding Source Summary
 Park in-Lieu Fee**

Attachment 1

Description

The Park in-Lieu Fees collected are dedicated to land for parks and recreational purpose.

Revenue and Expenditures: For Fiscal Year Ending June 30,

Fiscal Year	2008	2009	2010	2011	2012
Revenue Received	255,519	533,583	679,100	306,622	202,204
Interest Allocation		(9,443)	12,636	14,473	8,286
Project close out, funds returned	228,157				
Prior period adjustment			(44,336)		
Projects Utilitizing FY 2007-08 Revenue					
Lions Field Renovation					
FY 2009-10 Expenditures	35,171				
FY 2011-12 Expenditures	398,505				
Catalpa Tot Lot [FY 2009-10]	<u>50,000</u>				
Projects Utilitizing FY 2008-09 Revenue					
Lions Field Renovation					
FY 2011-12 Expenditures		<u>524,140</u>			
Projects Utilitizing FY 2009-10 Revenue					
Lions Field Renovation [FY11-12]			577,355		
<hr/>					
Total Expenditures	483,676	524,140	577,355	0	0
Unused Funds	0	0	70,045	321,095	210,490
Total Available Funds					<u>601,630</u>

Five-Year Disclosure:

Exempted per Quimby Act - \$1.5 million of the total available funds have been committed to Lions Field Synthetic Turf Project

**City of San Bruno
 Supplemental Report: Five-Year Project Cost and Funding Source Summary
 Below Market Rate Housing in-Lieu Fee**

Description

The Below Market Rate Housing in-Lieu fees are charged on all residential ownership or rental developments of 10 units or more throughout the City.

Revenue and Expenditures: For Fiscal Year Ending June 30,

Fiscal Year	2008	2009	2010	2011	2012
Revenue Received	1,151,283	1,008,270	8,393	0	294,000
Interest Allocation		(27,231)	19,487	21,225	22,952
Project Expenditures					
None					
Total Expenditures	0	0	0	0	0
Unused Funds	1,151,283	981,039	27,880	21,225	316,952
Total Available Funds					<u>2,932,677</u>

Five-Year Disclosure:

Not required. Development fees collected in conjunction with contractual agreement, or development agreements, are not constrained by AB 1600 requirement.

RESOLUTION NO. 2012-_____

**RESOLUTION ACCEPTING THE ANNUAL REPORT
FOR DEVELOPMENT IMPACT FEES FOR
FISCAL YEAR ENDED JUNE 30, 2012**

WHEREAS, pursuant to Section 66000 et seq. of the Government Code, the City Council approve and confirm the accounting records covering the collection of all development fees as represented in the Annual Development Impact Fees Report for fiscal year ended June 30, 2012; and

WHEREAS, the city collects water and wastewater/sewer capacity charges to upgrade and reimburse existing ratepayers for their prior investment in the facilities that provide available capacity; and

WHEREAS, the city negotiated and approved the imposition of the traffic and development impact fee on Shops at Tanforan to mitigate traffic impacts as a result of redevelopment of the Shops at Tanforan; and

WHEREAS, the city collected Park in-Lieu fees to dedicate land for parks and recreational purposes; and

WHEREAS, the city collected Below Market Rate Housing [BMR] in-Lieu fees on all residential ownership or rental developments of 10 units or more throughout the City to ensure housing for low income residents; and

WHEREAS, BMR in-Lieu and Park in-Lieu fees, which are exempt from AB 1600 reporting requirements, are included for informational purposes; and

WHEREAS, at this time it is not necessary to demonstrate fees collected are spent or designated to be spent by June 30, 2012

NOW THEREFORE, BE IT RESOLVED, as shown in Exhibit A, by the City Council of the City of San Bruno that the City of San Bruno Annual Development Impact Fees report is hereby presented fairly and free from material misstatements.

—oOo—

I hereby certify that foregoing Resolution No. 2012-_____ was introduced and adopted by the San Bruno City Council at a regular meeting on January 22, 2013 by the following vote:

AYES:

NOES:

ABSENT:

City Clerk

**CITY OF SAN BRUNO
ANNUAL REPORT ON DEVELOPMENT IMPACT FEES
FOR THE YEAR ENDING JUNE 30, 2012**

WATER CAPACITY FEE

Description

The Water Capacity charges collected on new connections or water meter size upgrade to reimburse existing ratepayers for their prior investment in the facilities that provide available capacity.

Capacity Charges Schedule

Residential		
¾ Inch Meter	\$	1,502
1 Inch Meter	\$	2,504
1 ½ Inch Meter	\$	5,007
Multi-Family, Business, Commercial, & Industrial:		
2 Inch Meter	\$	8,012
3 Inch Meter	\$	16,533
4 Inch Meter	\$	25,037
6 Inch Meter	\$	50,074
8 Inch Meter	\$	90,133

**Statement of Revenues, Expenditures, and Changes in Fund Balances
for the Year Ending June 30, 2012**

<i>Revenue</i>		
Development fees	\$	162,662
Interest		<u>1,325</u>
Total revenue		163,987
<i>Expenditure</i>		
Pump Station No. 4 College Replacement		6,826
Mastick Avenue Water Main Replacement		174
Water Tank Improvement Project		16,606
Water Mains Improvement and Replacement		3,553
Well No. 15 Replacement		<u>2,913</u>
Total expenditure		30,072
<i>Interfund transfer:</i>		None
<i>Excess of expenditures over revenues</i>		<u>133,915</u>
Fund balance, beginning		<u>37,918</u>
<i>Fund balance, ending</i>	\$	<u>171,833</u>

Additional Disclosure

Funds required to be returned	\$	0
Five-Year Report:		Not required per California Code Section 66013

**CITY OF SAN BRUNO
ANNUAL REPORT ON DEVELOPMENT IMPACT FEES
FOR THE YEAR ENDING JUNE 30, 2012**

WASTEWATER/SEWER CAPACITY FEE

Description

The Wastewater/Sewer Capacity Charges collected on new connections or water meter size upgrade to reimburse existing ratepayers for their prior investment in the facilities that provide available capacity.

Capacity Charges Schedule

Residential		
¾ Inch Meter	\$	3,495
1 Inch Meter	\$	5,825
1 ½ Inch Meter	\$	11,651
Multi-Family, Business, Commercial, & Industrial:		
2 Inch Meter	\$	18,641
3 Inch Meter	\$	35,604
4 Inch Meter	\$	58,253
6 Inch Meter	\$	116,506
8 Inch Meter	\$	209,711

**Statement of Revenues, Expenditures, and Changes in Fund Balances
for the Year Ending June 30, 2012**

<i>Revenue</i>		
Development fees	\$	283,114
Interest		<u>1,160</u>
Total revenue		284,274
<i>Expenditure</i>		
Quality Control Plant Improvement by SSF		27,627
Olympic Pump Station		1,084
Mastick Avenue Main Replacement		169
Kain To Angus Sewer		10,800
Trenton Dr. Wastewater Main Replacement		1,353
Wastewater Pipeline Repair Program		<u>7,253</u>
Total expenditure		48,286
<i>Interfund transfer:</i>		None
<i>Excess of expenditures over revenues</i>		<u>235,988</u>
Fund balance, beginning		<u>247,713</u>
<i>Fund balance, ending</i>	\$	<u><u>483,701</u></u>

Additional Disclosure

Funds required to be returned	\$	0
Five-Year Report:		Not required per California Code Section 66013

**CITY OF SAN BRUNO
ANNUAL REPORT ON DEVELOPMENT IMPACT FEES
FOR THE YEAR ENDING JUNE 30, 2012**

PARK IN-LIEU FEE

Description

The Park in-Lieu Fees collected are dedicated to land for parks and recreational purpose.

Rate Schedule

Single Family & Duplex Areas	3 x 0.0045 x market value
Multiple Family Areas:	2 ½ x 0.0045 x market value

**Statement of Revenues, Expenditures, and Changes in Fund Balances
for the Year Ending June 30, 2012**

<i>Revenue</i>	
Development fees	\$ 202,204
Interest	<u>8,286</u>
Total revenue	210,490
 <i>Expenditure</i>	
None	<u>-</u>
Total expenditure	-
 <i>Interfund transfer:</i>	 None
 <i>Excess of expenditures over revenues</i>	 <u>1,500,000</u>
 Fund balance, beginning	 <u>1,891,140</u>
 <i>Fund balance, ending</i>	 <u>\$ 601,630</u>

Additional Disclosure

Funds required to be returned	\$ 0
Five-Year Report:	Exempt by Quimby Act

**CITY OF SAN BRUNO
ANNUAL REPORT ON DEVELOPMENT IMPACT FEES
FOR THE YEAR ENDING JUNE 30, 2012**

BELOW MARKET HOUSING IN-LIEU FEE

Description

The Below Market Rate Housing in-Lieu fees are charged on all residential ownership or rental developments of 10 units or more throughout the City.

Rate Schedule

Rental Development	\$	39,450 per unit
Ownership Development	\$	38,700 per unit

**Statement of Revenues, Expenditures, and Changes in Fund Balances
for the Year Ending June 30, 2012**

<i>Revenue</i>		
Development fees	\$	294,000
Interest		<u>22,952</u>
Total revenue		316,952
 <i>Expenditure</i>		
None		<u>-</u>
Total expenditure		-
 <i>Interfund transfer</i>		
		None
 <i>Excess of revenues over expenditures</i>		
		<u>316,952</u>
Fund balance, beginning		<u>2,615,725</u>
Fund balance, ending	\$	<u>2,932,677</u>

Additional Disclosure

Funds required to be returned	\$	0
Five-Year Report:		Not required. Development fees collected in conjunction with contractual agreement, or development agreements, are not constrained by AB 1600 requirement.

**CITY OF SAN BRUNO
ANNUAL REPORT ON DEVELOPMENT IMPACT FEES
FOR THE YEAR ENDING JUNE 30, 2012**

TRAFFIC AND DEVELOPMENT IMPACT FEE

Description

Traffic and Development Impact fee was not adopted by the City Council to be collected on all development. Rather, the fee was negotiated and approval by the City Council on the development of the Shops at Tanforan. This fee was levied to fund street expansion to mitigate City traffic as a result of the opening of the Shops at Tanforan.

**Statement of Revenues, Expenditures, and Changes in Fund Balances
for the Year Ending June 30, 2012**

<i>Revenue</i>	
Development fees	\$ 462,965
Interest	<u>0</u>
Total revenue	462,965
 <i>Expenditure</i>	
El Camino Real/Sneath Intersection Improvements ⁶	<u>-</u>
Total expenditure	-
 <i>Interfund transfer:</i>	 None
 <i>Excess of revenues over expenditures</i>	 <u>462,965</u>
Fund balance, beginning	<u>(462,965)</u>
 <i>Fund balance, ending</i>	 <u>\$ -</u>

Additional Disclosure

Funds required to be returned	\$ 0
Five-Year Report:	See Exhibit B



STAFF REPORT

CITY OF SAN BRUNO

DATE: January 22, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Klara A. Fabry, Public Services Director
SUBJECT: Adopt Resolution Approving up to \$604,415 City of San Bruno Contribution for the San Bruno Grade Separation Archway Construction

BACKGROUND:

The Caltrain 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, will reduce traffic congestion and enhance the City by providing a centerpiece - focal point for downtown San Bruno.

Through the early design process, the City worked closely with the JPB to ensure the San Bruno Grade Separation project is of high quality design and incorporates high quality and long lasting finish materials. The City has a long-standing desire and expectation that the Grade Separation project also include a distinctive decorative feature on the structure that provides a gateway into San Bruno. The draft Transit Corridors plan envisions a memorable station area that serves as a gateway with a unique identity into San Bruno and is valued by visitors and residents alike.

The City and JPB have worked cooperatively to design a decorative element that could be incorporated into the construction of the Grade Separation project. Several gateway design concepts were reviewed by the City Council. At its November 27, 2012 meeting, the City Council adopted a resolution accepting the Archway Design Concept.

DISCUSSION:

The approved Archway Design Concept includes a decorative archway that would be located on the east side of the elevated train tracks, arching over San Bruno Avenue. The archway includes structural connections to the overpass and a center medallion announcing "San Bruno". The Archway will be green in color and constructed of metal. The Design Concept also includes replacing the decorative water feature at the east side of the new station and replacing that feature with new landscaping. To integrate the archway with the Grade Separation, the design also includes the use of decorative colored glass at the east side elevator tower to complement the color of the new archway.

Staff has met with JPB staff and the design team to further refine the archway construction cost estimate and to work on funding the project.

10d.

Cost Estimates:

Architectural and Engineering design work	\$363,000
Archway construction	\$477,571
Water fixture replaced by planter (credit)	(\$16,070)
Glass at elevator tower	\$66,900
Design elements including medallion	\$83,475
Lighting	\$123,954
Construction Management	\$110,000

Total \$1,208,830

The JPB has agreed to equally share the total cost of the Decorative Archway with the City. The JPB will take the lead on coordinating the preparation of the design and engineering specifications and advertising the project for competitive construction bids. The JPB will award the construction contract and oversee the work. Staff will provide an update to the City Council on the construction contract bid results prior to the JPB award of contract. The City's Grade Separation Construction Project Manager will also oversee the construction work. The archway work is estimated to be completed by December 2013.

FISCAL IMPACT:

The City and JPB equally funded the cost to prepare conceptual designs and cost feasibility analysis of the Decorative 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.

The cost to design and construct the decorative archway is estimated at \$1,208,830. The JPB has agreed to equally share the cost with the City. Staff recommends the City agree to equally share the cost of the archway with the JPB. Under this arrangement, each agency would fund half of the project, which is estimated at \$604,415 each. One potential funding source for the City's share is the one-time property tax funds that the City will receive as a result of the redistribution of the cash balances of the former Redevelopment Funds. It is estimated that the City will receive approximately \$457,000 from this distribution. The remaining balance of \$147,415 could be taken from the General Fund Reserve and/or the City Art Fund, which currently has a balance of \$120,000.

ALTERNATIVES:

1. Do not authorize funding for the archway.
2. Authorize other funding sources for the archway.

RECOMMENDATION:

Adopt resolution approving up to \$604,415 City of San Bruno contribution for the San Bruno Grade Separation Archway construction.

DISTRIBUTION:

1. None

ATTACHMENTS:

1. Resolution
2. Archway Design Concept
3. Cost estimate

DATE PREPARED:

January 14, 2013

REVIEWED BY:

_____CM

RESOLUTION NO. 2013 - ____

**RESOLUTION APPROVING UP TO \$604,415 CITY OF SAN BRUNO
CONTRIBUTION FOR THE SAN BRUNO GRADE
SEPARATION ARCHWAY CONSTRUCTION**

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 the 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. The City Council also agreed to modify the station water feature to a landscaped feature and utilize a decorative colored glass at the elevator tower; and

WHEREAS, it is estimated that the total cost for the archway project including; architectural and engineering design, construction and material cost, modification to the water feature, new planter, elevator tower glass and project and construction management cost is \$1,208,830.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby appropriates \$604,415 from the one-time property tax funds of \$457,000 from this distribution and the remaining balance of \$147,415 from the General Fund Reserve and/or the City Art Fund for the San Bruno Archway construction.

Dated: January 22, 2013

ATTEST:

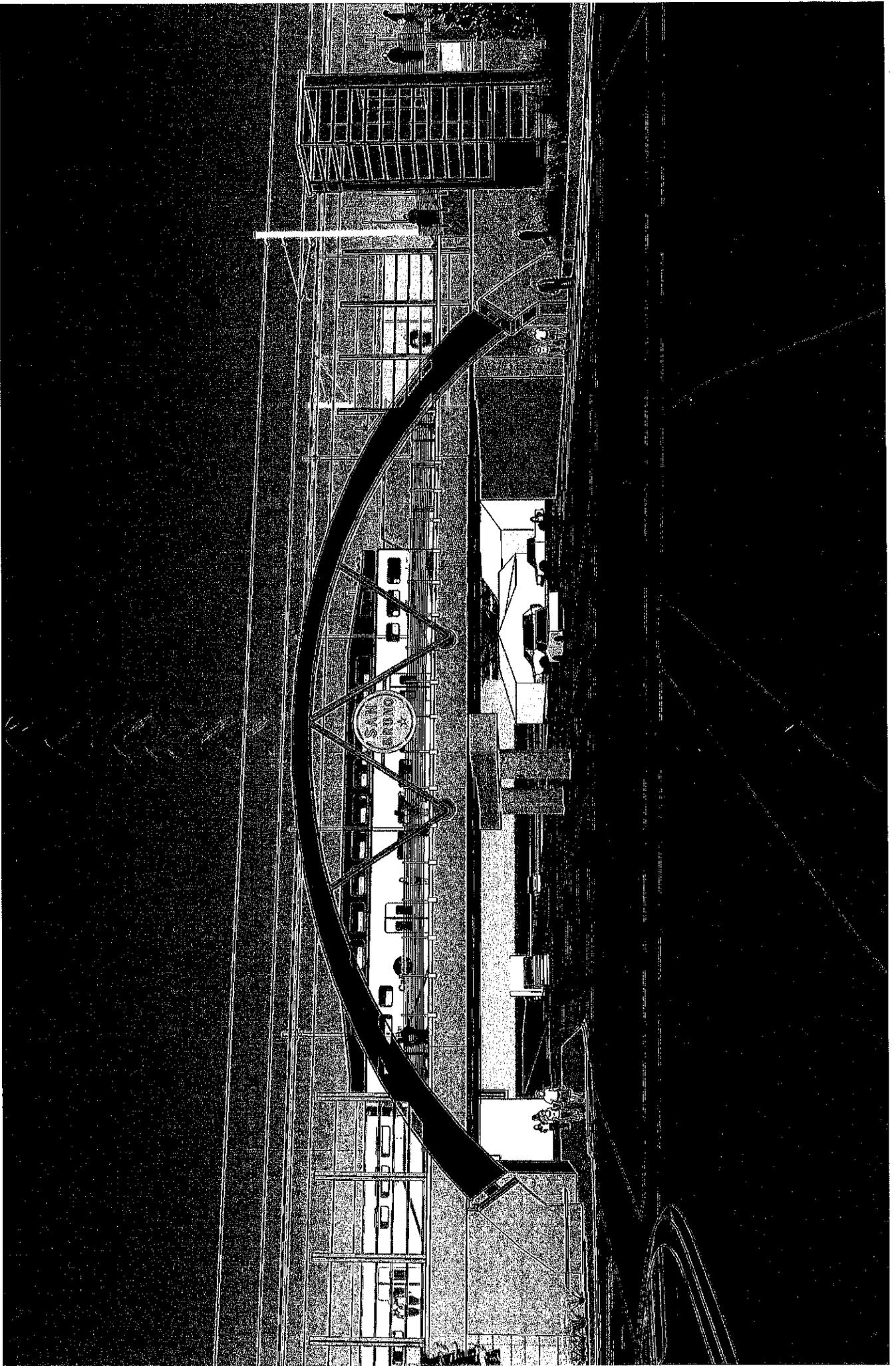
Carol Bonner, City Clerk

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 22nd day of January 2013 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers: _____

ABSENT: Councilmembers: _____



San Bruno Archway Estimate

Jan. 10.2013

	LABOR	MATERIAL	EQUIPMENT	sub-total
<u>CONSTRUCTION</u>				
C.1 Planter instead of Water Feature	\$ 10,200	\$ (26,810)	\$ 540	\$ (16,070)
C.2 Elevator Glass (Colored Glass instead of Clear Glass)	\$ -	\$ 66,900	-	\$ 66,900
C.3 Archway Construction	\$ 252,573	\$ 391,216	\$ 41,211	\$ 685,000
Sub-total....				<u>\$ 735,830</u>

<u>SUPPORT</u>				
S.1 Design costs - HNTB	\$ 308,000	\$ -	-	\$ 308,000
S.2 Architect costs - Field Paoli	\$ 55,000	\$ -	-	\$ 55,000
S.3 Project & Construction Management costs - JPB	\$ 110,000	\$ -	-	\$ 110,000
Sub-total....				<u>\$ 473,000</u>
Total ...				<u>\$ 1,208,830</u>

San Bruno Archway Estimate

Jan. 10.2013

The San Bruno Arch construction concept contains three (3) main elements

- 1 Water Feature replaced by Planter
- 2 Glass at Elevator Tower
- 3 Arch

1 Planter

a	Credit on deleted work	\$	92,438	
b	Additional work	\$	76,368	
	TOTAL PLANTER	\$		(16,070)

2 Glass

a	Credit on deleted work	\$	13,100	
b	Additional work	\$	80,000	
	TOTAL GLASS	\$		66,900

3 Arch

a	Cladding	\$	252,891	
b	Base Plate	\$	3,836	
c	Structural components for the Arch	\$	117,166	
d	Installation	\$	34,469	
e	lighting	\$	123,954	
f	medallion	\$	29,150	
g	struts and connectors (part of W shown in concept)	\$	26,714	
h	drill and bond	\$	27,611	
i	footing -- above ground	\$	20,509	
j	footing -- below ground	\$	47,938	
	TOTAL ARCH	\$	684,237	
	say..	\$		685,000

Total Construction Costs ... \$ 735,830

Design - HNTB	\$	308,000
Architect - Field Paoli	\$	55,000
Project & Construction Management soft costs - JPB	\$	110,000

Total Support Costs \$ 473,000

TOTAL \$ 1,208,830

San Bruno Archway Project

Jan.10.2013

Soft Cost Estimates

	schedule (estimate)	effective wks	Note 1
Pre Engineering	Dec.01.2012 - Jan.15.2013	4	Note 1
Design	Jan.16.2013 - Mar.31.2013	10	
Pre-Construction	Mar.15.2013 - Apr.30.2013	0	Note 2
Construction	Apr.01.2013 - Sep.30.2013	24	
Close out	Oct.01.2013 - Nov.30.2013	8	
		<u>46</u>	

Note 1 * 2 wks not counted | accounted for holidays
includes setup, planning, work directives, etc...
Note 2 includes issue / negotiate change order,
start shop drawings, order long lead items, etc...

Design - HNTB	\$ 308,000
Architect - Field Paoli	\$ 55,000
Project & Construction Mgmt - JPB	\$ 110,000
Total soft costs ...	<u>\$ 473,000</u>

Agency ...	
Public Affairs Finance Legal	\$ 9,315
Contracts & Procurement	\$ 4,313
Project Controls	\$ 6,900
E & C Project & Constr. Mgmt.	\$ 75,900
Document Control CADD drawings	\$ 13,110
Z	
sub - total	<u>\$ 109,538</u>
say ...	\$ 110,000

Agency & other softs costs are sensitive to changes in the schedule presented above.



City Council Agenda Item
Staff Report

CITY OF SAN BRUNO

DATE: January 22, 2013

TO: Honorable Mayor and Members of the City Council

FROM: Klara A. Fabry, Public Services Director

SUBJECT: Waive Second Reading and Adopt an Ordinance of the City of San Bruno Adding Chapter 10.25 (Reusable Bag Ordinance to Regulate the Distribution of Single-use Carryout Bags by Retail Establishments) to Title 10 (Municipal Services) of the San Bruno Municipal Code

BACKGROUND:

On January 8, 2013, the City Council waived the first reading and introduced the attached Single-Use Carryout Bag ordinance. The ordinance is presented now for second reading and adoption. In accordance with the Municipal Code, this ordinance would normally go into effect 30 days after the second reading, however, this ordinance specifies an effective date of April 22, 2013.

The City of San Bruno has a long-standing interest to assure that sustainable environmental initiatives are considered for implementation in the community. The previously adopted polystyrene ordinance and this proposed reusable bag ordinance furthers these goals. Nearly 20 billion plastic grocery bags are consumed annually in the State and according to Save the Bay, approximately 1 million plastic bags enter San Francisco Bay each year, causing significant harm to water quality and wildlife. Plastic bags entering the waste stream clog stormwater facilities, waterways and recycling equipment.

In response to the adverse environmental impacts caused by the widespread distribution of plastic bags and to facilitate a regional approach, the San Mateo County Department of Environmental Health took the lead on developing an ordinance that would prohibit retailers from issuing single-use plastic bags at the point of sale. City staff actively worked with the County and other jurisdictions in the development of the ordinance and the preparation of an Environmental Impact Report (EIR). The County coordinated this effort on behalf of eighteen cities in San Mateo County and six cities in Santa Clara County.

At the County Board of Supervisor study session to consider the main elements of the ordinance, public comments from stakeholders indicated a desire for a regional approach to this issue. The goal was to ensure uniform, consistent regulations in as broad a geographical area as possible. Additionally, for public health reasons, priority was placed on an exemption for produce bags and eating establishments selling prepared foods.

The County invited cities within San Mateo and Santa Clara counties to participate in the County's Environmental Impact Report (EIR) as "participating agencies". San Bruno was included in the scope of the EIR, with no cost to the City. This allows San Bruno to utilize the County prepared EIR to comply with the California Environmental Quality Act in the adoption of its own bag ordinance.

Staff from the County Department of Environmental Health, made a presentation to the City Council at its May 22, 2012 meeting. At that time, the City Council expressed interest in an ordinance banning single use bags on a county-wide basis.

DISCUSSION:

The intent of the proposed Reusable Bag Ordinance is to reduce the negative environmental impacts related to the use of single-use carryout bags and to promote a shift toward the use of reusable bags. The ordinance would regulate the distribution of paper and plastic single-use carryout bags by all retail establishments in San Bruno, including those selling clothing, food, and personal items directly to the customer. It would not apply to restaurants or non-profit charitable reuse organizations.

The ordinance would: (1) prohibit the free distribution of single-use carryout paper and plastic bags, and (2) require retail establishments to charge customers for recycled paper bags and reusable bags at the point of sale. The minimum charge would be ten cents (\$0.10) per paper bag until December 31, 2014 and twenty-five cents (\$0.25) per paper bag on or after January 1, 2015. Customers participating in the California Special Supplement Food Program for Women, Infants, and Children and the Supplemental Food Program may be furnished a recycled paper bag at no cost. A single-use plastic carryout bag is defined as a bag made from petroleum or bio-based plastic that is less than 2.25 mils thick (0.00225 inches). The ordinance would not prohibit the distribution of product bags, which are bags without handles provided to the customer to transport food from a department within a grocery store to the point of sale, to hold prescription medication dispensed from a pharmacy, or to segregate food or merchandise that could damage or contaminate other food or merchandise. Regulated retail establishments would be required to keep a complete and accurate record of the purchase and sale of any recycled paper or reusable bags for a minimum period of three years from the date of purchase and sale.

The ordinance would be effective beginning on April 22, 2013, giving stores and consumers time to comply with the ordinance and locate reusable bags as alternatives to carry purchases from stores. The County's Environmental Health Services Division would enforce regulations within the cities of San Mateo County that have adopted a comparable ordinance that vests the Environmental Health Services Division with such enforcement authority. The ordinance would be enforced by complaint response, as well as through random compliance visits by Environmental Health Specialists. Failure on the part of a retailer to comply with the ordinance could result in a \$100 fine for the first violation, increasing to \$200 for the second violation and up to \$500 for the third and subsequent violations.

Environmental Impacts

The Final Program EIR examined the potential environmental impacts associated with the adoption of the proposed ordinance in the Program EIR Study Area, consisting of eighteen cities in San Mateo County (including San Bruno), six cities in Santa Clara County and unincorporated San Mateo County. The Final Program EIR estimates the volume of current plastic bag usage within the Study Area at 552 million bags per year. With the proposed ordinance's regulations in effect, it is anticipated that 95 percent of that volume would be replaced by a combination of paper (165,879,409) and reusable (6,911,642) bags, leaving 27 million plastic bags still used each year. The Final Program EIR did not identify any significant impacts that require mitigation. In some situations, the impacts associated with the implementation of the proposed ordinance

were found to be beneficial. The County certified the Final EIR at its October 23, 2012 meeting. The City Council, at its January 8, 2013 meeting adopted the Resolution making the CEQA findings and referencing the County adopted Final EIR.

Schedule for Ordinance Review and Implementation:

Implementation of the ordinance is proposed to track the County's ordinance for consistency and ease of education/enforcement as follows:

Ordinance Implementation Schedule	
Proposed Effective Date of Ordinance (Earth Day 2013)	April 22, 2013
Minimum Charge of Ten Cents (\$0.10) per Recycled Paper Bag	April 22, 2013 – December 31, 2014
Minimum Charge of Twenty-Five Cents (\$0.25) per Recycled Paper Bag	January 1, 2015

Outreach:

County Staff conducted seven public meetings throughout the County in the lead up to the County adoption of the EIR and the ordinance. The County also prepared a "Bag It" movie that is available for cities and libraries to schedule showings. The San Bruno City Council discussed the possible regulations at its May 22, 2012 meeting, which has been televised and is available for public review. An article announcing the proposed ordinance was included in the Fall 2012 Focus report.

In addition to the public meetings conducted by the County, San Bruno City staff, in partnership with the County, conducted one informational meeting for retail businesses and one informational meeting for residents. In partnership with the San Bruno Chamber of Commerce, the City hosted the retail businesses informational meeting the morning of Wednesday, January 16, 2013 (two letters were mailed to San Bruno retail business announcing the January 8, 2013 City Council meeting as well as the January 16, 2013 informational meeting.) The meeting was attended by approximately 25 people, 16 of which represented local businesses. Attendees asked clarifying questions about the ordinance and specific questions regarding exemptions. There were also questions regarding the status of other jurisdictions' action on the ordinance. County staff clarified that the sale of reusable bags is not taxable per the State Board of Equalization and that the store retains the revenue received from these sales. It was also noted that the Ordinance would apply to Farmers Market and that the County is currently in discussions with the coordinators. In response to a question, County staff indicated that garment bags without handles or large bags without handles to protect merchandise would be exempt. Attendees were satisfied with the information and did not express concern with the ordinance.

A community meeting to inform residents of the ordinance was conducted on January 17, 2013, with a second meeting scheduled for March 21, 2013. City staff and County Environmental Health Department staff were prepared to provide an overview of the ordinance and answer questions. The community meeting did not generate any public attendees. Staff will conduct

additional outreach for the March 21, 2013 meeting including an insert in utility bills and additional announcements on CableTV and the website.

In addition to comments received at the meeting, staff has received several phone calls from business representatives. These persons asked for copies of the ordinance and details on the specifications for allowed reusable bags, asked questions relating to the exemptions and questions relating the timing and use funds from the bag charges. A representative from St. Vincent de Paul requested staff inform businesses that have surplus plastic bags to donate them to their organization.

There was also a letter to the editor regarding concerns of contamination from the use of reusable bags. The ordinance does require retailers to distribute reusable bags that are washable. Staff will include information with the community outreach to advise residents to clean their reusable bags.

A written comment also was received from a resident requesting to allow the people the opportunity to be educated and more time for recycling to take hold, without a new regulation.

Upon adoption of the ordinance, City and County staff will respond to questions from retailers and residents and follow-up with personal visits to the retail establishments.

FISCAL IMPACT:

There is no direct cost to the City with the adoption of this ordinance other than staff time. Expenses related to outreach will be paid for by the County Department of Environmental Health.

ALTERNATIVES:

1. Direct staff to discontinue outreach in San Bruno regarding the ordinance and do not proceed with adoption.
2. Direct modifications to the ordinance.
3. Defer the effective date of the ordinance past the planned County-wide implementation on April 22, 2013.

RECOMMENDATION:

Waive second reading and adopt an Ordinance of the City of San Bruno Adding Chapter 10.25 (Reusable Bag Ordinance to Regulate the Distribution of Single-use Carryout Bags by Retail Establishments) to Title 10 (Municipal Services) of the San Bruno Municipal Code.

ATTACHMENTS:

1. Ordinance

DISTRIBUTION:

None

DATE PREPARED:

January 16, 2013

REVIEWED BY:

_____ CM

ORDINANCE NO. 2013-___

**ORDINANCE OF THE CITY COUNCIL OF CITY OF SAN
BRUNO ADDING CHAPTER 10.25 TO THE MUNICIPAL CODE
REGARDING REUSABLE BAGS**

WHEREAS, single-use carryout bags constitute a high percentage of litter, which is unsightly, costly to clean up, and causes serious negative environmental impacts; and

WHEREAS, the City has a substantial interest in protecting its residents and the environment from negative impacts from plastic carryout bags; and

WHEREAS, on October 23, 2012, 2012 the San Mateo County Board of Supervisors approved an Environmental Impact Report ("EIR") and adopted an ordinance banning single-use carryout bags from stores, while requiring stores that provide reusable bags to charge customers ten cents (\$.10) per bag; and

WHEREAS, County's ordinance encouraged cities within and neighboring the County to adopt similar ordinances and the County's EIR specifically analyzed the possibility of 24 cities (18 cities within San Mateo County and 6 cities in Santa Clara County) adopting the County's ordinance within their own jurisdictions; and

WHEREAS, San Bruno intends this Ordinance to fall within the scope of the County's EIR and has therefore modeled this Ordinance on the County's ordinance.

WHEREAS, on January 8, 2013, the City Council held a public hearing to consider introducing the ordinance, approved a resolution making the appropriate findings under the California Environmental Quality Act, and introduced the resolution;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN BRUNO DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. MUNICIPAL CODE AMENDMENT. Chapter 10.25 "Reusable Bags" is hereby added to the San Bruno Municipal Code to read as follows:

Chapter 10.25 Reusable Bags

10.25.010	Findings and Purpose
10.25.020	Definitions
10.25.030	Implementation Date
10.25.040	Single-use Carry-out Bag
10.25.050	Recordkeeping and Inspection
10.25.060	Administrative Fine
10.25.070	Severability
10.25.080	Enforcement

10.25.10 Findings and Purpose

The City Council finds and determines that:

- A. The use of single-use carryout bags by consumers at retail establishments is detrimental to the environment, public health and welfare.
- B. The manufacture and distribution of single-use carryout bags requires utilization of natural resources and results in the generation of greenhouse gas emissions.
- C. Single-use carryout bags contribute to environmental problems, including litter in storm drains, creeks, the bay and the ocean.
- D. Single-use carryout bags provided by retail establishments impose unseen costs on consumers, local governments, the state and taxpayers and constitute a public nuisance. This City Council does, accordingly, find and declare that it should restrict the use of single-use carryout bags.

10.25.020 Definitions

"Customer" means any person obtaining goods from a retail establishment.

"Garment Bag" means a travel bag made of pliable, durable material with or without a handle, designed to hang straight or fold double and used to carry suits, dresses, coats, or the like without crushing or wrinkling the same.

"Nonprofit charitable reuser" means a charitable organization, as defined in Section 501(c)(3) of the Internal Revenue Code of 1986, or a distinct operating unit or division of the charitable organization, that reuses and recycles donated goods or materials and receives more than fifty percent of its revenues from the handling and sale of those donated goods or materials.

"Person" means any natural person, firm, corporation, partnership, or other organization or group however organized.

"Prepared food" means foods or beverages which are prepared on the premises by cooking, chopping, slicing, mixing, freezing, or squeezing, and which require no further preparation to be consumed. "Prepared food" does not include any raw, uncooked meat product or fruits or vegetables which are chopped, squeezed, or mixed.

"Public eating establishment" means a restaurant, take-out food establishment, or any other business that receives ninety percent or more of its revenue from the sale of prepared food to be eaten on or off its premises.

"Recycled paper bag" means a paper bag provided at the check stand, cash register, point of sale, or other point of departure for the purpose of transporting food or merchandise out of the

establishment that contains no old growth fiber and a minimum of forty percent post-consumer recycled content; is one hundred percent recyclable; and has printed in a highly visible manner on the outside of the bag the words "Reusable" and "Recyclable," the name and location of the manufacturer, and the percentage of post-consumer recycled content.

"Retail establishment" means any commercial establishment that sells perishable or nonperishable goods including, but not limited to, clothing, food, and personal items directly to the customer; and is located within or doing business within the geographical limits of the City of San Bruno. "Retail establishment" does not include public eating establishments or nonprofit charitable reusers.

"Reusable bag" means either a bag made of cloth or other machine washable fabric that has handles, or a durable plastic bag with handles that is at least 2.25 mil thick and is specifically designed and manufactured for multiple reuse. A garment bag may meet the above criteria regardless of whether it has handles or not.

"Single-use carry-out bag" means a bag other than a reusable bag provided at the check stand, cash register, point of sale or other point of departure, including departments within a store, for the purpose of transporting food or merchandise out of the establishment. "Single-use carry-out bags" do not include bags without handles provided to the customer: (1) to transport prepared food, produce, bulk food or meat from a department within a store to the point of sale; (2) to hold prescription medication dispensed from a pharmacy; or (3) to segregate food or merchandise that could damage or contaminate other food or merchandise when placed together in a reusable bag or recycled paper bag

10.25.030 Implementation Date

The provisions of this Chapter shall not be implemented until April 22, 2013.

10.25.040 Single-use carry-out bag

- A. No retail establishment shall provide a single-use carry-out bag to a customer, at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or merchandise out of the establishment except as provided in this section.
- B. On or before December 31, 2014 a retail establishment may only make recycled paper bags or reusable bags available to customers if the retailer charges a minimum of ten cents.
- C. On or after January 1, 2015 a retail establishment may only make recycled paper bags or reusable bags available to customers if the retailer charges a minimum of twenty-five cents.
- D. Notwithstanding this section, no retail establishment may make available for sale a recycled paper bag or a reusable bag unless the amount of the sale of such bag is separately itemized on the sale receipt.

E. A retail establishment may provide one or more recycled paper bags at no cost to any of the following individuals: a customer participating in the California Special Supplement Food Program for Women, Infants, and Children pursuant to Article 2 (commencing with Section 123275) of Chapter 1 of Part 2 of Division 106 of the Health and Safety Code; a customer participating in the Supplemental Food Program pursuant to Chapter 10 (commencing with Section 15500) of Part 3 of Division 9 of the California Welfare and Institutions Code; and a customer participating in Calfresh pursuant to Chapter 10 (commencing with Section 18900) of Part 6 of Division 9 of the California Welfare and Institutions Code.

10.25.050 Recordkeeping and Inspection

Every retail establishment shall keep complete and accurate record or documents of the purchase and sale of any recycled paper bag or reusable bag by the retail establishment, for a minimum period of three years from the date of purchase and sale, which record shall be available for inspection at no cost to the City of San Bruno or San Mateo County Environmental Health Division during regular business hours by any City or San Mateo County Environmental Health Division employee authorized to enforce this part. Unless an alternative location or method of review is mutually agreed upon, the records or documents shall be available at the retail establishment address. The provision of false information including incomplete records or documents to the City or San Mateo County Environmental Health Division shall be a violation of this Chapter.

10.25.060 Administrative fine

A. Grounds for Fine. A fine may be imposed upon findings made by the Director of the San Mateo County Environmental Health Division, or his or her designee, that any retail establishment has provided a single-use carry-out bag to a customer in violation of this Chapter.

B. Amount of Fine. Upon findings made under subsection (a), the retail establishment shall be subject to an administrative fine as follows:

- (1) A fine not exceeding one hundred dollars (\$100.00) for a first violation;
- (2) A fine not exceeding two hundred dollars (\$200.00) for a second violation;
- (3) A fine not exceeding five hundred dollars (\$500) for the third and subsequent violations;
- (4) Each day that a retail establishment has provided single-use carry-out bags to a customer constitutes a separate violation.

C. Fine Procedures. Notice of the fine shall be served on the retail establishment. The notice shall contain an advisement of the right to request a hearing before the Director of the San Mateo County Environmental Health Division or his or her designee contesting the

imposition of the fine. The grounds for the contest shall be that the retail establishment did not provide a single-use carry-out bag to any customer. Said hearing must be requested within ten days of the date appearing on the notice of the fine. The decision of the Director of the San Mateo County Environmental Health Division shall be based upon a finding that the above listed ground for a contest has been met and shall be a final administrative order, with no administrative right of appeal.

D. Failure to Pay Fine. If said fine is not paid within 30 days from the date appearing on the notice of the fine or of the notice of determination of the Director of the San Mateo County Environmental Health Division or his or her designee after the hearing, the fine shall be referred to a collection agency.

10.25.070 Severability

If any provision of this Chapter or the application of such provision to any person or in any circumstances shall be held invalid, the remainder of this Chapter, or the application of such provision to person or in circumstances other than those as to which it is held invalid, shall not be affected thereby.

10.25.080 Enforcement

A. The San Mateo County Environmental Health Division is hereby authorized and directed to enforce the provisions of this Chapter within the geographical limits of the City of San Bruno.

B. The authorization granted by subsection (A) of this section, includes, without limitation, the authority to hold hearings and issue administrative fines for violations of this Chapter within the geographical limits of the City of San Bruno.

C. Enforcement will begin effective April 22, 2013.

SECTION 2. SEVERABILITY. If any provision of this ordinance is declared invalid by a court of competent jurisdiction, it is the intent of the City Council that such invalid provision be severed from the remaining provisions of the ordinance.

SECTION 3. CEQA REVIEW. On October 23, 2012, the County of San Mateo adopted a Program Environmental Impact Report ("EIR") that analyzed the impacts of this reusable bag ordinance if adopted in cities throughout the County of San Mateo as well as neighboring jurisdictions. The EIR was adopted pursuant to the California Environmental Quality Act, Public Resources Code section 21000 *et seq.* ("CEQA") and the CEQA Guidelines, California Code of Regulations, Title 14, Section 15000 *et seq.* It is incorporated by reference herein.

Pursuant to Section 15096 of the CEQA Guidelines, the City of San Bruno acts as a responsible agency for adoption of this ordinance within the City of San Bruno. Upon independent review of the EIR and all the evidence before it, the City Council makes the following findings:

- 1) The Final Program Environmental Impact Report is complete, correct, adequate, and prepared in accordance with CEQA, CEQA Guidelines, and the public comment period; and
- 2) On the basis of the Initial Study, Notice of Preparation, Final Program Environmental Impact Report, and public comment received by both the County of San Mateo and the City of San Bruno, there is no substantial evidence that the project as proposed will have a significant effect on the environment; and
- 3) Adoption of this ordinance and analysis of the EIR reflects the independent judgment of the City Council of the City of San Bruno; and
- 4) A Notice of Determination shall be filed pursuant to CEQA Guidelines sections 15094 and 15096.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective thirty (30) days from the passage date thereof.

ATTEST:

Carol Bonner, City Clerk

Jim Ruane, Mayor

APPROVED AS TO FORM

Marc Zafferano, City Attorney

-o0o-

I, hereby certify that the foregoing Ordinance No. ____ was introduced on January 8, 2013, and adopted at a regular meeting of the San Bruno City Council on _____, 2013 by the following vote:

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

Carol Bonner, City Clerk

ORDINANCE NO. 2013-___

**ORDINANCE OF THE CITY COUNCIL OF CITY OF SAN
BRUNO ADDING CHAPTER 10.25 TO THE MUNICIPAL CODE
REGARDING REUSABLE BAGS**

WHEREAS, single-use carryout bags constitute a high percentage of litter, which is unsightly, costly to clean up, and causes serious negative environmental impacts; and

WHEREAS, the City has a substantial interest in protecting its residents and the environment from negative impacts from plastic carryout bags; and

WHEREAS, on October 23, 2012, 2012 the San Mateo County Board of Supervisors approved an Environmental Impact Report ("EIR") and adopted an ordinance banning single-use carryout bags from stores, while requiring stores that provide reusable bags to charge customers ten cents (\$.10) per bag; and

WHEREAS, County's ordinance encouraged cities within and neighboring the County to adopt similar ordinances and the County's EIR specifically analyzed the possibility of 24 cities (18 cities within San Mateo County and 6 cities in Santa Clara County) adopting the County's ordinance within their own jurisdictions; and

WHEREAS, San Bruno intends this Ordinance to fall within the scope of the County's EIR and has therefore modeled this Ordinance on the County's ordinance.

WHEREAS, on January 8, 2013, the City Council held a public hearing to consider introducing the ordinance, approved a resolution making the appropriate findings under the California Environmental Quality Act, and introduced the resolution;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN BRUNO DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. MUNICIPAL CODE AMENDMENT. Chapter 10.25 "Reusable Bags" is hereby added to the San Bruno Municipal Code to read as follows:

Chapter 10.25 Reusable Bags

10.25.010	Findings and Purpose
10.25.020	Definitions
10.25.030	Implementation Date
10.25.040	Single-use Carry-out Bag
10.25.050	Recordkeeping and Inspection
10.25.060	Administrative Fine
10.25.070	Severability
10.25.080	Enforcement

10.25.10 Findings and Purpose

The City Council finds and determines that:

- A. The use of single-use carryout bags by consumers at retail establishments is detrimental to the environment, public health and welfare.
- B. The manufacture and distribution of single-use carryout bags requires utilization of natural resources and results in the generation of greenhouse gas emissions.
- C. Single-use carryout bags contribute to environmental problems, including litter in storm drains, creeks, the bay and the ocean.
- D. Single-use carryout bags provided by retail establishments impose unseen costs on consumers, local governments, the state and taxpayers and constitute a public nuisance. This City Council does, accordingly, find and declare that it should restrict the use of single-use carryout bags.

10.25.020 Definitions

"Customer" means any person obtaining goods from a retail establishment.

"Garment Bag" means a travel bag made of pliable, durable material with or without a handle, designed to hang straight or fold double and used to carry suits, dresses, coats, or the like without crushing or wrinkling the same.

"Nonprofit charitable reuser" means a charitable organization, as defined in Section 501(c)(3) of the Internal Revenue Code of 1986, or a distinct operating unit or division of the charitable organization, that reuses and recycles donated goods or materials and receives more than fifty percent of its revenues from the handling and sale of those donated goods or materials.

"Person" means any natural person, firm, corporation, partnership, or other organization or group however organized.

"Prepared food" means foods or beverages which are prepared on the premises by cooking, chopping, slicing, mixing, freezing, or squeezing, and which require no further preparation to be consumed. "Prepared food" does not include any raw, uncooked meat product or fruits or vegetables which are chopped, squeezed, or mixed.

"Public eating establishment" means a restaurant, take-out food establishment, or any other business that receives ninety percent or more of its revenue from the sale of prepared food to be eaten on or off its premises.

"Recycled paper bag" means a paper bag provided at the check stand, cash register, point of sale, or other point of departure for the purpose of transporting food or merchandise out of the

establishment that contains no old growth fiber and a minimum of forty percent post-consumer recycled content; is one hundred percent recyclable; and has printed in a highly visible manner on the outside of the bag the words "Reusable" and "Recyclable," the name and location of the manufacturer, and the percentage of post-consumer recycled content.

"Retail establishment" means any commercial establishment that sells perishable or nonperishable goods including, but not limited to, clothing, food, and personal items directly to the customer; and is located within or doing business within the geographical limits of the City of San Bruno. "Retail establishment" does not include public eating establishments or nonprofit charitable reusers.

"Reusable bag" means either a bag made of cloth or other machine washable fabric that has handles, or a durable plastic bag with handles that is at least 2.25 mil thick and is specifically designed and manufactured for multiple reuse. A garment bag may meet the above criteria regardless of whether it has handles or not.

"Single-use carry-out bag" means a bag other than a reusable bag provided at the check stand, cash register, point of sale or other point of departure, including departments within a store, for the purpose of transporting food or merchandise out of the establishment. "Single-use carry-out bags" do not include bags without handles provided to the customer: (1) to transport prepared food, produce, bulk food or meat from a department within a store to the point of sale; (2) to hold prescription medication dispensed from a pharmacy; or (3) to segregate food or merchandise that could damage or contaminate other food or merchandise when placed together in a reusable bag or recycled paper bag

10.25.030 Implementation Date

The provisions of this Chapter shall not be implemented until April 22, 2013.

10.25.040 Single-use carry-out bag

A. No retail establishment shall provide a single-use carry-out bag to a customer, at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or merchandise out of the establishment except as provided in this section.

B. On or before December 31, 2014 a retail establishment may only make recycled paper bags or reusable bags available to customers if the retailer charges a minimum of ten cents.

C. On or after January 1, 2015 a retail establishment may only make recycled paper bags or reusable bags available to customers if the retailer charges a minimum of twenty-five cents.

D. Notwithstanding this section, no retail establishment may make available for sale a recycled paper bag or a reusable bag unless the amount of the sale of such bag is separately itemized on the sale receipt.

E. A retail establishment may provide one or more recycled paper bags at no cost to any of the following individuals: a customer participating in the California Special Supplement Food Program for Women, Infants, and Children pursuant to Article 2 (commencing with Section 123275) of Chapter 1 of Part 2 of Division 106 of the Health and Safety Code; a customer participating in the Supplemental Food Program pursuant to Chapter 10 (commencing with Section 15500) of Part 3 of Division 9 of the California Welfare and Institutions Code; and a customer participating in Calfresh pursuant to Chapter 10 (commencing with Section 18900) of Part 6 of Division 9 of the California Welfare and Institutions Code.

10.25.050 Recordkeeping and Inspection

Every retail establishment shall keep complete and accurate record or documents of the purchase and sale of any recycled paper bag or reusable bag by the retail establishment, for a minimum period of three years from the date of purchase and sale, which record shall be available for inspection at no cost to the City of San Bruno or San Mateo County Environmental Health Division during regular business hours by any City or San Mateo County Environmental Health Division employee authorized to enforce this part. Unless an alternative location or method of review is mutually agreed upon, the records or documents shall be available at the retail establishment address. The provision of false information including incomplete records or documents to the City or San Mateo County Environmental Health Division shall be a violation of this Chapter.

10.25.060 Administrative fine

A. Grounds for Fine. A fine may be imposed upon findings made by the Director of the San Mateo County Environmental Health Division, or his or her designee, that any retail establishment has provided a single-use carry-out bag to a customer in violation of this Chapter.

B. Amount of Fine. Upon findings made under subsection (a), the retail establishment shall be subject to an administrative fine as follows:

- (1) A fine not exceeding one hundred dollars (\$100.00) for a first violation;
- (2) A fine not exceeding two hundred dollars (\$200.00) for a second violation;
- (3) A fine not exceeding five hundred dollars (\$500) for the third and subsequent violations;
- (4) Each day that a retail establishment has provided single-use carry-out bags to a customer constitutes a separate violation.

C. Fine Procedures. Notice of the fine shall be served on the retail establishment. The notice shall contain an advisement of the right to request a hearing before the Director of the San Mateo County Environmental Health Division or his or her designee contesting the

imposition of the fine. The grounds for the contest shall be that the retail establishment did not provide a single-use carry-out bag to any customer. Said hearing must be requested within ten days of the date appearing on the notice of the fine. The decision of the Director of the San Mateo County Environmental Health Division shall be based upon a finding that the above listed ground for a contest has been met and shall be a final administrative order, with no administrative right of appeal.

D. Failure to Pay Fine. If said fine is not paid within 30 days from the date appearing on the notice of the fine or of the notice of determination of the Director of the San Mateo County Environmental Health Division or his or her designee after the hearing, the fine shall be referred to a collection agency.

10.25.070 Severability

If any provision of this Chapter or the application of such provision to any person or in any circumstances shall be held invalid, the remainder of this Chapter, or the application of such provision to person or in circumstances other than those as to which it is held invalid, shall not be affected thereby.

10.25.080 Enforcement

A. The San Mateo County Environmental Health Division is hereby authorized and directed to enforce the provisions of this Chapter within the geographical limits of the City of San Bruno.

B. The authorization granted by subsection (A) of this section, includes, without limitation, the authority to hold hearings and issue administrative fines for violations of this Chapter within the geographical limits of the City of San Bruno.

C. Enforcement will begin effective April 22, 2013.

SECTION 2. SEVERABILITY. If any provision of this ordinance is declared invalid by a court of competent jurisdiction, it is the intent of the City Council that such invalid provision be severed from the remaining provisions of the ordinance.

SECTION 3. CEQA REVIEW. On October 23, 2012, the County of San Mateo adopted a Program Environmental Impact Report ("EIR") that analyzed the impacts of this reusable bag ordinance if adopted in cities throughout the County of San Mateo as well as neighboring jurisdictions. The EIR was adopted pursuant to the California Environmental Quality Act, Public Resources Code section 21000 *et seq.* ("CEQA") and the CEQA Guidelines, California Code of Regulations, Title 14, Section 15000 *et seq.* It is incorporated by reference herein.

Pursuant to Section 15096 of the CEQA Guidelines, the City of San Bruno acts as a responsible agency for adoption of this ordinance within the City of San Bruno. Upon independent review of the EIR and all the evidence before it, the City Council makes the following findings:

- 1) The Final Program Environmental Impact Report is complete, correct, adequate, and prepared in accordance with CEQA, CEQA Guidelines, and the public comment period; and
- 2) On the basis of the Initial Study, Notice of Preparation, Final Program Environmental Impact Report, and public comment received by both the County of San Mateo and the City of San Bruno, there is no substantial evidence that the project as proposed will have a significant effect on the environment; and
- 3) Adoption of this ordinance and analysis of the EIR reflects the independent judgment of the City Council of the City of San Bruno; and
- 4) A Notice of Determination shall be filed pursuant to CEQA Guidelines sections 15094 and 15096.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective thirty (30) days from the passage date thereof.

ATTEST:

Carol Bonner, City Clerk

Jim Ruane, Mayor

APPROVED AS TO FORM

Marc Zafferano, City Attorney

-o0o-

I, hereby certify that the foregoing Ordinance No. ____ was introduced on January 8, 2013, and adopted at a regular meeting of the San Bruno City Council on _____, 2013 by the following vote:

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

Carol Bonner, City Clerk



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: January 22, 2013

TO: Honorable Mayor and Members of the City Council

FROM: Kim Juran, Finance Director

SUBJECT: Receive Report and Adopt Resolution Approving the City of San Bruno Reserves Policy

BACKGROUND

Financial reserves are an essential component to demonstrating the financial stability and strength of an organization. They provide an agency with options during times of uncertainty and provide a safeguard against the unexpected. The City currently maintains several different reserve funds, which include the General Fund Reserve, the One-Time Revenue Reserve, and the Equipment Reserve Fund. Through its prudent fiscal management and use of budgetary controls, the City has managed to grow its reserves during the past several years despite the economic downturn. The City's practice is to limit the use of one-time/non-recurring revenues to balance the budget and instead directs these funds to reserves whenever feasible.

While the City Council has provided strong leadership and direction on the appropriate use of its existing reserves, the City has not yet established a formal reserve policy determining the appropriate funding levels, guidelines for use, and strategies to grow reserve balances. Adopting a formal reserve policy enables an organization to plan for contingencies, maintain good standing with credit rating agencies, generate interest income, and ensure that funds are available during emergencies and fiscal downturns.

DISCUSSION

The development of a reserve policy begins with the General Fund Reserve. The General Fund Reserve is the most visible reserve maintained by a government agency since it functions as the key reserve for the most critical services. The first step towards the establishment of a General Fund Reserve policy is analyzing and determining the appropriate size of the reserve. A typical target is most frequently defined as a percentage of operating revenues or expenditures; the recommendation of the Government Finance Officers Association (GFOA) is to maintain a minimum of two months of operating expenditures in the reserve (approximately 16.6% of annual expenditures). Beyond this recommendation, an agency should analyze its risks (potential for a loss, disaster, and volatility in revenues and expenditures and the magnitude of such occurrences) along with other factors such as the size of the agency, budget practices, and debt levels to determine the appropriate size of reserve.

Risk Factors

Disaster

The most apparent risk factor affecting the City is the potential for an earthquake to cause significant damage in San Bruno due to its location along the San Andreas Fault. One of the many takeaways that have come from the tragic September 9, 2010 gas pipeline explosion in the Crestmoor Neighborhood is the potential financial exposure the City could face in a disaster situation. A reserve that would provide resources the City could rely upon in such situations would provide assurances that the City could continue to operate in the event of a disaster.

Revenue Volatility

The City is fortunate to have a fairly diverse revenue base, with the single highest revenue source in the General Fund being sales tax at just over 20%. This diverse revenue base provides the City with greater stability than an agency whose budget is far more dependent on a single revenue source. That said, the loss of a large retailer generating considerable sales tax in the City would have a major impact on the budget. Additionally, the threat of state takeaways is always present and such actions could also have devastating budgetary impacts. A General Fund Reserve would provide resources to cover the loss of revenue in these types situations, allowing the City time to make thoughtful budget adjustments to address such impacts.

Potential for Loss

The City's potential for loss as a result of claims and related matters is an additional factor to consider. The City currently maintains a Self-Insurance Fund that is funded via an internal allocation by all departments in the City based on an analysis of claim history. This self-insurance fund currently has a cash balance of \$2.1 million, which is sufficient to cover the current actuarially determined liability for claims but does not provide additional coverage for potential additional losses. Since funds to protect against loss are already accounted for in the self-insurance fund, staff recommends that funding for such losses come from this fund rather than the General Fund Reserve. Staff is committed to conducting further analysis of whether it is appropriate for the City to increase its reserve in the Self Insurance Fund and will return to the council at a future date with a recommendation.

Additional Considerations

Beyond analyzing risk factors, other considerations taken into account include the size of the City, budget practices, and debt levels. From a financial perspective, San Bruno is considered a medium size city, with a diverse revenue base and low levels of debt. Small cities that are dependent on limited resources typically maintain higher levels of reserves, whereas a City of San Bruno's size tend to size their reserves in the 15%-40% range. The City utilizes a conservative approach to budgeting, limiting the use of one-time revenues and adopting budgets that are "within its means." The City also has very little debt, which means that legally binding debt service obligations comprise a very small amount of the City's operating budget.

Considering all of the factors discussed, staff recommends creating a General Fund Reserve with a goal of maintaining a target fund balance of 25% of General Fund

expenditures, or three months operating costs and an initial deposit equivalent to 20% of General Fund expenditures. The policy goes further to state that the reserve balance shall not exceed 25% of General Fund operating expenditures or drop below 15%, except in a declaration of emergency. Separate from the General Fund Reserve, the policy proposes creating a General Fund Contingency Fund, which would have a goal of maintaining a target balance of \$1.5 million and could be utilized at the discretion of the City Council as needed. In addition to the two General Fund Reserve funds, the policy recommends establishing a separate Emergency Disaster Fund, with a target balance of \$3 million, or approximately one month of General Fund expenditures.

Using a similar methodology, the policy recommends establishing a goal of maintaining a target fund balance of 25% in each of its Internal Service Operating Funds, which includes Central Garage, Buildings and Facilities, and Technology. This ensures the same level of financial stability and continuity of operations in these critical support departments.

The attached policy suggests guidelines for the use of the reserve funds. For the General Fund Reserve, as well as the Internal Service Operating Fund reserves, recommended uses would be limited to the following situations:

- A decrease in revenues in excess of 5% of total budgeted General Fund revenues within one year
- The loss of revenues from another government entity
- One-time, non-recurring initiatives of the City Council deemed of significant importance to the City

The proposed terms of use for the Emergency Disaster Fund would be limited to times in which a declaration of emergency requires the expenditure of funds outside of the adopted operating budget.

The adoption of the proposed reserve policy and the establishment of the reserve funds outlined above is only a first step towards developing a comprehensive reserve policy that adequately addresses the City's overall financial needs. Significant unfunded needs and objectives remain, including funding for capital improvement projects, facilities replacement, and other unfunded liabilities.

As a first step towards addressing these unfunded objectives, the proposed reserve policy recommends creating a Capital Improvement/One-Time Initiatives Reserve to provide a funding source for projects and initiatives of significant importance to the City that have no other dedicated funding source. The initial goal of this fund is to obtain a target fund balance of \$5 million. While this target fund balance amount is insufficient to address the overall long-term capital needs of the City, it provides a financial resource intended to address near-term projects and objectives of the City.

The proposed reserve policy recommends that the policy be reviewed annually by the City Council. It is anticipated that further development of this reserve policy will occur

over the course of the next year as additional needs of facilities, equipment, and reserves for losses are evaluated.

Staff recommends that the review, discuss and provide direction to staff regarding the establishment of a Reserve Policy. A resolution approving the Reserve Policy as presented is attached to this report for City Council consideration.

FISCAL IMPACT

There would be no immediate fiscal impact resulting from the adoption of the reserve policy. By adopting the reserve policy, City Council would authorize staff to implement the policy in the City's general ledger as follows:

General Fund Reserve: \$6.5 million (20% of General Fund Expenditures)

The General Fund Reserve will be established by consolidating unrestricted fund balance from the General Fund (Fund 001) and the General Fund Reserve Fund (Fund 002), up to the target fund balance.

General Fund Contingency Fund: \$1.5 million

The General Fund Contingency Fund will be established with unrestricted fund balance from the General Fund (Fund 001) and the General Fund Reserve (Fund 002), up to the target fund balance.

Emergency Disaster Reserve: \$3 million

The Emergency Disaster Reserve will be established by unrestricted fund balance held in the PG&E Fund (Fund 136). These were funds received by the City from PG&E in the days immediately following the September 9, 2010 gas pipeline explosion to cover costs associated with the City's response to the event. The City received reimbursement for these expenses through alternate sources and staff is recommending that these funds be utilized for the creation of the Emergency Disaster Fund.

Central Garage Reserve: \$150,000 (25% of Central Garage Expenditures)

The Central Garage Reserve shall be established with unrestricted fund balance in the Central Garage Fund.

Building and Facilities Reserve: \$215,000 (25% of Building and Facilities Expenditures)

The Building and Facilities Reserve shall be established with unrestricted fund balance in the Building and Facilities Fund.

Technology Reserve: \$123,000 (25% of Technology Expenditures)

The Technology Reserve shall be established with unrestricted fund balance in the Technology Fund.

Capital Improvement/One-time Initiatives Reserve: \$5 million

The Capital Improvement/One-time Initiatives Reserve shall be established by consolidating unrestricted fund balance in the General Fund Reserve (Fund 002) and the One-Time Revenue Fund (Fund 003).

ALTERNATIVES

1. Request additional information and analysis on the City's reserves and return at a future meeting date.
2. Do not adopt a Reserve Policy at this time.

RECOMMENDATION

Receive Report on Draft City of San Bruno Reserves Policy

DISTRIBUTION

None

ATTACHEMENTS

1. Draft Reserve Policy

DATE PREPARED

January 17, 2013

REVIEWED BY

_____CM

CITY OF SAN BRUNO

DRAFT RESERVE POLICY

January 22, 2013

INTRODUCTION

GOALS

The reserve policy of the City of San Bruno shall establish the foundation for designation of monies to reserve funds that support the City Council's commitment to ensuring financial stability and sustainability of operations during times of fiscal constraint and emergency situations. The establishment of designated reserve funds is an important step towards developing a long-term financial plan that provides reasonable funding resources for the City's future needs.

IMPLEMENTATION

DELEGATION OF AUTHORITY

Management responsibility for compliance with the reserve policy belongs to the Finance Director for the City of San Bruno, who shall report to the City Council on an annual basis on the reserve balances. The Finance Director is responsible for ensuring that the reserve policy is implemented in the City's general ledger, audited financial reports, and budget document.

OBJECTIVES

The creation of a reserve policy is intended to meet the following objectives of the City of San Bruno:

- A. **Ensure Financial Stability**
The establishment of reserve funds ensures that financial resources are available to allow for the continuation of services in the event of significant economic downturn or catastrophic events. It provides assurances to residents and bondholders of City debt that the City is well prepared to deal with times of potential uncertainty.
- B. **Provide Resources in an Emergency Situation**
One of the many takeaways that have come from the tragic September 9,

2010 gas pipeline explosion in the Crestmoor Neighborhood is the potential financial exposure the City could face in a disaster situation. Funds set aside for City costs associated with the response and recovery to catastrophic events provide some assurances that the City is prepared when the unexpected occurs.

C. Create a Funding Source for General Capital Improvement Projects and One-Time Initiatives

Each year the City Council adopts a One-Year Capital Improvement Budget and Five-Year Capital Improvement Plan that include projects of significant importance to the City that have no dedicated funding source. These projects include improvements to City facilities, parks, and technology. The establishment of Reserve Funds dedicated to these types of projects and initiatives will ensure that resources are available that allow the City to implement its vision.

D. Establish Reserves for Unfunded Liabilities

The creation of reserve funds provides an opportunity for the City to evaluate its needs and the resources available to fund future liabilities. Examples of unfunded liabilities include facilities replacement, accrued leave liabilities, and Other Post Employment Benefits.

PROCEDURES

The City shall establish reserve funds in accordance with the objectives listed above as outlined below. The funding levels outlined in this policy are goals and it is the City's intent to maintain its reserves at the prescribed levels; compliance with this policy will be evaluated annually upon final closing of the City's financial books for the fiscal year.

RESERVE FUNDS

General Fund Reserve – The General Reserve Fund shall be established with a goal of maintaining a target fund balance of 25% of the budgeted General Fund expenditures. The General Fund Reserve Fund balance shall not fall below 15% of General Fund operating expenditures except in a declaration of emergency.

The General Fund Reserve can only be utilized through resolution of the City Council. Appropriations of these funds will be reserved for the following situations:

- A decrease in revenues in excess of 5% of total budgeted General Fund revenues within one year.
- The loss of revenues from another government entity.

- One-time, non-recurring initiatives of the City Council deemed of significant importance to the City.

General Fund Contingency Fund – The General Fund Contingency Fund shall be established with a goal of maintaining a target fund balance of \$1.5 million. This fund can be utilized through resolution of the City Council for any appropriation deemed appropriate.

Emergency Disaster Reserve – An Emergency Disaster Reserve shall be established with a goal of maintaining a target fund balance of \$3 million. This fund is intended to be utilized in the event of a declaration of emergency that requires the expenditure of funds outside of the adopted budget.

The Emergency Disaster Reserve can only be utilized through resolution of the City Council declaring an emergency. Upon such declaration, it would be the intent of the City to utilize the Emergency Disaster Reserve for all costs associated with the City's response to the emergency situation prior to any other reserve funds.

Capital Improvement/One-Time Initiative Reserve – A Capital Improvement/One-Time Initiative Reserve Fund shall be established with a goal of obtaining an initial fund balance of \$5 million. This fund would be used for projects and initiatives throughout the City that have no other identifiable funding source.

The Capital Improvement/One-Time Initiative Reserve can only be utilized through resolution of the City Council. While this fund has an initial goal of \$5 million, funds shall continue to be added to this fund until it has reached a fund balance of \$8 million.

Central Garage Reserve – The Central Garage Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency. Once the Central Garage Reserve has been funded at the target amount, all fund balance in excess of this amount can be used to fund one-time initiatives and/or to provide a reduction in allocations from departments in times of budget reductions.

Building and Facilities Reserve – The Buildings and Facilities Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency. Once the Building and Facilities Reserve has been funded at the target amount, all fund balance in excess of this amount can be used to fund one-time initiatives and/or to provide a reduction in allocations from departments in times of budget reductions.

Technology Reserve – The Technology Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15%

except in a declaration of emergency. Once the Technology Reserve has been funded at this baseline amount, all fund balance in excess of this amount all fund balance in excess of this amount can be used to fund one-time initiatives and/or to provide a reduction in allocations from departments in times of budget reductions.

STRATEGIES TO GROW RESERVE FUNDS

The receipt of one-time and unbudgeted revenues during the fiscal year shall be added to the reserve funds. In addition, any surplus remaining in the General Fund Operating Budget at year-end shall automatically be transferred to the reserve funds, in the following order:

1. **General Fund Reserve** – If the General Fund Reserve is fully funded at its target level, then
2. **General Fund Contingency Fund** – If the General Fund Contingency Fund is funded at its target level, then
3. **Emergency Disaster Reserve** – If the Emergency Disaster Reserve is fully funded at its target level, then
4. **Capital Improvement/One-Time Initiative Reserve** – If the Capital Improvement Reserve has reached its maximum fund balance, then
5. Consider the Creation of a new reserve fund to set aside funds for the City's Unfunded Liabilities. In the event that the City fully funds its reserves in accordance with the policy outlined above, staff will report back to City Council to discuss the creation of additional reserve funds.

POLICY REVIEW

This reserve policy shall be reviewed by the City Council at a public meeting annually to ensure its consistency with the overall objectives and review target funding levels. Amendments and modifications to the policy shall be approved by the City Council prior to implementation.

RESOLUTION NO. 2013 -

RESOLUTION APPROVING THE CITY OF SAN BRUNO RESERVE POLICY

WHEREAS, financial reserves are an essential component to demonstrating financial stability and strength of an organization; and

WHEREAS, a reserve policy enables an organization to plan for contingencies, maintain good standing with credit rating agencies, generate interest income, and ensure that funds are available during emergencies and fiscal downturns; and

WHEREAS, the stated objectives of the City's Reserve Policy include ensuring financial stability, providing resources in an emergency situation, creating a funding source for capital projects and one-time Initiatives, and establishing reserves for unfunded liabilities; and

WHEREAS, the City's reserve policy establishes a General Fund Reserve with a goal of maintaining a target fund balance of 25% of budgeted General Fund expenditures, but not to fall below 15% of budgeted expenditures except in a declaration of emergency; and

WHEREAS, the City's reserve policy establishes an Emergency Disaster Reserve with a goal of maintaining a target fund balance of \$3 million, to be utilized in the event of a declaration of emergency; and

WHEREAS, the City's reserve policy establishes a Capital Improvement/One-Time Initiatives Reserve with a goal of obtaining a target fund balance of \$5 million to be utilized for projects and initiatives throughout the City that have no other identifiable funding source; and

WHEREAS, the City's reserve policy establishes reserve funds for the Central Garage, Building and Facilities, and Technology Internal Service Funds with a goal of maintaining a target fund balance of 25% of budgeted expenditures, but not to fall below 15% of budgeted expenditures except in a declaration of emergency; and

NOW THEREFORE BE IT RESOLVED that the City Council of San Bruno hereby approves the City of San Bruno Reserve Policy.

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I hereby certify that foregoing Resolution
was introduced and adopted by the San Bruno City Council at a regular meeting on
January 22, 2013, by the following vote:

AYES:

NOES:

ABSENT:

City Clerk