

"The City With a Heart"



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

AGENDA – SPECIAL MEETING

SAN BRUNO CITY COUNCIL

CLOSED SESSION

November 12, 2013

6:15 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.

1. CALL TO ORDER:

2. 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.

3. CLOSED SESSION:

Conference with Legal Counsel – Existing Litigation Pursuant to Government Code 54956.9 (d)(1): Rapada v. City of San Bruno.

4. ADJOURNMENT:

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

Posted 11/08/13



"The City With a Heart"

Jim Ruane, Mayor
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AGENDA
SAN BRUNO CITY COUNCIL
November 12, 2013
7:00 p.m.

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

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

1. CALL TO ORDER:

2. ROLL CALL/PLEDGE OF ALLEGIANCE:

3. ANNOUNCEMENTS:

- a. There will not be a City Council Meeting on December 24th, the fourth Tuesday in December. The only Regular City Council Meeting in December will be held on December 10, 2013.
- b. There will be a Special Meeting for the Purpose of Installing Newly Elected City Officials on Tuesday, December 3, 2013 at 7:30 p.m.

4. PRESENTATIONS:

- a. Present 25-Year Service Award to Ray Perkins, Cable Television Department.
- b. Receive Grand Boulevard Initiative Award for the City of San Bruno's Transit Corridors Plan.
- c. Receive Award from the San Mateo County Trial Lawyers Association Recognizing the City of San Bruno's Fire Department as 2013 Public Safety Officers of the Year.
- d. Receive Presentation from the Peninsula Health Care District.
- e. Receive Presentation from CalTrain Joint Powers Board on the Final Design of Improvements Along First Avenue on the East Side of the Grade Separation Structure.

5. REVIEW OF AGENDA:

6. APPROVAL OF MINUTES: Special City Council Meetings of October 9, 12 and 22, 2013 and the Regular City Council Meeting of October 22, 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 October 21 and 28, 2013.
- b. **Approve:** Payroll of October 13, 2013.
- c. **Adopt:** Resolution Amending the City Classification Plan by Adopting Position Descriptions for Emergency Services Coordinator, Information Technology Manager, and Lead

Accounting and Customer Services Representative, and Adopting Salary Ranges for Emergency Services Coordinator and Information Technology Manager Positions.

- d. **Approve:** Out-of-State Travel for the City Manager and Vice Mayor to Attend the National Pipeline Safety Trust Annual Conference, November 21-22, 2013.

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 agendaized pursuant to State Law.

10. CONDUCT OF BUSINESS:

- a. Receive Oral Report on Results of the November 5, 2013 General Municipal Election and the Schedule to fill City Council Vacancies.
- b. Adopt Resolution Approving the 2013-18 Five-Year Capital Improvement Program and Appropriating Funding for the 2013-14 Capital Improvement Project Budget.
- c. Receive First Quarter Financial Update Report as of September 30, 2013, and Adopt Resolution Amending the Fiscal Year 2013-14 Operating Budget to Re-Appropriate Fiscal Year 2012-13 Carryover Encumbrances.
- d. Adopt Amendment No. 7 to Franchise Agreement for Integrated Waste Management Services with Recology San Bruno, Implementing an Organics Food Waste Collection Program and Amending the Rate Adjustment Application Date.
- e. Adopt Resolution Authorizing the City Manager to Execute a Multi-Year contract with Proven Management, Inc. for as Needed Sewer System Cleaning and Video Inspection Services in an Amount not to Exceed \$70,000 for Fiscal Year 2013-14.
- f. Adopt Resolution Authorizing the City Manager to Execute a Contract with West Yost for the Development of a Coordinated Infrastructure Replacement Work Plan in an Amount not to Exceed \$77,700.
- g. Receive Report and Provide Direction to Staff Regarding Acquisition of the Bayshore Circle Median and Alternatives for Use of the Property.

11. REPORT OF COMMISSIONS, BOARDS, & COMMITTEES:

Receive Annual Report from the Parks and Recreation Commission.

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION:

- a. Conference with Labor Negotiators Pursuant to Gov't Code Section 54957.6; Agency Designated Representatives: City Manager and Human Resources Director; Employee Organizations: Miscellaneous Bargaining Unit and Police Bargaining Unit.
- b. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8
Property: 105 Cabrillo Way, San Bruno
Agency Negotiator: City Manager
Negotiating Parties: City of San Bruno
Under Negotiation: Price and terms of payment.

14. ADJOURNMENT:

The next regular City Council Meeting will be held on November 26, 2013 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.



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

MINUTES
SAN BRUNO CITY COUNCIL – SPECIAL MEETING

October 9, 2013

7:00 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on October 9, 2013 at the San Bruno City Hall, 567 El Camino Real, San Bruno, CA. The special meeting was called to order at 7:00 p.m.

2. ROLL CALL:

Presiding was Mayor Ruane, Vice Mayor O'Connell, Council Members Medina, Ibarra and Salazar.

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

4. CONDUCT OF BUSINESS:

Conduct Interviews, Appoint Initial Board of Directors, and Select Officers for San Bruno Community Foundation with seven of the candidates for the Community Foundation Board. No reportable action was taken.

5. ADJOURNMENT:

Mayor Ruane closed the meeting at 8:43 p.m. The next regular City Council Meeting will be held on October 22 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
November 12, 2013

Carol Bonner, City Clerk

Jim Ruane, Mayor



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MINUTES

SAN BRUNO CITY COUNCIL – SPECIAL MEETING

October 12, 2013

10:00 a.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on October 12, 2013 at the San Bruno City Hall, 567 El Camino Real, San Bruno, CA. The special meeting was called to order at 10:00 a.m.

2. ROLL CALL:

Presiding was Mayor Ruane, Vice Mayor O'Connell, Council Members Medina, Ibarra and Salazar.

3. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:

Mark Vranes addressed the Council with some of the ideas he had for picking the candidates.

4. CONDUCT OF BUSINESS:

Conduct Interviews, Appoint Initial Board of Directors, and Select Officers for San Bruno Community Foundation with three of the candidates for the Community Foundation Board.

The San Bruno Council voted for the people they would like have placed as Directors on the Foundation and the following was the results:

Nancy Krauss, President
John McGlothlin, Vice President
Emily Roberts, Secretary
Ben Cohn, Treasurer
Frank Hedley
Pat Bohm
Regina Stroud

The Directors positions will be rotated annually. The first four candidates will serve a four-year term; the next three candidates will serve a two-year term.

The next steps will be to contact the candidates and in the near future set up an orientation meeting.

5. ADJOURNMENT:

Mayor Ruane closed the meeting at 11:50 a.m. The next regular City Council Meeting will be held on October 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
November 12, 2013

Carol Bonner, City Clerk

Jim Ruane, Mayor

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MINUTES

SAN BRUNO CITY COUNCIL – SPECIAL MEETING

October 22, 2013

6:00 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met in a Special Meeting on October 22, 2013 at the San Bruno Senior Center, at 1555 Crystal Springs Rd., San Bruno, CA. The meeting was called to order at 6:00 p.m.

2. ROLL CALL:

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

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

4. CONDUCT OF BUSINESS:

Staff Conducted a Study Session to Review the FY 2013-18 Capital Improvements Program and FY 13-14 Capital Improvements Program Budget with no reportable action..

5. ADJOURNMENT:

Mayor Ruane closed the meeting at 7:00 p.m. The next regular City Council Meeting will be held on October 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
November 12, 2013

Carol Bonner, City Clerk

Jim Ruane, Mayor



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

**MINUTES
SAN BRUNO CITY COUNCIL**

October 22, 2013

7:00 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on October 22, 2013 at the San Bruno Senior Center, at 1555 Crystal Springs Rd., San Bruno, CA. The meeting was called to order at 7:08 p.m. **Mayor Ruane** thanked the Garden Club for the beautiful flower arrangement.

2. ROLL CALL/PLEDGE OF ALLEGIANCE:

Presiding was Mayor Ruane, Vice Mayor O'Connell, Council Members Medina, Ibarra and Salazar. **City Attorney Zafferano** led the Pledge of Allegiance. Recording by City Clerk Bonner.

3. ANNOUNCEMENTS:

a. **Mayor Ruane** said the Not for Profit as part of restitution from PG&E has been formed. Directors of the Community Foundation and papers were filed today for the Foundation with the State of California. There will be more information following.

b. **Mayor Ruane** said there will not be a City Council Meeting on December 24, the fourth Tuesday in December. The only Regular City Council Meeting in December will be held on December 10, 2013.

4. PRESENTATIONS:

Mayor Ruane Presented a 30-year Service Award to Information Technology Analyst Eric Jackson and a 10-year Service Award to City Manager Connie Jackson. Both parties thanked the Council.

5. REVIEW OF AGENDA: pulled Item 7.e. and 7.f. on the Consent Calendar. **Mayor Ruane** moved Item 10.d. to the first item of Conduct of Business.

6. APPROVAL OF MINUTES: Special City Council Meeting of October 8, 2013 and City Council Meeting of October 8, 2013, approved as submitted.

7. CONSENT CALENDAR:

a. **Approve:** Accounts Payable of September 30, October 7 and 14, 2013.

b. **Approve:** Payroll of September 30, 2013.

c. **Accept:** Reconciliation of General Ledger to Bank Reports and the Investment Report Dated September 30, 2013.

d. **Adopt:** Resolution Approving Out of State Travel for Cable Department Staff to Attend Cable Television Industry Conferences in FY 2013-14.

e. **Appoint:** Representative to Serve a Four-Year Term on the Mosquito Abatement District Board.

f. **Accept:** Resignation from Citizens Crime Prevention Committee Member. Declare a

Committee Member Vacancy and Direct the City Clerk to Initiate the Process for Appointment of a New Member.

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

Clerk Bonner said she had been contacted by Robert Gay of the Mosquito Abatement Board and asked Council to appoint a citizen to another four-year term with the Board. He suggested Robert Riechel. **Clerk Bonner** contacted Robert Riechel and he said he would be delighted to be reappointed.

M/S O'Connell/Salazar to approve Item 7.e. and passed with all ayes.

Vice Mayor O'Connell asked Clerk Bonner to explain how someone can apply for a position on a Committee. **Bonner** said her office could be contacted via phone or come into the Clerk's office and an application will be provided.

M/S O'Connell/Ibarra to approve Item 7.f. and passed with all ayes.

8. PUBLIC HEARINGS: None.

9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:

Marty Medina, Garden Ave. provided a sheet of paper with water rate comparisons and asked the Clerk to give it to Council. He said San Bruno has the fifth highest bill out of 25 local agencies. He asked Council to provide clarification.

Robert Riechel, 7th Ave. speaking on behalf of the Chamber said they would be having a parade on Sunday along San Mateo Avenue with Trick or Treat starting at noon. There will be a costume parade and judging with prizes and prizes. They will be partnering with Recology to act as a donation point for Coats for Kids.

10. CONDUCT OF BUSINESS:

d. Adopt Resolution Approving a Sanitary Sewer Lateral Replacement Program in the Crestmoor Neighborhood (moved to 10.a.)

Project Manager Burrowes gave an overview of the staff report and a powerpoint review of sewer laterals. He said staff has four options for the Council to consider: Option 1 is 50% reimbursement of the cost up to \$6,000. maximum, he said a sewer lateral and surface restoration cost are \$4500. Under this option it would allow for 50% reimbursement or \$2250 back to the property owner, if the cost were \$7500. it would be half of that; Option 2 is full reimbursement cost up to \$6,000. maximum and the distinction between this and Option 1 is with the same option of \$4500, this option would pay the full amount and if it were \$7500, this would pay \$6000.; Option #3 is 100% reimbursement of the lateral cost including full service restoration. Option #4 is 50% reimbursement of the cost and to cover the other 50%, there would be a loan for 50% of the remaining amount. He said the City does not want to put a local preference in place and they do not want to be in a position of prequalifying contractors to do work on private property. The replacement of the upper laterals is not a requirement for a resident to do, it is optional but it is something homeowners should do if their pipe is orangeburg and in poor condition. He said staff's recommended option is Option #2. He asked for questions.

Mayor Ruane said in any case the City is going to video the whole portion and the City will put in a clean-out. **Burrowes** said the City will replace the lower lateral and TV the upper lateral and install a clean-out, if it is desired.

Mayor Ruane asked if the costs included permitting, inspections and everything associated? **Burrowes** said the cost is just for the construction; however, this would be treated like any other work that has been done in the area and the fees would be absorbed by the trust.

Councilmember Salazar asked if there would be many people participating. **Burrowes** said he believed there would be large participation. He said property lines vary. He said the sewer laterals are flush with the ground. They will not be able to match what is existing.

Councilmember Salazar asked about funding resource and would it be covered by the trust. **Zafferano** said it has not been discussed with the trustee. He said based on Council's decision, it will be brought back to the trustee for consideration.

Councilmember Salazar asked if a video will be provided to the homeowner. **Burrowes** concurred.

Mayor Ruane asked about time limits. **Burrowes** said what is being proposed is the program would reimburse residents who have retroactively done sewer lateral replacements back to the date of the explosion as well as going forward until the end of the project which is anticipated to be done in January of 2016.

Mayor Ruane asked if homeowners are precluded from having a video inspection when they sell their homes. **City Manager Jackson** said she felt a homeowner taking part in this program would not have to do inspection sale provision; however, it will need to be looked at.

Councilmember Medina said certain cities have time limits on how good the video is.

Councilmember Ibarra said it is not all public money, he said it is public money within the area. He said he did not feel comfortable as to how we will be dealing with the administrator on approval. He favored full reimbursement because this would not have happened if there wasn't an explosion. He asked if there was a way that a city-wide program could be initiated, funded two ways, through a city-wide program and through the trust.

Councilmember Medina said with the decorative, there is the option to the resident to have the clean-out. He was in favor of Option 3.

Maria Barr, Concord Way said she repaired her upper lateral. She asked if she needed to provide the receipts. **Burrowes** said once Council approves a program, staff would put together a one-page flier that outlines the details of the program.

Gary Gritter, Claremont Dr. asked if orangeburg pipe makes it substandard when one wants to sell their home. **Burrowes** said if the pipe is not in operating condition that would be considered. **City Manager Jackson** said the program has not been developed by Council.

Kathy DeRenzi, Claremont Dr. said the orangeburg pipe is going through the lawns of most of the homes in the area and she was for Option 3, 100%.

Dan DiTrapani, Plymouth seconded , option #3, 100%.

Councilmember Medina restated he was in favor of Option 3.

Vice Mayor O'Connell asked if they vote for Option 3 if there a mechanism that makes it so we don't have to cause more delay. **City Attorney Zafferano** said since the trustee has not been spoken to, it would be hard to say. He said the resolution would need to be beefed up.

Councilmember Medina said this needs to be expedited. He said if issues arise a special Council meeting needs to be called.

Gerry Guernsey, Concord Way, read an article from the newspaper and stated it should be done.

Councilmember Medina introduced the resolution with Option 3 and asked the resolution be beefed up to present to the trustee and passed with a unanimous vote.

Mayor Ruane called a short break.

a. Receive Report on the Well 15 Replacement Project and Authorize Design of Proposed Test Well at the Acappella Site and an Optional Test Well at the Commodore Park Site.

Engineer Kim 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.

b. Receive Report and Provide Direction to Staff Regarding Alternatives for the Trenton Sewer Replacement Project.

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

Councilmember Salazar asked about the sewer lateral and if orangeburg pipes are in that area. **Wong** said the lateral will be replaced up to the property line and there are some orangeburg pipes in the area.

Councilmember Medina asked when was the last time we had a category one sso. **Wong** said most of the sso's occurred between the years 2007 and 2010. **Medina** asked what it is costing the City. **Wong** said the number is approximately \$10,000 per year.

M/S Ibarra/O'Connell to accept staff's recommendation and passed with all ayes.

c. Adopt Resolution Approving Installation of New Stop Signs:

- On the Eastern Leg of Angus Avenue at Huntington Avenue
- On the Western Leg of Angus Avenue at First Avenue
- On the Northern and Southern Legs of San Mateo

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

Vice Mayor O'Connell suggested the crosswalk and stop sign be moved further south.

Robert Riechel, 7th Ave. southbound on First Avenue coming up to Angus he was concerned how far back the cross walk and first avenue telephone pole container on the property as you are coming south on first or west on angus there is an inability to adequately see.

O'Connell said construction is being done on the sidewalk part of the underpasses that lead out to First Ave. Is there any kind of update on what will be done for sidewalk and parking. **Fabry** said there has been no additional detail provided by the JPB.

O'Connell asked about the arch. **Fabry** said they are waiting for lights.

O'Connell said she was concerned about how it will look. **Medina** talked about lighting.

Councilmember Ibarra expressed his concerns about not being able to change anything, once it has been done. **Fabry** said she would get an update for Council.

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

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

12. COMMENTS FROM COUNCIL MEMBERS:

Councilmember Ibarra talked about the gas leak by El Crystal School and asked we take the lead to develop a plan of protocol that the school district and community can accept so we can know.

Councilmember Ibarra requested the TSPC look at parking on N San Mateo Ave. north of San Bruno Ave.

13. CLOSED SESSION:

Mayor Ruane said they will be going into Closed Session with no reportable action.

- a. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: Property Address 105 Cabrillo Way
Agency Negotiator: City Manager
Negotiating Party: City of San Bruno
Under Negotiation: Price and Terms of Payment
- b. Conference with Labor Negotiators Pursuant to Gov't Code Section 54957.6; Agency Designated Representatives: City Manager, Human Resources Director, and Finance Director; Employee Organizations: Miscellaneous Bargaining Unit, Mid Management Bargaining Unit, San Bruno Management Employee Association, Public Safety Mid Management Bargaining Unit, Police Bargaining Unit, and Fire Bargaining Unit.

5. ADJOURNMENT:

Mayor Ruane closed the meeting at 8:55 p.m. The next regular City Council Meeting will be held on November 12 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
November 12, 2013

Carol Bonner, City Clerk

Jim Ruane, Mayor

10/21/13

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$562,914.04
003	ONE-TIME REVENUE	\$29,251.26
132	AGENCY ON AGING	\$440.45
133	RESTRICTED DONATIONS	\$40.12
190	EMERGENCY DISASTER FUND	\$55,931.03
207	TECHNOLOGY CAPITAL	\$23,035.07
611	WATER FUND	\$348,694.11
621	STORMWATER FUND	\$7,142.88
631	WASTEWATER FUND	\$6,671.28
641	CABLE TV FUND	\$396,403.26
701	CENTRAL GARAGE	\$55.26
702	FACILITY MAINT. FUND	\$13,747.40
707	TECHNOLOGY DEVELOPMENT	\$3,998.69
891	S.B. GARBAGE CO. TRUST	\$387,259.75

TOTAL FOR APPROVAL \$1,835,584.60

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 144551 THROUGH 144704 INCLUSIVE, TOTALING IN THE AMOUNT OF \$1,835,584.60 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

10/23/13
DATE

7.a.

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0017188 3T EQUIPMENT COMPANY INC.	144551	10/21/2013	68.32
0017341 AARONSON DICKERSON, COHN & LANZONE	144594	10/21/2013	175.00
0017053 ACCOUNTEMPS	144552	10/21/2013	4,316.00
0018330 ADAMS CABLE EQUIPMENT, INC.	144553	10/21/2013	4,468.80
0001170 AIRGAS NCN	144554	10/21/2013	311.15
0000372 ALLIED SECURITY ALARMS	144555	10/21/2013	453.00
0018976 ALPHA ANALYTICAL LAB. INC.	144556	10/21/2013	1,196.00
0095090 AMERICAN ASPHALT	144557	10/21/2013	31,765.36
0100264 ANDRII TSYMBALA	144686	10/21/2013	5.59
0099058 APPRAISAL RESEARCH CORPORTATIO	144558	10/21/2013	2,500.00
0001965 ARISTA BUSINESS	144559	10/21/2013	699.60
0104899 ASSOCIATE PARTNERS	144560	10/21/2013	5.00
0104233 ASTOUND BROADBAND	144561	10/21/2013	3,380.00
0016123 AT&T	144562	10/21/2013	313.22
0018363 AT&T LONG DISTANCE	144563	10/21/2013	17.22
0018465 AT&T MOBILITY	144564	10/21/2013	45.45
0099842 B.R. KROLL	144565	10/21/2013	100.00
0000345 BAKER & TAYLOR BOOKS	144566	10/21/2013	2,970.04
0105737 BAY CITIES PYROTECTOR, INC.	144568	10/21/2013	25,816.87
0103924 BEAR DATA SOLUTIONS, INC.	144569	10/21/2013	5,280.00
0017600 BURTON'S FIRE INC.	144571	10/21/2013	6,165.41
0105324 CAINE COMPUTER CONSULTING, LLC	144572	10/21/2013	8,734.00
0099977 CARLA SMITH	144671	10/21/2013	200.00
0100778 CAROL BRANDIS	144570	10/21/2013	100.00
0018977 CBS TELEVISION STATIONS	144573	10/21/2013	6,301.96
0016324 CINTAS CORPORATION #464	144577	10/21/2013	373.14
0001889 CITY OF REDWOOD CITY	144578	10/21/2013	1,096.00
0000227 CITY OF SAN BRUNO	144579	10/21/2013	3,146.15
0013595 CITY OF SAN BRUNO	144580	10/21/2013	895.38
0018978 CLEAN HARBORS ENV SERVICES INC	144581	10/21/2013	7,255.32
0017802 CLEANSOURCE, INC.	144582	10/21/2013	2,181.87
0000508 CLEARLITE TROPHIES	144583	10/21/2013	265.96
0018911 COMCAST CABLE COMMUNICATIONS	144584	10/21/2013	25,185.00
0104508 COMCAST SPORTSNET CALIFORNIA	144585	10/21/2013	20,412.50
0098656 COMPLETE LINEN SERVICE	144586	10/21/2013	150.98
0105187 CONCERN	144587	10/21/2013	685.02
0015857 COUNTY OF SAN MATEO	144589	10/21/2013	76.00
0000251 CUMMINS WEST INC.	144592	10/21/2013	2,848.43
0105750 DAVID WOLTERING	144700	10/21/2013	216.45
0099876 DELIA LUDAN	144626	10/21/2013	186.00
0105358 DIANE NEILSON	144640	10/21/2013	35,420.00
0018092 DISCOVERY COMMUNICATIONS LLC	144595	10/21/2013	1,389.32
0100223 DUC DUNG PHAM	144647	10/21/2013	6.99
0105853 EATON CORPORATION	144596	10/21/2013	2,545.00
0014812 ELECTRONIC INNOVATIONS INC.	144597	10/21/2013	192.13
0097986 ELIA GONZALEZ	144607	10/21/2013	14.90
0017152 ERLER & KALINOWSKI, INC.	144599	10/21/2013	22,239.12
0102362 ESPN	144600	10/21/2013	5,385.50
0098869 EUNJUNG KIM	144622	10/21/2013	8.34
0000944 FEDEX	144601	10/21/2013	7.25
0013714 FIRST NATIONAL BANK	144603	10/21/2013	266.14
0018117 FLYERS ENERGY, LLC	144604	10/21/2013	22,008.30
0096932 GENESIS EMPLOYEE BENEFITS, INC	144605	10/21/2013	252.00

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Vendor Code & Name	Check #	Check Date	Amount
0018864 GMA NETWORK INC.	144606	10/21/2013	842.10
0000162 GRAINGER	144609	10/21/2013	422.33
0000541 GRANITE ROCK COMPANY	144610	10/21/2013	1,508.39
0095966 GREATAMERICA FINANCIAL SVCS.	144611	10/21/2013	404.33
0096837 GYM DOCTORS	144612	10/21/2013	197.20
0099569 HENSEL PHELPS CONST. CO.	144613	10/21/2013	6.55
0017882 HOME BOX OFFICE	144614	10/21/2013	1,144.04
0105378 HOME MAID RAVIOLI COMPANY INC.	144615	10/21/2013	63.90
0105691 HOVSEP PILAVDJIAN	144648	10/21/2013	100.00
0103976 HUB TELEVISION NETWORKS, LLC	144616	10/21/2013	358.58
0099342 IMELDA CRUZ	144591	10/21/2013	100.00
0018838 INFOSEND, INC.	144617	10/21/2013	3,440.91
0018261 INTL MEDIA DISTRIBUTION, LLC	144618	10/21/2013	3,202.81
0095756 IRISH CONSTRUCTION	144619	10/21/2013	276.00
0104733 JACKIE MATTIAS	144630	10/21/2013	1,158.21
0100110 JAMES MICHAEL MCIVER	144632	10/21/2013	100.00
0104610 JOSE LUIS AND MARIA E. TOVAR	144683	10/21/2013	20,000.00
0100245 JUSTIN CHEUNG	144574	10/21/2013	100.00
0000075 K-119 TOOLS OF CALIFORNIA INC.	144620	10/21/2013	287.34
0096379 KAREN OJAKIAN	144644	10/21/2013	351.00
0101866 KIDZ LUV SOCCER, INC.	144621	10/21/2013	1,085.00
0105752 LEVEL 3 COMMUNICATIONS, LLC	144624	10/21/2013	2,900.90
0018777 LEXISNEXIS RISK DATA MANAGEMENT	144659	10/21/2013	74.75
0016034 LINDA RUSSELL	144662	10/21/2013	800.15
0018177 LOWE'S	144625	10/21/2013	846.13
0017026 LYNX TECHNOLOGIES, INC.	144627	10/21/2013	780.00
0096796 MARSETTI	144629	10/21/2013	3,937.00
0097904 MATTHEW KOSTA	144623	10/21/2013	12.01
0105852 MEDRANO FLOORS	144633	10/21/2013	2,903.00
0100114 MICHAEL H. ZINGELER	144704	10/21/2013	48.94
0016863 MIDWEST TAPE, LLC	144634	10/21/2013	32.13
0017233 MITY-LITE INC	144635	10/21/2013	13,888.40
0103600 MOMENTUM TELECOM, INC.	144636	10/21/2013	21,586.25
0000357 NATIONAL CABLE TV CO-OP, INC.	144638	10/21/2013	220,218.87
0105855 NBATV, LLC	144639	10/21/2013	8,835.02
0103301 NHL NETWORK US, LP	144641	10/21/2013	785.92
0097521 NICOLE GONZALEZ	144608	10/21/2013	14.10
0018157 OCLC INC	144642	10/21/2013	330.27
0092263 OFFICE DEPOT INC	144643	10/21/2013	853.25
0000012 PACIFIC GAS & ELECTRIC	144645	10/21/2013	73,978.58
0099749 PATRICK & SUSAN MCHALE	144631	10/21/2013	1,000.00
0105856 PCM-G	144646	10/21/2013	1,922.49
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	144673	10/21/2013	322.00
0102915 PRECISE PRINTING & MAILING	144649	10/21/2013	5,880.87
0000285 PREFERRED ALLIANCE, INC.	144650	10/21/2013	268.32
0000071 R & B COMPANY	144651	10/21/2013	3,867.19
0091044 R.A. METAL PRODUCTS, INC	144652	10/21/2013	240.89
0099929 RACHANA BANDANA	144567	10/21/2013	19.22
0017111 RANDOM HOUSE INC	144653	10/21/2013	36.79
0017712 RECALL SECURE DESTRUCTION SERVICES, INC.	144593	10/21/2013	125.88
0000175 RECOLOGY SAN BRUNO	144654	10/21/2013	387,259.75
0094546 RECORDED BOOKS, LLC	144655	10/21/2013	32.43
0000229 REEVES CO., INC.	144656	10/21/2013	27.32
0099851 RENEE MORRIS	144637	10/21/2013	100.00

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Vendor Code & Name	Check #	Check Date	Amount
0104548 RENNE SLOAN HOLTZMAN SAKAI LLP	144657	10/21/2013	1,076.26
0016729 RICOH AMERICAS CORPORATION	144658	10/21/2013	417.01
0017987 RISO, INC.	144660	10/21/2013	481.00
0101890 ROGELIO FERRER	144602	10/21/2013	400.00
0096209 RONALD CIMA	144576	10/21/2013	100.00
0013581 ROVI GUIDES, INC.	144661	10/21/2013	10,207.40
0017807 SAN MATEO COUNTY CONTROLLER'S OFFICE	144588	10/21/2013	8,764.00
0095123 SAN MATEO COUNTY SHERIFF'S OFFICE	144590	10/21/2013	47,719.00
0013918 SAN MATEO COUNTY TAX COLLECTOR	144663	10/21/2013	1,924.64
0099047 SAN MATEO CTY SHERIFF'S OFFICE	144664	10/21/2013	6,235.03
0105858 SBL SOCCER CLUB	144665	10/21/2013	155.00
0103732 SFO MEDICAL CLINIC	144666	10/21/2013	538.00
0000074 SFPUC - WATER DEPARTMENT	144667	10/21/2013	252,636.00
0102569 SHAUGHNESSY ROOFING INC.	144668	10/21/2013	17,601.26
0001225 SIERRA PACIFIC TURF SUPPLY,INC	144669	10/21/2013	1,240.80
0103492 SMITHSONIAN NETWORKS	144672	10/21/2013	840.91
0018558 STANLEY SECURITIES SOLUTIONS	144674	10/21/2013	481.77
0105796 SUNRISE FOOD DISTRIBUTOR INC.	144675	10/21/2013	376.55
0099850 SUSAN ZELNIK	144703	10/21/2013	200.00
0000431 TEAMSTERS LOCAL #856	144676	10/21/2013	343,575.00
0015691 TEAMSTERS LOCAL 856	144677	10/21/2013	13,517.00
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	144598	10/21/2013	2,223.00
0100221 TERRAC SKIENS	144670	10/21/2013	17.53
0017659 THE CALIFORNIA CHANNEL	144678	10/21/2013	126.80
0000036 THOMSON WEST	144679	10/21/2013	501.80
0105031 TMNDRT	144680	10/21/2013	2,156.28
0018818 TOSHIBA BUSINESS SOLUTIONS CA	144681	10/21/2013	563.08
0018818 TOSHIBA BUSINESS SOLUTIONS CA	144682	10/21/2013	36.34
0105824 TRIVAD, INC.	144684	10/21/2013	1,571.30
0016966 TROY FRY	144685	10/21/2013	311.00
0017133 TURBO DATA SYSTEMS INC	144687	10/21/2013	2,045.91
0103095 TUTV	144688	10/21/2013	104.58
0095538 TV GUIDE NETWORK, INC.	144689	10/21/2013	777.54
0104989 UNIACKE ELECTRIC	144690	10/21/2013	4,810.00
0018618 UNITED SITE SERVICES INC.	144691	10/21/2013	185.40
0102744 UNIVERSAL BUILDING SERVICES	144692	10/21/2013	326.00
0099592 UNIVISION COMMUNICATIONS, INC.	144693	10/21/2013	3,617.52
0104256 VIBO MUSIC CENTER	144694	10/21/2013	336.00
0099986 VICENTE MAQUINANA	144628	10/21/2013	49.04
0099976 VIKKIELEA CHOROSKI	144575	10/21/2013	34.93
0098917 VOLIKOS ENTERPRISES	144695	10/21/2013	747.25
0104660 WEST YOST ASSOCIATES, INC.	144696	10/21/2013	30,193.50
0018385 WFCB - OSH COMMERCIAL SERVICES	144697	10/21/2013	439.83
0018580 WILEY PRICE & RADULOVICH LLP	144698	10/21/2013	541.50
0102630 XO COMMUNICATIONS, LLC	144701	10/21/2013	3,587.50
0105686 YIVA WINTZELL	144699	10/21/2013	111.15
0104033 ZCORUM, INC.	144702	10/21/2013	22,508.50
		GrandTotal:	1,835,584.60
		Total count:	154

10/28/13

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$110,778.71
003	ONE-TIME REVENUE	\$3,583.66
190	EMERGENCY DISASTER FUND	\$23,759.44
203	STREET IMPROVE. PROJECTS	\$7,991.77
611	WATER FUND	\$12,444.80
621	STORMWATER FUND	\$17,088.35
631	WASTEWATER FUND	\$67,249.22
641	CABLE TV FUND	\$17,834.04
701	CENTRAL GARAGE	\$16,497.46
702	FACILITY MAINT. FUND	\$281.63
707	TECHNOLOGY DEVELOPMENT	\$3,350.64
711	SELF INSURANCE	\$8,701.61
880	PROJECT DEVELOP. TRUST	\$25,619.41
891	S.B. GARBAGE CO. TRUST	\$40,000.00

TOTAL FOR APPROVAL \$355,180.74

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 144705 THROUGH 144831 INCLUSIVE, TOTALING IN THE AMOUNT OF \$355,180.74 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 10/30/13
DATE

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Vendor Code & Name	Check #	Check Date	Amount
0017188 3T EQUIPMENT COMPANY INC.	144705	10/28/2013	1,009.20
0017053 ACCOUNTEMP	144706	10/28/2013	2,080.00
0092755 ADCOM BUSINESS H & S INC.	144708	10/28/2013	295.44
0001170 AIRGAS NCN	144710	10/28/2013	101.97
0000163 AIRPORT AUTO PARTS INC.	144711	10/28/2013	458.79
0100395 ALAN SAKAYAMA	144809	10/28/2013	13.79
0018611 ALL INDUSTRIAL ELECTRIC SUPPLY	144712	10/28/2013	243.94
0017298 ALLSTAR FIRE EQUIPMENT INC	144713	10/28/2013	6,932.64
0102355 AMAZON	144714	10/28/2013	600.20
0098124 ANA GAMINO	144753	10/28/2013	119.00
0105692 ANA RECINOS	144715	10/28/2013	521.70
0097623 ANDREW HANMORE	144759	10/28/2013	86.45
0096700 ANDY'S WHEELS & TIRES	144716	10/28/2013	1,218.93
0017403 APPLICATION ASSOCIATES	144717	10/28/2013	2,500.00
0001202 ARAMARK UNIFORM SERVICES	144718	10/28/2013	776.31
0000118 ART'S PENINSULA LOCKSMITH	144719	10/28/2013	48.79
0102356 ASPHALT ZIPPER INC.	144720	10/28/2013	445.87
0016123 AT&T	144721	10/28/2013	549.76
0017191 AT&T	144722	10/28/2013	1,164.26
0018583 AT&T MOBILITY	144723	10/28/2013	62.14
0017211 AUTOMATIC DOOR SYSTEMS INC	144724	10/28/2013	215.00
0000345 BAKER & TAYLOR BOOKS	144725	10/28/2013	1,898.52
0096052 BALJINDER SINGH	144817	10/28/2013	50.00
0018567 BATTERY SYSTEMS	144726	10/28/2013	1,047.31
0018093 BBC WORLDWIDE AMERICA INC.	144727	10/28/2013	746.62
0017624 BKF ENGINEERS	144729	10/28/2013	8,341.39
0102718 BORIS KOODRIN	144769	10/28/2013	265.94
0104049 CAROL COSTAKIS	144732	10/28/2013	170.00
0017843 CENTRAL COUNTY FIRE DEPT.	144730	10/28/2013	23,725.00
0098656 COMPLETE LINEN SERVICE	144731	10/28/2013	86.04
0015857 COUNTY OF SAN MATEO	144733	10/28/2013	3,567.08
0105741 COX MEDIA GROUP	144734	10/28/2013	7,291.00
0018331 CSG CONSULTANTS INC.	144735	10/28/2013	7,025.00
0105859 CSI GENERAL CONTRACTING, INC.	144736	10/28/2013	8,050.00
0093682 DAVID TANIMURA	144737	10/28/2013	1,168.73
0102820 DEBRA HALL	144758	10/28/2013	289.00
0100324 DONNA MEIXNER	144777	10/28/2013	100.00
0018779 DUDLEY PERKINS CO	144738	10/28/2013	57.47
0105820 EAST BAY TIRE CO	144739	10/28/2013	1,433.51
0018804 ECMS, INC.	144740	10/28/2013	167.42
0016920 ENVIRONMENTAL SCIENCE ASSOCIATES (ESA)	144815	10/28/2013	25,619.41
0104364 EQUIFAX INFORMATION SVCS LLC	144742	10/28/2013	75.00
0017991 EVERGREEN OIL, INC.	144743	10/28/2013	25.00
0018697 EVIDENT	144744	10/28/2013	271.00
0000046 EWING IRRIGATION PRODUCTS INC	144745	10/28/2013	1,463.52
0000944 FEDEX	144746	10/28/2013	33.33
0105857 FIRE INFORMATION SUPPORT SVCS. INC.	144763	10/28/2013	3,100.00
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	144747	10/28/2013	1,170.00
0102869 FRANCHISE TAX BOARD	144748	10/28/2013	50.00
0018784 FRIEDLAND PAINTING	144749	10/28/2013	3,720.00
0014910 G & M AUTO BODY	144750	10/28/2013	983.48
0018272 GALE GROUP INC.	144751	10/28/2013	30.56
0016861 GAMETIME	144752	10/28/2013	2,602.92

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Vendor Code & Name	Check #	Check Date	Amount
0104771 GILLERAN ENERGY MANAGEMENT SERVICES	144741	10/28/2013	3,209.01
0016154 GOETZ BROTHERS SPORTING GOODS	144754	10/28/2013	274.41
0000162 GRAINGER	144755	10/28/2013	2,183.85
0000541 GRANITE ROCK COMPANY	144756	10/28/2013	651.12
0095966 GREATAMERICA FINANCIAL SVCS.	144757	10/28/2013	739.50
0105735 HYDROSCIENCE ENGINEERS, INC.	144761	10/28/2013	13,462.50
0015644 INDUSTRIAL WIPER & SUPPLY, INC.	144762	10/28/2013	183.76
0104018 INTERSTATE TRAFFIC CONTROL	144764	10/28/2013	379.32
0018261 INTL MEDIA DISTRIBUTION, LLC	144765	10/28/2013	2,488.56
0001846 JOHN WHITLINGER	144831	10/28/2013	866.40
0093434 JT2 INTEGRATED RESOURCES	144766	10/28/2013	8,179.91
0000075 K-119 TOOLS OF CALIFORNIA INC.	144767	10/28/2013	401.62
0000132 KELLY-MOORE PAINT CO INC.	144768	10/28/2013	101.91
0017435 LECH AUTO AIR CONDITIONING	144770	10/28/2013	160.00
0017924 LORAL LANDSCAPING INC.	144772	10/28/2013	5,588.00
0100350 MARIA TOVAR	144774	10/28/2013	400.00
0103984 MARSHALL REALTY	144775	10/28/2013	542.08
0100704 MARTY CARDONE	144776	10/28/2013	760.23
0000389 MATRISHA PERSON	144796	10/28/2013	2,297.10
0102770 METLIFE	144778	10/28/2013	1,205.08
0105816 MICHAEL H. SMITH, PH.D.	144779	10/28/2013	4,000.00
0016863 MIDWEST TAPE, LLC	144780	10/28/2013	73.48
0001709 MILLBRAE LOCK	144781	10/28/2013	162.19
0096800 MOBILE CALIBRATION SVCS. LLC	144782	10/28/2013	460.32
0000333 MOSS RUBBER & EQUIP. CORP.	144783	10/28/2013	450.71
0017289 MUNISERVICES, LLC	144784	10/28/2013	1,050.00
0097142 MYERS TIRE-OAKLAND #17	144785	10/28/2013	84.91
0100333 MYUNGHO AHN	144709	10/28/2013	200.00
0002107 NANCY HERNANDEZ	144760	10/28/2013	136.50
0090507 NCBPA	144786	10/28/2013	40.00
0018319 NEAL MARTIN & ASSOCIATES	144787	10/28/2013	150.00
0092263 OFFICE DEPOT INC	144788	10/28/2013	1,314.15
0000210 OLE'S CARBURETOR & ELECTRIC INC	144789	10/28/2013	1,977.82
0016188 P & S SALES OF SAN FRANCISCO	144790	10/28/2013	120.71
0000012 PACIFIC GAS & ELECTRIC	144791	10/28/2013	32,353.10
0095148 PENINSULA MUNI.ENGINEERING	144792	10/28/2013	6,384.00
0103515 PENINSULA POWER WASH	144793	10/28/2013	4,350.00
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	144818	10/28/2013	728.00
0014961 PENINSULA UNIFORMS & EQUIPMENT	144794	10/28/2013	173.04
0018283 PERFORMANCE TOW LLC	144795	10/28/2013	130.00
0016828 PRECISION AUTO SERVICE	144798	10/28/2013	79.95
0000071 R & B COMPANY	144799	10/28/2013	7,903.01
0000071 R & B COMPANY	144800	10/28/2013	1,806.59
0105862 RAINBOW CHEFS, LLC	144801	10/28/2013	400.40
0017111 RANDOM HOUSE INC	144802	10/28/2013	98.92
0000175 RECOLOGY SAN BRUNO	144803	10/28/2013	40,000.00
0090749 RED WING SHOE STORE	144804	10/28/2013	573.83
0095269 REDWOOD VETERINARY CLINIC	144805	10/28/2013	469.46
0000022 ROBERT LOUIE	144773	10/28/2013	216.12
0016213 ROZZI REPRODUCTION&SUPPLY INC.	144806	10/28/2013	1,457.77
0018473 S & C HANDHOLE COVERS	144807	10/28/2013	140.61
0018846 SAFETY CENTER INC.	144808	10/28/2013	1,100.00
0099291 SAMUEL PILLI	144797	10/28/2013	8.39
0000081 SAN BRUNO CABLE TV	144810	10/28/2013	72.04

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Vendor Code & Name	Check #	Check Date	Amount
0014865 SAN BRUNO GOLF PRACTICE CENTER	144811	10/28/2013	265.60
0017145 SAN MATEO LAWN MOWER SHOP	144813	10/28/2013	479.68
0018461 SERRAMONTE FORD, INC.	144816	10/28/2013	6,377.78
0097931 SOAM ACHARYA	144707	10/28/2013	28.42
0098846 SSFFD	144819	10/28/2013	65.00
0014075 STATE BOARD OF EQUALIZATION	144820	10/28/2013	1,100.00
0000801 STEWART AUTOMOTIVE GROUP	144821	10/28/2013	39.31
0096445 TERRI BEHRMANN	144728	10/28/2013	110.68
0000241 THE ADAM-HILL COMPANY	144822	10/28/2013	81.62
0018083 THE CROSSING SAN BRUNO PROPERTY OWNERS /	144812	10/28/2013	3,041.58
0103559 THE MLB NETWORK, LLC	144823	10/28/2013	1,341.35
0105854 THE TRENCHLESS COMPANY	144824	10/28/2013	276.00
0017134 TRINET CONSTRUCTION INC.	144825	10/28/2013	41,534.50
0000019 U.S. POSTMASTER	144826	10/28/2013	3,800.00
0018618 UNITED SITE SERVICES INC.	144827	10/28/2013	87.00
0105774 UNITED STORM WATER, INC.	144828	10/28/2013	11,846.00
0102744 UNIVERSAL BUILDING SERVICES	144829	10/28/2013	125.00
0102988 VANTAGEPOINT TRANSFER AGENTS	144830	10/28/2013	7,658.29
0100272 WEI QI LI	144771	10/28/2013	100.00
0097397 WILLIAM SCHMIDT	144814	10/28/2013	14.12
		GrandTotal:	355,180.74
		Total count:	127



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: November 12, 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 October 25, 2013 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,261,162.80 for the bi-weekly pay period ending October 20, 2013 is attached.

LABOR SUMMARY FOR PAY PERIOD ENDING : October 20, 2013

pyLaborDist	10/25/13
Fund: 001 - GENERAL FUND	939,919.52
Fund: 122 - SOLID WASTE/RECYCL.	1,447.68
Fund: 153 -RDA OBLIGATION RETIREMENT FUND	6,049.52
Fund: 190 - EMERGENCY DISASTER FUND	15,524.83
Fund: 201 - PARKS AND FACILITIES CAPITAL	3,249.28
Fund: 207 - TECHNOLOGY CAPITAL	5,615.68
Fund: 203 - STREET IMPROVE. PROJECTS	115.06
Fund: 611 - WATER FUND	73,337.90
Fund: 621 - STORMWATER FUND	12,821.02
Fund: 631 - WASTEWATER FUND	66,187.89
Fund: 641 - CABLE TV FUND	85,323.76
Fund: 701 - CENTRAL GARAGE	9,714.42
Fund: 702 - FACILITY MAINT.FUND	22,185.90
Fund: 707 - TECHNOLOGY DEVELOPMENT	13,197.56
Fund: 711 - SELF INSURANCE	6,472.78
	<hr/>
Total	1,261,162.80



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: November 12, 2013

TO: Honorable Mayor and Members of the City Council

FROM: Tami Yuki, Human Resources Director
Neil Telford, Chief of Police
Kim Juran, Finance Director

SUBJECT: Adopt Resolution Amending the City Classification Plan by Adopting Position Descriptions for Emergency Services Coordinator, Information Technology Manager, and Lead Accounting and Customer Service Representative and Adopting Salary Ranges for Emergency Services Coordinator and Information Technology Manager Positions

BACKGROUND

The City Council adopted the Fiscal Year 2013-14 Budget with service level enhancements in City Departments which included an Emergency Services Coordinator position in the Police Department, an Information Technology Manager position in the Information Technology Division, and a Lead Accounting and Customer Service Representative position in the Finance Department.

The Personnel Board reviewed the job descriptions at their October 1, 2013 meeting and recommended their final approval. The Teamsters Union has also received copies of the position descriptions and agreed to their content.

DISCUSSION

A newly created position of Emergency Services Coordinator, a reclassification of the Information Technology Analyst II to an Information Technology Manager, and a reclassification of an Accounting and Customer Service Representative III to a Lead Accounting and Customer Service Representative were approved as part of the adopted service level enhancements in the FY 2013-14 Budget.

The Emergency Services Coordinator will work with the City Manager's Office, Police and Fire Departments to assure the entire City organization's preparation to deliver comprehensive emergency and disaster management services. This position will coordinate and arrange staff training in emergency preparedness and response according to federal and state mandates, and design and execute City-wide disaster preparedness drills and simulation exercises. The Emergency Services Coordinator will

7.c.

represent the City and provide proactive participation in County-wide and other regional emergency services planning and preparation activities. The proposed salary range for the Emergency Services Coordinator is \$6,223 - \$7,637/month, which is the salary range currently for the Management Analyst II, Information Technology Analyst II, Accounting Supervisor, and Financial Services Supervisor positions and within the salary range of similar positions in other local agencies.

The Information Technology Manager position is an upgrade to the existing Information Technology Analyst II position. The Information Technology Division operates under the Human Resources Department and provides a highly specialized service to maintain an increasingly complex information management system to support all City operations. The current Information Technology Analyst has assumed an increasing level of responsibility for oversight and management of the Division including information technology and telecommunications system management, development, and support which is necessary to meet City department needs. The proposed salary range for the Information Technology Manager is \$7,719 - \$9,473/month, which is the salary range currently used for the Cable Television Business Manager, Cable Television System Engineer, and Redevelopment and Housing Manager, Accounting Manager, and Financial Services Manager and within the salary range of similar positions in other local agencies.

The Lead Accounting and Customer Service Representative position is a reclassification of a current Accounting and Customer Service III in the Finance Department. This reclassification is to recognize the higher level of responsibility assumed by the existing Accounting and Customer Service Representative III to oversee the daily operations of the City's utility billing and business tax functions. There is a current salary range and existing Lead Accounting and Customer Service Representative job description for the Cable Television Department, which is being revised to include those responsibilities performed in the Finance Department.

FISCAL IMPACT:

The fiscal impact of the proposed changes which includes a newly budgeted position of Emergency Services Coordinator, a reclassification of the Information Technology Analyst II to Information Technology Manager, and a reclassification of a Customer Service Representative III to a Lead Accounting and Customer Service Representative in the Finance Department is expected to result in the net impact of \$12,600 to the General Fund and \$101,700 to the Crestmoor Trust Fund annually.

ALTERNATIVES:

1. Do not approve amendment of the job descriptions or salary range.

2. Direct changes to the Emergency Services Coordinator, Information Technology Manager or Lead Accounting and Customer Service Representative Job descriptions or salary ranges.

RECOMMENDATION:

Adopt Resolution Amending the City Classification Plan by Adopting Position Descriptions for Emergency Services Coordinator, Information Technology Manager, and Lead Accounting and Customer Service Representative and Adopting Salary Ranges for Emergency Services Coordinator and Information Technology Manager Positions

DISTRIBUTION:

1. Teamsters Union

ATTACHMENTS:

1. Resolution
2. Emergency Services Coordinator job description
3. Information Technology Manager job description
4. Lead Accounting and Customer Service Representative job description

DATE PREPARED:

October 25, 2013

REVIEWED BY:

_____ CM

RESOLUTION NO. 2013 -

ADOPT RESOLUTION AMENDING THE CITY CLASSIFICATION PLAN BY ADOPTING POSITION DESCRIPTIONS FOR EMERGENCY SERVICES COORDINATOR, INFORMATION TECHNOLOGY MANAGER, AND LEAD ACCOUNTING AND CUSTOMER SERVICE REPRESENTATIVE, AND ADOPTING SALARY RANGES FOR EMERGENCY SERVICES COORDINATOR AND INFORMATION TECHNOLOGY MANAGER POSITIONS

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

WHEREAS, the Emergency Services Coordinator, Information Technology Manager, and Lead Accounting and Customer Service Representative was approved by the City Council as part of service level enhancements during the 2013-14 budget process.

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

BE IT FURTHER RESOLVED that the San Bruno City Council hereby approves following monthly salary for the positions of Emergency Services Coordinator and Information Technology Manager as shown below:

	(1)	(2)	(3)	(4)	(5)
Emergency Services Coordinator	\$6,223	\$6,550	\$6,894	\$7,256	\$7,637
	(1)	(2)	(3)	(4)	(5)
Information Technology Manager	\$7,719	\$8,124	\$8,551	\$9,000	\$9,473

Dated: November 12, 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 12th day of November 2013 by the following vote:

AYES: COUNCILMEMBERS: _____

NOES: COUNCILMEMBERS: _____

ABSENT: COUNCILMEMBERS: _____



Position Description

EMERGENCY SERVICES COORDINATOR

DEFINITION

The Emergency Services Coordinator plans, analyzes, and develops the City's emergency plans, response operations, relief, recovery mitigation and preparedness programs; develops training and exercises for City employees in preparation of a disaster response; represents the City at meetings with State, County and regional representatives, and performs related work as required. This position is designated as Fair Labor Standards Act (FLSA) exempt.

SUPERVISION RECEIVED

Receives general direction from the City Manager or designee.

SUPERVISION EXERCISED

None generally. May supervise temporary or contract workers and/or emergency service workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)

Research, develop, coordinate and maintain a comprehensive emergency disaster preparedness plan for the City. Coordinate and arrange staff training in emergency preparedness and response in accordance with federal and state mandates, design and execute citywide disaster preparedness drills and simulation exercises.

Serve as the City liaison with federal, state and local organizations associated with emergency preparedness and management. Collect data and monitor natural disasters, hazardous spills, and similar situations. Work with other City departments to develop and disseminate information and educational material.

Assist with the utilization of emergency response personnel, equipment and supplies during emergencies.

Ensure readiness of the City's Emergency Operations Center and associated personnel.

Prepare damage assessments and assist in recovery efforts including submittal of appropriate documents for reimbursement from State or other agencies.

Research and apply for grant funding regarding emergency preparedness programs and equipment.

Conduct legislative analysis of disaster preparedness and related legislation.
Prepare checklists and emergency procedures manuals.

Make presentations to citizen groups, schools, and local businesses in preparing for and recovery from emergencies and disasters.

Train, coordinate, and liaison with Citizen Emergency Response Teams (CERT) within the community.

Act as City representative at regular meetings with the various emergency service provider groups in the County including the Emergency Managers Association, the San Mateo County Office of Emergency Services, and the County's Joint Powers Authority (JPA) Emergency Services Council.

Act as liaison with the City's Community Preparedness Committee.

Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.

Monitor program compliance with laws, rules and regulations related to provision of emergency preparedness and related services.

Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.

Maintain awareness of new developments in the field of emergency preparedness and disaster relief; incorporate new developments as appropriate into programs.

Develop and maintain the Hazard Identification and Vulnerability analysis (realistic risk-base). Develop and maintain resource inventory (vendor and resources) lists.

Develop staff training and exercises that are compliant with the Department of Homeland Security Exercise and Evaluation Program (HSEEP).

MINIMUM QUALIFICATIONS

Knowledge of:

Theories, principles and practices of emergency program planning, development, activities and techniques in areas such as flood protection, firefighting, evacuation and relocation, shelter management, disaster communications, radiological and nuclear defense and hazardous materials incidents; interrelationships, responsibilities, goals and functions of local, state and federal government in planning, conducting and

implementing emergency services; logistics and operations planning techniques to coordinate and evaluate methods of service delivery of emergency personnel and materials; Management Information Systems and computer applications; training techniques for development of emergency service personnel; techniques for analysis and assessment of the types and extent of damages caused by various types of disasters; governmental responsibilities, programs and response plans for hazardous material spills, pandemic outbreaks, disasters and/or nuclear emergencies; current technology and trends in the profession; principles and practices of organization and administration; pertinent federal, state and local laws, codes and regulations; disaster management recovery; Standardized Emergency Management System / Incident Command System SEMS/ICS model for emergency program development, Emergency Operations Center (EOC) functions and operations, implementation and monitoring techniques.

Ability to:

Develop, manage, coordinate and implement emergency services plans, policies and procedures; coordinate and monitor activities of emergency personnel including training, equipment and supplies; prepare and edit comprehensive reports, correspondence and plans involving detail, statistical and other data or instructions; read, interpret and follow regulations and directives; identify emergency and safety exposures; analyze and recommend loss mitigations, prevention and control strategies, policies and programs; develop and implement emergency and education activity programs and training; effectively communicate orally and in writing; establish and maintain effective working relations with individuals, groups and public agencies; interpret state and federal rules, regulations and directives governing disaster and emergency services; prepare and edit comprehensive reports and plans involving detail coordination; assess the customer's immediate needs and ensure customer's receipt of needed services; work effectively and be sensitive to the cultural diversity of the community.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with Bachelor's degree in emergency management, public administration, business administration or a related field; and at least five (5) years of professional experience in disaster or emergency management which includes public sector preparation, response and event management.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California Driver's License.

Completion of Incident Command System (ICS) coursework in ICS 100, 200, 300, 400, IS 700 & 800 as outlined by the Federal Emergency Management Agency (FEMA). Successful completion of FEMA or Office of Emergency Services (OES) Master

Exercise Program Practitioner training. Possession of a Certificate of Emergency Management or its equivalent, issued by the International Association of Emergency Managers, or a comparable recognized management association is highly desirable.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, spreadsheet, presentation and data base software; 10-key calculator; phone; copy machine; fax machine; and vehicle.

PHYSICAL DEMANDS

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

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and maintain sustained posture in a seated or standing position for prolonged periods of time; occasionally lift and/or move up to 25 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; walk over uneven surfaces; exposure to outdoor elements and confined work spaces, electrical hazards, grease, airborne particles, gases, chemicals, dust and mechanical hazards associated with construction, maintenance and repair activities; manual and physical dexterity to operate a phone, computer keyboard, and office equipment.

WORK ENVIRONMENT

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

Mobility to work in a typical office and/or field setting. Ability to travel to different sites to respond to emergency scenes, disasters or critical incidents; ability to travel outside of city boundaries to attend meetings, training, or assist other agencies; work protracted and irregular hours and evening or weekend attendance to meetings or participation in specific projects or programs; work occasionally near moving mechanical parts, in areas of limited and restricted entry and exit, and in high precarious places; work where noise level is usually moderate but will be loud when at incidents, and available to be on-call for response to emergencies on a 24 hour basis, seven days a week.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required, including but not limited to polygraph, psychological and medical examinations.

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

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

Resolution Number

Effective Date

Revision History



Position Description

INFORMATION TECHNOLOGY MANAGER

DEFINITION

Under general supervision of the Human Resources Director or designee, manages the planning, budgeting, implementation, maintenance and security of City-wide information technology tools, including information systems, facilities, software, equipment, communications, staffing and training; ensures that system development proceeds in a logical, integrated fashion to meet the needs of the City and its operating departments; assists departments with capital investment in information technology tools. Supervise and evaluate assigned personnel. Provides assistance to management on special projects as necessary. This position is designated as Fair Labor Standards Act (FLSA) exempt.

SUPERVISION RECEIVED

The Information Technology Manager is a supervisory position and works under general supervision of the Human Resources Director or designee.

SUPERVISION EXERCISED

The Information Technology Manager provides training and supervises the work of Information Technology Analyst, Computer Support Technicians, contract, and temporary employees as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

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

Assists in the development and implementation of the City's Information Technology program including goals, priorities and policies relating to City-wide information technology and communications management.

Develops and updates City guidelines for data and equipment security, information privacy, internal controls and contingency plans.

Coordinates all data processing functions of the City, including systems management, application development, hardware/software support, communications network support, training and troubleshooting.

Provides oversight and management of the help-desk support operation and assist in the development of the City's intranet and/or internet websites, manage postmaster and webmaster accounts.

Facilitates department/ interdepartmental project team meetings as required to identify, develop and maintain various information systems.

Provides technical assistance for Geographic Information System development and maintenance.

Responsible for quality assurance efforts to secure, integrate, coordinate and support all data, systems and services within the City.

Evaluates technological and informational needs of the organization, makes recommendations and develops services to accommodate such needs.

Prepares annual division budget; provides assistance to City departments on information technology budget issues.

Prepares effective written reports and oral presentations.

Negotiates and administers contracts for hardware and software acquisitions, implementation, maintenance, and telecommunications consulting services.

Makes presentations to, and communicates with management, City Council and the general public; represents City and department at external meetings and working groups.

PERIPHERAL DUTIES

Reports for work as needed, in the event of a disaster or other emergency situation. Serves as a member of various employee committees. Attends seminars and workshops related to duties and responsibilities.

MINIMUM QUALIFICATIONS

Knowledge of:

Thorough knowledge of the principles and applications of information technology tools, including planning and development of information and telecommunications systems applicable to municipal government and similar service-based organizations; trends in business and management information systems technology; principles of training and effective instruction; telecommunication and voice mail technology; principles and

practices of supervision and employee development; public sector budgetary techniques and controls; policy development and implementation.

Ability to:

Analyze problems and make decisions and recommendations on solutions; research, understand and apply proposed new technology to City operations; effectively apply related policies, procedures, and practices affecting information services; conduct needs analysis and other ongoing methods of soliciting City-wide department input regarding system efficiencies, utilization, problems, and potential solutions; identify options for achieving improvement and efficiency; develop and recommend long term plans and strategies for continued effective use of automated resources; plan and coordinate projects by identifying priorities and deadlines for completion; communicate clearly orally and in writing; clearly communicate technical information in non-technical terms; establish and maintain effective working relationships with a wide variety of people.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in information technology, computer science, business administration, or a closely related field and five (5) years of professional information technology experience is required, including two (2) years at a supervisory level.

Additional certificates in information technology systems are preferred.

SPECIAL REQUIREMENTS

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

TOOLS AND EQUIPMENT USED

Common hand and power tools, electronic test equipment, personal computer, phone, and other tools required for repairs and routine maintenance of computer equipment.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is required to stoop, balance, crawl, kneel, and use arms, legs and back to occasionally lift and/or move up to 40 lbs. The employee is frequently required to walk, stand, sit, talk and hear, use hands to feel, handle or operate objects, tools, or controls, use a telephone and computer for

extended periods of time; reach with hands and arms. Employee must maintain physical condition appropriate to perform job duties, which may include sitting for long periods of time. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

This position generally works in an office environment but is sometimes required to make trips to vendor locations, post office, commercial districts, other governmental agencies, and other locations away from the office. The noise level in the work environment is usually quiet, but can be moderately noisy. The work environment requires working in a public setting and occasionally interacting with members of the public.

SELECTION GUIDELINES AND GENERAL INFORMATION

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

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

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

Effective Date:
Resolution Number:
Revision History:



Position Description

LEAD ACCOUNTING AND CUSTOMER SERVICE REPRESENTATIVE

DEFINITION

Assigned to the Finance or Cable Television Department, this position oversees all operations involving testing, implementation, and use of billing integrated products, including integration of new software additions, paraprofessional accounting, administrative and technical duties, customer account management, internal audit and controls, financial analysis, budget preparation, overseeing special projects, purchasing, and related work as assigned.

SUPERVISION RECEIVED

Depending upon assignment, work is performed under the general supervision of the Financial Services Manager, Accounting Manager, or the CATV Business Manager.

SUPERVISOR EXERCISED

Provides technical and functional indirect supervision over customer service staff.

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

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

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

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

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

Purchase general office supplies, compare prices, track inventory.

Perform other duties as assigned.

Duties which are specific to the Cable Television Department:

Perform initial startup, upgrades and downgrades, and provide customer education regarding all broadband services including cable television, internet, and phone services. Make recommendations to customers and sell service products according to customer needs while considering features, accessories, upgrades, and rate plans.

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

Provide billing system assistance for technicians and answering service staff.

Provide subscriber reports for analysis as assigned.

Maintain website with current information.

Duties which are specific to the Finance Department:

Monitor transactions in the utility billing, business tax and cashiering software systems and coordinate improvements with staff and database administrator.

Provide oversight for the entire utility billing process including ensuring the correct billing rates, statements, and notification process for all customers is completed timely and accurately.

Act as the Utility Billing point of contact for escalated customer service issues and provide effective resolution to customer issues and inquiries.

PERIPHERAL DUTIES

Report for work at any time in event of disaster or other emergency situation. Serve as a member of various employee committees. Attend seminars and workshops related to duties and responsibilities.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of accounting, bookkeeping and auditing; methods, practice and terminology used in municipal accounting; principles and practices of computers and financial software; accounting systems and data processing interrelationships; modern office practices, methods and equipment; billing systems, products, provisioning and services;

Ability to:

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

EDUCATION AND EXPERIENCE

Graduation from high school or equivalent; and

Two (2) years experience as an Accounting & Customer Service Representative III

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

TOOLS AND EQUIPMENT USED

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

LICENSE REQUIRED

Possession of and ability to maintain a valid California Driver's License.

PHYSICAL DEMANDS

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

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

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

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

WORK ENVIRONMENT

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

Incumbent generally works in an office setting, but is sometimes required to make trips to other locations away from the office.

The noise level in the work environment is usually quiet. Work environment requires working in a public setting and interacting with members of the public.

SELECTION GUIDELINES

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

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

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

Resolution Number: 2012-92

Effective Date: November 27, 2012

Revision History: Prior version effective April 10, 2007, Resolution Number 2007-36



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: November 12, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Connie Jackson, City Manager
SUBJECT: Adopt Resolution Approving the 2013-2018 Five Year Capital Improvement Program and Appropriating Funding for the 2013-14 Capital Improvement Project Budget

BACKGROUND

The Capital Improvement Program is a planning document covering a five-year period and includes project descriptions and funding requirements for projects planned for completion during the five-year time period. Each year, the City Council is requested to review and approve projects and related appropriations through the Capital Improvement Budget. The Capital Improvement Program includes capital projects that are designed to protect, preserve, and enhance the City's infrastructure, extend the useful life of public facilities, and improve or enhance the delivery of City services. The program addresses the various long-term capital needs such as improving water and wastewater facilities, traffic and transportation circulation, park and building improvements, and the purchase of new technologies and equipment.

DISCUSSION

The five-year Capital Improvement Program is a planning document that incorporates a budget appropriation, or spending plan, only for the first of the five years. The recommended Capital Improvement Program requiring appropriations in 2013-14 includes:

Water	\$ 9,831,051
Wastewater	\$ 6,845,630
Stormwater	\$ 0
Cable	\$ 1,522,526
Parks and Facilities	\$ 563,779
Crestmoor Recovery	\$ 4,356,200
Streets	\$ 1,585,000
Technology	\$ 811,370
Operating Programs	\$ 45,000
Equipment Purchase	\$ 815,100

NEW PROJECT APPROPRIATIONS

Advanced Water Meter (Water Capital) - \$5,100,000

Replace the City's water meters that have reached the end of their useful life and implement a real-time water meter read system.

Cable Infrastructure Rebuild (Cable Capital) - \$882,026

Upgrade current cable infrastructure to increase capacity and to improve reliability of service delivery.

Cable TV Facility Improvement (Parks and Facilities Capital) - \$55,000

Replace rain gutters and awnings and repaint the exterior of the Cable Television Facility.

City Building and Facility Security Enhancement (Parks and Facilities Capital) - \$40,000

Install security improvements at City facilities to enhance patron and employee safety.

City Tree Management Plan (Parks and Facilities Capital) - \$75,000

Remove or prune reported City trees that are structurally unstable, diseased or dead in accordance with the 2010 Tree Inventory study.

City Website Upgrade Project (Technology Capital) - \$60,000

Redesign and upgrade City website to make it easier to navigate and to enhance viewer's experience by adding the latest user-friendly functions.

Commodore Play Structure & Surface Replacement (Parks and Facilities Capital) - \$60,000

Replace existing play structure at Commodore Park.

Downtown Marquee Sign (Parks and Facilities Capital) - \$80,000

Replace marquee sign at the southern entrance of the City's downtown.

Email Exchange Server Upgrade (Technology Capital) - Future Project

Replace the current City's 2003 Exchange mail server to the current released Microsoft Exchange server.

Fireman's Hall Roof Replacement Project (Parks and Facilities Capital) - Future Project

Replace roof.

Geographic Information System (GIS) Project (Technology Capital) - \$78,700

Upgrade and expand the existing GIS infrastructure to a new web-centric and user-friendly platform.

Police Plaza Exterior Patching and Painting Project (Parks and Facilities Capital) - \$20,000

Touchup Police Plaza exterior to prevent facility deterioration.

Portola Performing Arts Center Rehabilitation Project (Parks and Facilities Capital) - \$20,000

Replace roof.

Records Management System (Technology Capital) - \$550,000

Upgrade Police's records management system to allow digital compatibility with other Law Enforcement Agencies.

SCADA Radio Transmitter Installation (Water Capital) - \$375,000

Install radio transmission infrastructure on water facilities to ensure reliable and provide redundancy in monitoring and controlling water flow throughout the City.

Swimming Pool Plumbing Replacement Project (Parks and Facilities Capital) - \$80,000

Replace swimming pool plumbing.

ADDITIONAL APPROPRIATIONS FOR APPROVED PROJECTS

In addition to appropriations for new projects, City Council approval of additional appropriations for projects approved in or before 2012-13 is recommended. These projects were projected to span several fiscal years. The 2013-14 Capital Budget identifies the need for additional appropriations to the following projects.

- Accessible Pedestrian Ramps at Various Locations
- Cable Services Equipment Replacement
- Caltrain Grade Separation Project
- City Hall Improvement Project
- Commercial Data and Voice Services
- Computerized Maintenance Management System
- Crestmoor Neighborhood Reconstruction Project
- Fire Station Facilities Improvement Project
- Kains to Angus Sewer Bypass Project
- Library Facility Improvement Project
- Neighborhood Traffic Calming
- Regulators on SFPUC Service Connections
- Sewer Main Improvement and Replacement Project
- Sidewalk Repair Project
- Skyline Boulevard (SR 35) Widening Project
- Street Medians and Grand Boulevard Improvement Project
- Street Rehabilitation Project

- Transit Corridor Pedestrian Connection Improvement Project
- Wastewater Pump Station Improvement and Replacement
- Water Mains Improvement and Replacement Project
- Water Pump Station Improvement and Replacement Project
- Water Quality Control Plant Upgrade
- Water Tank Improvement and Replacement
- Well No. 15 Commodore Park Replacement

OTHER PROGRAMS INCLUDED IN THE CAPITAL IMPROVEMENT BUDGET

The FY 2013-14 Capital Improvement Program Budget includes the Operating Programs section (Page "a" of the Budget) which includes work efforts that span multiple fiscal years and have a total cost in excess of \$15,000. Many of the items included in this section of the budget provide the foundation for the rehabilitation and replacement of City infrastructure and the ability to encourage economic growth.

- Bart Closeout
- Belle Air District Sewer Main Easements
- Climate Action Plan
- Renewable Energy Study for Utility Facilities
- Sharp Park Neighborhood Private Sewer Lateral Program
- Miscellaneous Storm Drain Improvement Program
- Stormwater Master Plan Update
- Wastewater System Master Plan Update
- Wildland Fire Hazard Mitigation Program

In addition to the Operating Programs, the 2013-14 Capital Improvement Program Budget also includes the purchase and replacement of critical vehicles and equipment used in daily operations. This includes 17 vehicles, ranging from service trucks to heavy duty vehicles, and \$139,600 of equipment replacements. Total vehicle and equipment purchases comes to \$815,100.

FISCAL IMPACT

The recommended 2013-18 Five-Year Capital Improvement Program proposes 60 projects with a total value of \$333,297,848 (carryover appropriations plus five-year request). The 2013-14 Capital Budget consists of carryover appropriations, in the amount of \$24,023,750, and additional appropriation requests in the amount of \$26,375,656.

RECOMMENDATION

Adopt Resolution Approving the 2013-2018 Five Year Capital Improvement Program and Appropriating Funding for the 2013-14 Capital Improvement Project Budget

ALTERNATIVES

1. The City Council may amend the funding or work plan for the proposed Capital Improvement Program or any project included in the Program.

DISTRIBUTION

None.

ATTACHMENTS

1. Resolution Adopting the City Manager's Recommended 2013-2018 Five Year Capital Improvement Program and Appropriating Funding for the 2013-14 Capital Improvement Project Budget

DATE PREPARED

October 24, 2013

REVIEWED BY

_____ CM

RESOLUTION NO. 2013-_____

RESOLUTION APPROVING THE 2013-18 FIVE YEAR CAPITAL IMPROVEMENT PROGRAM AND APPROPRIATING FUNDING FOR THE 2013-14 CAPITAL IMPROVEMENT PROJECT BUDGET

WHEREAS, the City Manager transmitted the 2013-14 Recommended Capital Improvement Program Budget to the City Council in accordance with Municipal Code Section 2.12.060; and

WHEREAS, the City prepares and adopts the Capital Improvement Program and Budget with the intent of providing a planned program for water and wastewater facilities, traffic and transportation circulation, building improvements, and the purchase of new technology and the financial system to carry out the planned program; and

WHEREAS, the San Bruno Planning Commission reviewed the capital improvement projects contained in the above budget, on October 15, 2013 for compliance with the General Plan of the City and adopted a resolution confirming project compliance; and

WHEREAS, the City Manager's Recommended Budget identifies a total of 60 projects in the 2013-14 work-plan, including the following new projects:

- Advanced Water Meter
- Cable Infrastructure Rebuild
- Cable TV Facility Improvement
- City Building and Facility Security Enhancement
- City Tree Management Program
- City Website Upgrade Project
- Commodore Play Structure & Surface Replacement
- Downtown Marquee Sign
- Email Exchange Service Upgrade (future project)
- Fireman's Hall Roof Replacement Project (future project)
- Geographic Information System Project
- Police Plaza Exterior Patching and Painting Project
- Portola Performing Arts Center Rehabilitation Project
- Records Management System
- SCADA Radio Transmitter Installation
- Swimming Pool Plumbing Replacement Project

WHEREAS, the City Manager's Recommended Budget was presented to the City Council at special study sessions on October 8, 2013 and October 22, 2013.

NOW THEREFORE, be it resolved by the City Council of the City of San Bruno that the City Manager's Recommended Capital Improvement Project Budget is hereby adopted and budget appropriations in the following amounts are hereby approved:

Water	\$ 9,831,051
Wastewater	\$ 6,845,630
Stormwater	\$ 0
Cable	\$ 1,522,526
Parks and Facilities	\$ 563,779
Crestmoor Recovery	\$ 4,356,200

Streets	\$ 1,585,000
Technology	\$ 811,370
Operating Programs	\$ 45,000
Equipment Purchase	\$ 815,100

BE IT FURTHER RESOLVED, that in addition to the new appropriations, the 2013-14 capital improvement work plan is authorized to include carry-over appropriations for projects moving toward completion or on the schedule to commence. Total carry-over appropriations from 2012-13 amount to \$24,023,750; and

BE IT FURTHER RESOLVED, that the Capital Improvement Budget resource appropriations are authorized to include transfers from the various funding sources as identified in the City Manager's Recommended Budget; and

BE IT FURTHER RESOLVED, that the City Manager's Recommended Capital Improvement Program Budget includes the capital projects in 2013-14 work plan summary; and

BE IT FURTHER RESOLVED, that specific capital improvement project revenue and expenditure line items, transfers enumerated in the City Manager's 2013-14 Recommended General Fund, Special Revenue Funds, Enterprise Funds, and Capital Improvement Program Budget document are hereby authorized and appropriated.

—oOo—

I hereby certify the foregoing Resolution No. 2013-
was introduced and adopted by the San Bruno City Council
at a regular meeting on November 12, 2013 by the following vote:

AYES:

NOES:

ABSENT:

City Clerk



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 12, 2013

TO: Honorable Mayor and Members of the City Council

FROM: Kim Juran, Finance Director

SUBJECT: Receive First Quarter Financial Update Report as of September 30, 2013, and Adopt Resolution Amending the Fiscal Year 2013-14 Operating Budget to Re-Appropriate Fiscal Year 2012-13 Carryover Encumbrances

BACKGROUND

The City Council approved the 2013-14 General Fund, Special Revenue Funds, Enterprise Funds, and Internal Service Funds budget on June 25, 2013. These budgets are the annual plans and resource allocation that guide and ensure implementation of City Council policies and priorities. The budget implements the vision and direction for the broad range of services that meet the needs of the community in accordance with City Council policy.

This financial review as of September 30, 2013 provides the first quarter budget update to the City Council for the current fiscal year. Analysis of the revenues collected and all expenditures through September 30, 2013 measures the level of adherence to the established resource allocation plan.

The 2012-13 budget as it is currently presented does not include outstanding purchase orders that remained as of June 30, 2013. The Finance Department must wait until all outstanding invoices through the end of the prior fiscal year have been received and paid prior to determining the appropriate amount of encumbrance to carry forward into the current fiscal year. These encumbrances ensure that previously authorized funds are available in the current year budget to cover the cost of uncompleted projects and continuing obligations.

DISCUSSION

The Adopted Budget incorporates the estimated revenues and planned expenditures for all funds. The attached 2013-14 Quarterly Financial Report as of September 30, 2013 provides the revenue and expenditure summary for the General Fund, Enterprise Funds, and Internal Service Funds. The following discussion focuses on variances from the revenue and expenditure plans and allocations contemplated in the budgets.

10.c.

General Fund

The General Fund finances the operations of the City that have no special or dedicated revenue sources and pays for basic municipal services. The 2013-14 adopted General Fund Budget projected revenues totaling \$34,947,173 and expenditures totaling \$34,948,672.

As is typical for the 1st quarter and due to the non-linear nature of various revenue categories such as property taxes and the timing difference between the receipting of revenues versus when the revenues are earned (e.g. the monthly lag on Hotel/Motel tax, annual payment of gas and electric franchise fees are received in April, etc), revenues for the quarter are expected to be around the 17% mark of the annual budget. For the first quarter of the 2013-14 fiscal year, General Fund revenues are 17% of budget, one percent higher than as of the first quarter in 2012-13. Expenditures were at 23%, just slightly below the 24% of budget in the prior year.

General Fund Revenue

- **Property Tax** (0% of budget compared to a negligible amount in 2012-13)
The City has received a small amount of property transfer taxes totaling \$30,283 in the first three months of the fiscal year. The first payment of property tax from the current year's secured roll is expected in December.
- **Sales Tax** (3% of budget compared to 6% in 2012-13)
Sales tax revenue was budgeted for 2013-14 at \$493,800 above the 2012-13 amended budget of \$6,850,000. As of the 1st quarter, revenues are \$242,130, which is \$161,603 behind the same period in the prior year. This decrease is the result of a smaller advance payment for the current fiscal year; total sales tax for the year is still anticipated to meet the current year budget.
- **Hotel/Motel Occupancy Tax** (23% of budget compared to 23% in 2012-13)
Both years' reported revenues are for only the first two months of the fiscal year as payments are received one month after they are earned. The first quarter revenues of \$529,990 are \$74,342 higher than those of the prior year
- **Motor Vehicle License Fee (VLF)** (1% of budget compared to 1% in 2012-13)
The majority of VLF Fees are received as Property Tax In-Lieu, which are due in two installments (December and April).
- **Business Tax** (81% of budget compared to 70% in 2012-13)
The budget for this category increased by \$472,000 to reflect the growing number of large businesses located within San Bruno. Business taxes are billed and paid at the beginning of the fiscal year, which explains the high percentage received year-to-date.
- **Use of Money and Property** (24% of budget compared to 24% in 2012-13)
Use of Money revenues consist of interest earnings from the City's investments, rentals, and Cable Television equity earnings. The budget for this category decreased by \$66,600 to reflect continuing low interest rates.
- **Franchise Fees** (17% of budget versus 18% in 2012-13)

Gas and electric franchise fees are received annually in April. As a result, receipts through September are predominately garbage and cable franchise fees.

- **Departmental – Aggregate** (29% of budget compared to 27% in 2012-13)
Total departmental revenues as of the first quarter for 2012-13 are \$35,045 higher than at the same time in 2012-13. This is primarily the result of slightly higher revenues in the Recreation department than at the same time last year. The total budget for departmental revenues decreased by \$81,327 primarily due to an anticipated decrease in building revenues.

General Fund Expenditures

- **General Fund, Total Expenditures** (23% of budget compared to 24% in 2012-13)
First quarter expenditures were \$8,007,224 and at 23% of the annual budget of \$34,938,672. All departments are within the expected range as of the end of the first quarter.

Enterprises and Internal Service Funds

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

Revenues

- **Water** (31% of budget compared to 29% in 2012-13)
Revenues for the 1st quarter were \$3,757,935 compared to \$3,209,157 in the prior year and include three months of rate adjustments from the five-year rate adjustment program approved by the City Council in 2012.
- **Wastewater** (27% of budget compared to 25% in 2012-13)
Revenues for the 1st quarter were \$3,519,118 compared to \$3,068,865 in the prior year and also include three months of rate adjustments from the five-year rate adjustment program approved by the City Council in 2012.
- **Stormwater** (3% of budget compared to 0% of budget in 2012-13)
Stormwater fees are collected through the County property tax roll with the first payment expected in December.
- **Cable Television** (22% of budget compared to 24% in 2012-13)
Actual revenues of \$2,321,835 are slightly behind last year's pace of \$2,398,017. The budget for the 2013-14 year was increased by \$562,000 in anticipation of a rate increase during the fiscal year.
- **Internal Service Funds** (25% of budget compared to 25% in 2012-13)
Charges for each of the Internal Service Funds are done by monthly allocation based on the adopted budget.

Expenditures

- **Self-Insurance Fund** (60% of budget compared to 54% in 2012-13)
The expenditure total in the first-quarter of 2013-14 is \$205,600 higher than in 2012-13 as a result of an increase in the City's liability insurance premium.

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

Fiscal Year 2012-13 Carryover Encumbrances

To ensure that previously authorized funds are available in the current year budget to cover the cost of uncompleted projects and continuing obligations, the attached resolution re-appropriates the outstanding encumbrances at the end of fiscal year 2012-13 to the 2013-14 fiscal year budget. The outstanding encumbrances are detailed in Attachment 4 to this report and are summarized as follows:

General Fund:	\$ 180,849.93
Federal/State Grants Fund:	\$ 720.07
Emergency Disaster Fund:	\$ 7,709,439.25
Parks and Facilities Capital Fund:	\$ 54,219.51
Streets Capital Fund:	\$ 102,733.07
Technology Capital Fund:	\$ 13,209.00
Water Fund:	\$ 763,628.16
Stormwater Fund:	\$ 49,880.31
Wastewater Fund:	\$ 700,418.07
Central Garage Fund:	\$ 678.10
General Equipment Revolving Fund:	\$ 3,900.00

FISCAL IMPACT

The Quarterly Financial Report as of September 30, 2013 on the General Fund, Special Revenue Funds, Enterprise Funds, and Internal Service Funds Budgets provides the City Council with a periodic update on the 2013-14 budget.

The resolution appropriating outstanding encumbrances at the end of fiscal year 2012-13 to the 2013-14 fiscal year will increase the adopted operating budget in each fund as summarized above.

ALTERNATIVES:

Do Not Adopt Resolution Amending the Fiscal Year 2013-14 Operating Budget to Re-Appropriate Fiscal Year 2011-12 Carryover Encumbrances

RECOMMENDATION

Receive First Quarter Financial Update Report as of September 30, 2013, and Adopt Resolution Amending the Fiscal Year 2013-14 Operating Budget to Re-Appropriate Fiscal Year 2012-13 Carryover Encumbrances

ATTACHMENTS

1. Resolution
2. Outstanding Purchase Orders By Fund at June 30, 2013
3. Quarterly Financial Report as of September 30, 2013

DATE PREPARED

October 25, 2013

REVIEWED BY

____ CM

RESOLUTION NO. 2013-___

RESOLUTION AMENDING THE FISCAL YEAR 2013-14 OPERATING BUDGET TO RE-APPROPRIATE FISCAL YEAR 2012-13 CARRYOVER ENCUMBRANCES

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

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

WHEREAS, at the end of fiscal year 2012-13, the outstanding encumbrances by fund were as follows:

General Fund:	\$ 286,849.93
Federal/State Grants Fund:	\$ 720.07
Emergency Disaster Fund:	\$ 7,709,439.25
Parks and Facilities Capital Fund:	\$ 54,219.51
Streets Capital Fund:	\$ 102,733.07
Technology Capital Fund:	\$ 13,909.00
Water Fund:	\$ 763,628.16
Stormwater Fund:	\$ 49,880.31
Wastewater Fund:	\$ 700,418.07
General Equipment Revolving Fund:	\$ 678.10
Self Insurance Fund:	\$ 3,900.00

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

NOW THEREFORE, the City Council of the City of San Bruno hereby resolves to amend the fiscal year 2013-14 Operating Budget to Re-Appropriate fiscal year 2012-13 Carryover Encumbrances from Reserve for Encumbrances as indicated in Attachment A.

—oOo—

I hereby certify that foregoing Resolution No. 2013-___ was introduced and adopted by the San Bruno City Council at a regular meeting on November 12, 2013 by the following vote:

AYES:

NOES:

ABSENT:

City Clerk

PO Number	[C]onstruction [S]ervice [G]oods	Vendor #	Vendor	PO Description	PO Type	Account Number	Outstanding Amount at June 30, 2013
001 General Fund							
1220-00004	S	0104548	RENNE SLOAN HOLTZMAN SAKAI LLP	RENNE SLOAN LEGAL SERVICES RETENTION	Reg	E 001-1220-6401	1,106.38
1250-00005	S/G	0018425	REVENUE & COST SPECIALISTS LL	COST ALLOCATION PLAN & COSTING SOFTWARE AND A	Reg	E 001-1250-6401	11,085.00
2010-00029	G	0016041	METROMOBILE	POLICE RADIOS FOR MOTORCYCLES (2)	Reg	E 001-2010-6650	6,906.65
2010-00034	S	0102818	LANGUAGE LINE SERVICES	TRANSLATION SERVICES FOR 9-1-1 CALLS	Bla	E 001-2010-6401	100.00
3310-00018	S	0104741	DC&E	ZONING CODE UPDATES	Reg	E 001-3310-6401	27,251.90
3310-00019	S	0105777	GODBE RESEARCH	VOTER POLLING SURVEY FOR ORDINANCE 1284	Reg	E 001-3310-6401	17,400.00
3310-00020	S	0105776	MCGOVERN ASSOCIATES CONSULTING, INC.	VOTER OPINION RESEARCH FOR ORDINANCE 1284	Reg	E 001-3310-6401	50,000.00
6210-00028	S	0018978	CLEAN HARBORS ENV SERVICES, INC.	DISPOSAL OF HAZ MAT	Reg	E 001-4110-6419	2,000.00
3310-00021	S	0016920	ENVIRONMENTAL SCIENCE ASSOCIATES	ENVIRONMENTAL STUDY FOR CROSSING HOTEL	Reg	E 001-3310-6401	106,000.00
2010-00037	S	0002025	TELECOMMUNICATIONS ENGINEERING ASSOCIATES	CONNECT 911 INTRADO SYS WITH BURLINGAME PD	Reg	E 001-2010-6650	65,000.00
							286,849.93
121 Federal/State Grants							
2010-00028	G	0018381	ADAMSON POLICE PRODUCTS	MSA PACKS /PARACLETE BODY ARMOR VESTS	Reg	E 121-2010-8014	720.07
							720.07
190 Emergency Disaster Fund							
3010-00171	S	0104705	HB CONSULTING GROUP	GLENVIEW RECONSTRUCTION PROJECT MANAGEME	Reg	E 190-9010-6401	1,083,287.50
3010-00174	S	0017624	BKF ENGINEERS	ENGINEERING FOR GLENVIEW RECONSTRUCTION	Reg	E 190-9010-6401	56,871.69
3010-00218	S	0105005	ROBERT CAMPBELL PHOTOGRAPHY	AERIAL PHOTOS GLENVIEW FIRE SITE	Reg	E 190-9010-6401	1,899.57
3320-00006	S	0104771	ENERGY MANAGEMENT SERVICES, GILLERAN	REBUILD IT GREEN PROGRAM	Reg	E 190-9010-6401	49,570.18
3010-00226	C	0104960	POWER SYSTEMS DESIGN	CONSULTANT SERVICES ELECTRICAL ENGINEER	Reg	E 190-9010-8020	1,000.00
3010-00240	C	0105519	ACUMEN INDUSTRIAL HYGIENE, INC.	AIR AND SOIL TESTING CRESTMOOR PROJECT	Reg	E 190-9010-8020	36,921.13
3010-00243	C	0105554	GLOBAL SUN LANDSCAPE	LANDSCAPING SERVICES CRESTMOOR RECONSTRU	Reg	E 190-9010-8020	6,490.18
3010-00268	C	0103342	JMB CONSTRUCTION, INC.	CONSTRUCT SERV CRESTMOOR PH 3 UTIL PROJ	Reg	E 190-9010-8020	6,473,399.00
							7,709,439.25
201 Parks and Facilities Capital							
3010-00048	S	0018048	GALLANDER ASSOCIATES LANDSCAPE ARCHITECTURE, IN	PROFESSIONAL DESIGN SERVICES FOR STREET	Reg	E 201-1801-6401	7,634.46
3010-00167	S	0104899	KEMA INC.	CLIMATE ACTION PLAN CONSULTING SERVICES	Reg	E 201-1801-6401	2,933.08
3010-00195	C	0104775	MILLER PACIFIC ENGINEERING GROUP	GEOTECHNICAL TEST SVC FOR LIONS FIELD	Reg	E 201-1801-8020	8,400.00
3010-00248	C	0103884	JJ NGUYEN, INC.	CONSTRUCTION ECR MEDIANS PH 3 PROJECT	Reg	E 201-1801-8020	29,367.28
3010-00266	C	0105233	COLLABORATIVE DESIGN ARCHITECTS INC.	ARCHITECTURAL DESIGN LIBRARY ACCESS PROJ	Reg	E 201-1801-8020	5,884.69
							54,219.51

PO Number	Construction [S] Service [G] Goods	Vendor #	Vendor	PO Description	PO Type	Account Number	Outstanding Amount at June 30, 2013
203 Streets Capital							
3010-00234	S	0096456	PB AMERICAS, INC.	GRADE SEP PROJECT MANAGEMENT SERVICES	Reg	E 203-4810-6401	46,492.53
3010-00133	C	0000430	DKS ASSOCIATES	TRAFFIC ENGINEERING DESIGN BELLE AIR SCHOOL	Reg	E 203-4810-8020	8,464.77
3010-00158	C	0104688	STV INCORPORATED	LIGHTING IMPROVEMENTS 5TH AND 6TH AVE	Reg	E 203-4810-8020	2,500.00
3010-00236	C	0017134	TRINET CONSTRUCTION INC.	CONSTRUCTION TRANSIT CORR PEDES PROJECT	Reg	E 203-4810-8020	13,769.37
3010-00260	C	0095090	AMERICAN ASPHALT	CONSTRUCTION SLURRY SEAL ST REHAB PROJEC	Reg	E 203-4810-8020	20,411.40
3010-00262	C	0098436	PROFESSIONAL LAND SERVICES	PROFESSIONAL LAND SURVEYOR SERV - CALTRAIN	Reg	E 203-4810-8020	11,095.00
							102,733.07
207 Technology Capital							
3010-00285	S	0105737	BAY CITIES PYROTECTOR, INC.	FIRE SUPPRESSION SYSTEM PROJ INSTALLATION	Reg	E 207-3710-3015	13,909.00
							13,909.00
611 Water Fund							
3010-00264	S	0096458	RMC WATER AND ENVIRONMENT	ENGINEERING SUPPORT VARIOUS WATER TASKS	Reg	E 611-6110-6401	966.28
3010-00102	S	0017434	BROWN & CALDWELL	DESIGN SERVICES COLLEGE PUMP STATION	Reg	E 611-6180-6401	1,762.24
3010-00149	S	0018069	WULFSBERG REESE COLVIG & FIRSTMAN	GLENVIEW WATER TANK CONTRACT DOCUMENTS	Reg	E 611-6180-6401	8,564.25
3010-00203	S	0104785	SIMON WONG ENGINEERING, INC.	TECHNICAL DESIGN SERVICES	Reg	E 611-6180-6401	9,862.50
3010-00210	S	0018826	TJC & ASSOCIATES, INC.	WATER TANK #1 SEISMIC UPGRADE DESIGN	Reg	E 611-6180-6401	2,214.57
3010-00239	S	0104660	WEST YOST ASSOCIATES, INC.	ENGINEERING DESIGN WATER TANK NO. 3	Reg	E 611-6180-6401	90,949.42
3010-00247	S	0094788	ENGEIO INC	GEOTECHNICAL SERVICES GLENVIEW TANK #3	Reg	E 611-6180-6401	408.89
3010-00253	S	0017152	ERLER & KALINOWSKI, INC.	ENGINEERING SERVICES WELL 15 REPLACEMENT	Reg	E 611-6180-6401	541,449.53
3010-00264	S	0104660	WEST YOST ASSOCIATES, INC.	HYDRAULIC ENGINEERING SERVICES - SFPUC	Reg	E 611-6180-6401	108,745.48
3010-00209	C	0104660	WEST YOST ASSOCIATES, INC.	HYDRAULIC EVALUATION FOR PUMP STATION #4	Reg	E 611-6180-8020	1,205.00
							763,628.16
621 Stormwater Fund							
3010-00049	S	0096785	WINZLER & KELLY CONSULTING ENG	STORMWATER MASTER PLAN	Reg	E 621-6280-6401	5,140.51
6210-00027	S/G	0105774	UNITED STORM WATER, INC.	(12) TRASH CAPTURE UNITS SMCWWPP	Reg	E 621-6210-6419	14,424.43
6210-00028	S	0018978	CLEAN HARBORS ENV SERVICES, INC	DISPOSAL OF HAZ MAT	Reg	E 621-6210-6419	6,215.37
3010-00249	C	0103780	TREADWELL & ROLLO, INC.	GEOTECH ENG & CONSTR SUPPORT MADISON SLOPE	Reg	E 621-6280-8020	24,100.00
							49,880.31
631 Wastewater Fund							
3010-00141	S	0096458	RMC WATER AND ENVIRONMENT	SEWER MASTER PLAN PREPARATION	Reg	E 631-6310-6401	77,970.00
3010-00242	S	0105652	SCHAAF & WHEELER	SEWER MASTER PLAN PEER REVIEW	Reg	E 631-6310-6401	2,900.00
6310-00063	S	0098222	HOLMES INTERNATIONAL	SEWER SYSTEM MANAGEMENT PLAN	Reg	E 631-6310-6401	7,907.40
6310-00079	S	0017134	TRINET CONSTRUCTION INC.	SEWER SPOT REPAIR (RESOLUTION 2012-09)	Reg	E 631-6310-6411	9,404.63
3010-00246	S	0105553	BELLECCI & ASSOCIATES, INC.	KAINS-ANGUS SEWER ENGINEER DESIGN SERVIC	Reg	E 631-6380-6401	108,227.80

PO Number	[C]onstruction [S]ervice [G]oods	Vendor #	Vendor	PO Description	PO Type	Account Number	Outstanding Amount at June 30, 2013
3010-00252	S	0096605	WHITLEY, BURCHETT AND ASSOCIATES, INC.	GEOTECHNICAL/DESIGN SVC - 7TH AVE	Reg	E 631-6380-6401	103,270.50
3010-00255	S	0104860	WEST YOST ASSOCIATES, INC.	ENGINEERING SERVICES TRENTON DR SEWER PR	Reg	E 631-6380-6401	152,112.42
3010-00263	S	0105735	HYDROSCIENCE ENGINEERS, INC.	ENGINEERING DESIGN OLYMPIC PUMP STATION	Reg	E 631-6380-6401	237,126.87
3010-00116	C	0017918	KENNEDY/JENKS CONSULTANTS	ENGINEERING SERVICES SCADA PROJECT	Reg	E 631-6380-8020	2,398.45
							700,418.07
703 General Equipment Revolving Fund							
2010-00028	G	0018381	ADAMSON POLICE PRODUCTS	MSA PACKS /PARACLETE BODY ARMOR VESTS	Reg	E 703-1560-8014	678.10
							678.10
711 Self Insurance Fund							
1220-00005	S	0096836	WORKPLACE SAFETY & HEALTH SAFETY	SAFETY TRAINING	Reg	E 711-1640-6405	3,900.00
							3,900.00
						Grand Total	9,686,375.47

City of San Bruno
Quarterly Financial Report
As of September 30, 2013

GENERAL FUND	2013-14			2012-13			2013-14 v 2012-13	
	September 30, 2013			September 30, 2012			Yr to Yr Change (\$)	Yr to Yr Change (%)
	Amended Budget	YTD 9/30/2013	% of Budget	Amended Budget	YTD 9/30/2012	% of Budget		
Revenues								
GENERAL GOVERNMENT								
Property Tax	6,579,213	30,283	0%	5,701,300	46,259	1%	(15,976)	-35%
Sales Tax	7,343,812	242,130	3%	6,700,000	403,733	6%	(161,603)	-40%
Hotel/Motel Occupancy Tax	2,350,000	529,890	23%	2,000,000	455,647	23%	74,342	16%
Motor Vehicle License Fee	3,100,000	18,792	1%	3,210,000	22,706	1%	(3,914)	-17%
Regulatory (Card Room) Tax	1,655,511	413,226	25%	1,572,700	404,217	26%	9,009	2%
Business Taxes	2,328,000	1,895,938	81%	1,856,000	1,291,593	70%	604,345	47%
Franchise Fees	1,722,147	297,993	17%	1,745,180	314,336	18%	(16,343)	-5%
Use of Money and Property	1,484,385	354,382	24%	1,551,000	388,289	24%	(13,907)	-4%
Charges for Services	2,586,592	646,648	25%	2,376,952	594,237	25%	52,411	9%
Recoveries & One-time	667,600	5,354	1%	1,228,358	10,568	1%	(5,214)	-49%
Sub Total	29,817,260	4,434,734	15%	27,941,490	3,911,585	14%	523,149	13%
DEPARTMENTAL								
Police	1,416,433	333,412	24%	1,402,433	326,246	23%	7,167	2%
Fire	413,470	198,758	48%	395,800	199,954	51%	(1,196)	0%
Engineering & Streets	900,200	220,528	24%	895,051	224,017	25%	(3,489)	-2%
Planning	50,000	16,239	32%	37,500	14,012	37%	2,227	16%
Building	720,500	261,443	36%	1,134,000	296,182	26%	(34,739)	-12%
Recreation	1,310,000	397,192	30%	1,055,000	331,110	31%	66,082	20%
Parks	17,110	14,140	83%	15,110	13,370	88%	770	6%
Senior Services	208,200	2,106	1%	165,346	0	0%	2,106	n/a
Library	94,000	21,508	23%	111,000	25,391	23%	(3,884)	-15%
Sub Total	5,129,913	1,465,327	29%	5,211,240	1,430,282	27%	35,045	2%
Total Revenues	34,947,173	5,900,060	17%	33,152,730	5,341,867	16%	558,194	10%
Expenditures								
General Administration								
City Council	175,644.00	43,366	25%	158,501	39,002	25%	4,364	11%
City Clerk	278,866.00	52,913	19%	218,075	49,858	23%	3,054	6%
City Treasurer	78,431.00	20,046	26%	88,711	19,915	22%	131	1%
City Attorney's Office	419,200.00	87,478	21%	391,573	69,830	18%	17,648	25%
City Manager's Office	807,419.00	99,958	12%	639,721	96,528	15%	3,429	4%
Human Resources	489,096.00	95,885	20%	389,915	87,193	22%	8,692	10%
Finance - Administration	857,763.00	180,106	21%	741,936	163,616	22%	16,490	10%
Finance - Revenue Services	784,037.00	201,261	26%	846,750	156,851	19%	44,410	28%
Police	13,722,246.00	3,049,340	22%	13,559,246	3,098,657	23%	(49,318)	-2%
Fire	8,027,693.00	1,928,293	24%	7,785,272	2,011,384	26%	(83,091)	-4%
Engineering & Streets	2,592,292.64	726,086	28%	2,381,016	643,983	27%	82,104	13%
Planning	929,258.90	163,376	18%	709,596	160,457	23%	2,918	2%
Building	1,305,443.00	272,678	21%	1,241,191	293,260	24%	(20,582)	-7%
Recreation	1,637,048.00	455,771	28%	1,413,679	468,344	33%	(12,573)	-3%
Parks	2,361,428.00	558,185	24%	2,233,052	521,525	23%	36,660	7%
Senior Services	890,885.00	212,589	24%	848,482	203,330	24%	9,260	5%
Library	1,893,136.00	494,383	26%	1,802,972	497,532	28%	(3,149)	-1%
Non-Departmental	(2,311,215.00)	(634,490)	27%	-2,960,902	(789,152)	27%	154,662	-20%
Total Expenditures	34,938,672	8,007,224	23%	32,488,786	7,792,111	24%	215,113	3%

City of San Bruno
Quarterly Financial Report
As of September 30, 2013

**ENTERPRISES & INTERNAL
SERVICE FUNDS**

	2013-14			2012-13			2013-14 v 2012-13	
	September 30, 2013			September 30, 2012			Yr to Yr Change (\$)	Yr to Yr Change (%)
	Amended Budget	YTD 9/30/2013	% of Budget	Amended Budget	YTD 9/30/2012	% of Budget		
Central Garage								
Revenue	614,773	153,693	25%	625,056	156,267	25%	(2,574)	-2%
Expenditure	614,865	111,016	18%	612,040	119,582	20%	(8,566)	-7%
Buildings & Facilities Maintenance								
Revenue	866,971	216,744	25%	881,655	220,613	25%	(3,869)	-2%
Expenditures	867,962	212,651	25%	859,194	222,184	26%	(9,533)	-4%
Self-Insurance								
Revenue	1,805,615	451,404	25%	1,611,477	402,870	25%	48,534	12%
Expenditure	1,805,615	1,080,437	60%	1,611,477	874,812	54%	205,625	24%
Technology Support								
Revenue	520,773	130,194	25%	486,252	121,107	25%	9,087	8%
Expenditure	532,022	154,771	29%	492,519	133,506	27%	21,266	16%
Water Enterprise								
Revenue	12,236,641	3,757,935	31%	11,152,000	3,209,157	29%	548,778	17%
Expenditure	7,749,726	1,902,362	25%	7,614,037	1,654,224	22%	248,138	15%
Stormwater Enterprise								
Revenue	632,089	21,939	3%	599,500	0	0%	21,939	#DIV/0!
Expenditure	613,304	125,993	21%	577,269	104,590	18%	21,403	20%
Wastewater Enterprise								
Revenue	13,258,688	3,519,118	27%	12,044,000	3,068,865	25%	450,253	15%
Expenditure	7,541,318	1,701,066	23%	7,173,526	1,588,402	22%	112,665	7%
Cable Television Enterprise								
Revenue	10,598,474	2,321,835	22%	10,036,180	2,398,017	24%	(76,182)	-3%
Expenditure	9,889,065	2,180,524	22%	9,430,691	1,886,990	20%	293,534	16%



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: November 12, 2013

TO: Honorable Mayor and Members of the City Council

FROM: Kim Juran, Finance Director

SUBJECT: Adopt Amendment No. 7 to Franchise Agreement for Integrated Waste Management Services with Recology San Bruno, Implementing an Organics Food Waste Collection Program and Amending the Rate Application Date

BACKGROUND

The franchise agreement with Recology San Bruno became effective on July 1, 1998. Based on this agreement, Recology San Bruno collects, processes, transfers, and disposes of solid waste, recyclable materials, and green waste within San Bruno. Residential, commercial, and industrial customers are served within the franchise area. Previously, the franchise agreement has been amended six times for items such as the collection of AB 939 fees, allocation of costs related to debris box services, and to extend the term of the agreement.

On July 9, 2013, the City Council approved the implementation of an organics food waste program in San Bruno effective January 1, 2014. The proposed amendment to the franchise agreement documents Recology San Bruno's obligations to provide an organics program that meets the City's expectations.

DISCUSSION

The proposed amendment adds the service expectations for the organics program to the franchise agreement for all types of customers in San Bruno including single family residential, multi-family complexes, and commercial businesses. These service expectations include the education and outreach requirements leading up to the program roll-out and continuing thereafter. The proposed amendment also requires Recology to work directly with owners and property managers of multi-family complexes and commercial properties to assess their service needs and assist in the implementation of organics at these sites.

In addition to the organics service requirements, the proposed amendment moves the annual due date for Recology's rate application up from March 1 to January 30. This change is necessary to allow sufficient time for the City to thoroughly review the rate applications and still meet the noticing requirements of Proposition 218.

J.D.

FISCAL IMPACT

The proposed amendment to the Franchise Agreement has no fiscal impact on the City and no direct impact on City residential and business customers.

RECOMMENDATION

Adopt Amendment No. 7 to Franchise Agreement for Integrated Waste Management Services with Recology San Bruno, Implementing an Organics Food Waste Collection Program and Amending the Rate Application Date

ALTERNATIVES

1. Do not approve the amendment to the franchise agreement.

DISTRIBUTION

None.

ATTACHMENTS

1. Amendment No. 7 to Agreement

DATE PREPARED

November 5, 2013

REVIEWED BY

_____CM

**AMENDMENT NO. 7 TO AGREEMENT FOR
INTEGRATED WASTE MANAGEMENT SERVICES
RECOLOGY SAN BRUNO**

This Amendment No. 7 (Amendment) is entered into and effective as of the ____ day of November, 2013, amending the agreement dated November 1, 1997 (Agreement) by and between the City of San Bruno, a municipal corporation (City), and Recology San Bruno (Contractor), collectively referred to as the "Parties", for Integrated Waste Management Services. This Amendment thereto documents the expansion of the Contractor's services to include Collection and processing of all Organic Materials generated by Residential and Commercial Premises including Food Scraps. All Organic Materials will be collected pursuant to the stipulations in this amendment.

RECITALS

WHEREAS, on November 1, 1997, the City of San Bruno (City) and San Bruno Garbage Company, a Norcal Waste Systems, Inc. Company (Contractor) entered into the Agreement; and,

WHEREAS, the Contractor provided the City with a proposal from Contractor to implement a Food Scraps Collection and Diversion program for Residential and Commercial customers that would allow customers to place Food Scraps with Green Waste for Collection, and to increase the frequency of Residential Organic Materials Collection from every other week to weekly service; and,

WHEREAS, the Contractor provided a cost proposal for a Food Scraps program that was reviewed and approved by the City;

WHEREAS, on July 9, 2013, the City Council approved an 8.96% rate adjustment to Contractor's rates for the Organic Materials program with the rate increase being phased in over three periods (4.48% on January 1, 2014, 2.24% on July 1, 2014, and 2.24% on January 1, 2015;

WHEREAS, this Amendment documents the Contractor's obligations to provide the Organics Materials program including, but not limited to, provision of Collection, Organic Materials processing, public education and outreach, kitchen pails, and reporting services.

NOW, THEREFORE, City and Contractor hereto agree as follows:

A. COMMENCEMENT DATE FOR ORGANIC MATERIALS SERVICES

Contractor shall commence provision of all Organic Materials services described herein on January 1, 2014.

B. DEFINITIONS

1. *New Definitions.* Article 2 of the Agreement shall be amended to include the definitions provided below.
 - a. "Composting" means any controlled aerobic decomposition process conducted for a period of not less than eight (8) weeks, such that the resulting material meets the maximum

acceptable metal concentration limits specified in Section 17868.2, and pathogen reduction requirements specified in Section 17868.3 of Title 14, California Code of Regulations, Chapter 3.1.

- b. "Designated Organics Processing Facility(ies)" means the South Valley Organics Composting Facility in Gilroy, CA owned by Norcal Waste Systems Pacheco Pass LF, Inc. (an affiliate of Contractor), or other Facility approved by City.
- c. "Designated Transfer Station" means the San Bruno Transfer Station in San Bruno, CA owned by San Bruno Garbage Company (an affiliate of Contractor), or other Facility as approved by the City.
- d. "Divert or Diversion (or any variation thereof)" means to prevent Recyclable Materials and Organic Materials from Disposal at Disposal Sites, landfill, or transformation facilities, (including facilities using incineration, pyrolysis, distillation, gasification, or biological conversion methods) through source reduction, reuse, Recycling, and Composting, as provided in Section 41780-41786 of AB 939, as AB 939 may be hereafter amended or superseded. Diversion is a broad concept that is to be inclusive of material handling and processing changes that may occur over the term of the Agreement including, but not limited to, changes in standard industry practice or implementation of innovative (but not necessarily fully proven) techniques or technology that reduce disposal risk, decrease costs, and/or are for other reasons deemed desirable by the City.
- e. "Food Scraps" means a subset of Organic Materials including: (i) all kitchen and table food waste scraps, and animal, vegetable, fruit, grain, dairy or fish waste that attends or results from the storage, preparation, cooking or handling of foodstuffs, with the exception of animal excrement, (ii) paper waste contaminated with putrescible material, and (iii) biodegradable food service ware designed to disintegrate and biodegrade quickly and safely when composted in a professionally managed facility and meeting the stringent, scientifically based specifications known as ASTM D6400 or ASTM D6868.
- f. "Kitchen Pails" means a receptacle suitable for household storage of Food Scraps that has a capacity of 1.5 to 2.5 gallons, a wire or plastic handle, and a lid.
- g. "Large Multi-Family Complex(es)" means a complex that contains one hundred (100) or more individual Multi-Family Dwellings Units. Large Multi-Family Complexes have centralized bin Collection service in general. Large Multi-Family Complexes may include large apartment complexes, condominiums, and mixed use (Residential and Commercial).
- h. "Organic Materials" means those materials that will decompose and/or putrefy and that City permits, directs, or requires Generators to separate from Recyclable Materials and Solid Waste for Collection in specially designated containers for Organic Materials Collection. Organic Materials include Green Waste, Food Scraps, paper contaminated with Food Scraps, biodegradable food service ware, pieces of unpainted and untreated wood, and small pieces of unpainted and untreated wallboard. No discarded material shall be considered Organic Materials, unless such material is separated from Recyclable Materials and Solid Waste, although de minimis amounts of Recyclable Materials and Solid Waste may be mixed with the Organic Materials.

- i. "Residue" means unrecoverable materials resulting from processing or Composting intended for Disposal due to lack of other options for viable use.
- j. "Small Multi-Family Complex(es)" means a complex that contains four (4) to ninety-nine (99) individual Multi-Family Dwellings Units. Small Multi-Family Complexes may have individual carts or centralized bin service as determined by Contractor and approved by City. Small Multi-Family Complexes may include townhouses, row houses, and five-plex through eight-plex developments.

2. *Revised Definitions.* The following definitions in Article 2 shall be revised as follows:

- a. Replace Section 2.9, "Commercial and Industrial Property," with "Commercial Property" that reads: "Commercial Property. "Commercial Property or Commercial Premises (or variations thereof)" means property upon which business activity is conducted, including but not limited to retail sales, services, wholesale operations, manufacturing and industrial operations, but excluding businesses conducted upon Residential Property which are permitted under applicable zoning regulations and are not the primary use of the property."
- b. Replace "Green Waste" with "Organic Materials" throughout the Agreement with the exceptions that Green Waste shall not be replaced in Section 2.23 and other sections in which the context of the term is more specifically Green Waste.

C. LIMITATIONS TO SCOPE

Section 3.2 of the Agreement shall be amended to add the following items at the end of the Section:

- 1. Recyclable Materials, Organic Materials, and Solid Waste generated at any Residential or Commercial Property, and that are transported personally by owner or occupant of such premises to a licensed Solid Waste Disposal Site, transfer or Processing Facility, or Composting Facility in a manner consistent with the City's Municipal Code and other applicable laws.
- 2. Recyclable Materials, Organic Materials, and Solid Waste generated by State facilities and public schools.
- 3. Removal of Recyclable Materials, Organic Materials, Solid Waste, and other debris following a major accident, disruption, or natural calamity, as approved by City.

D. ORGANIC MATERIALS COLLECTION AND PROCESSING

Section 4.4 of the Agreement shall be replaced with the following section:

4.4 Organic Materials Program

4.4.1 *Single-Family Dwelling (SFD) and Small Multi-Family Complexes*

- i. *Basic Service.* Contractor shall Collect Organic Materials from SFD and Small Multi-Family Complex Customers receiving Solid Waste Collection service and shall provide the Organics Collection service every week on the same day that Solid Waste Collection is provided.
- ii. *Collection Containers.* SFD customers and Small Multi-Family Complexes shall use the existing 96-gallon Green Waste carts previously provided to the customer by the Contractor. If a SFD

or Small Multi-Family Complex does not have a Green Waste cart or requests a smaller cart size, Contractor shall offer and provide 32-gallon carts upon customers' request.

- iii. *Collection Point.* Contractor shall Collect carts curbside, or in the case of Small Multi-Family Complexes, at the Collection location agreed upon by the customer and Contractor, unless customer is disabled and receives service at an alternative location in accordance with Section 4.2.1.
- iv. *Extra Carts.* SFD customers with large amounts of Organic Materials on a regular basis may receive additional carts for Organic Materials. Contractor shall notify the City of customer requests for extra cart(s) so the City can adjust the customers' monthly billing amount.
- v. *Kitchen Pails.* On or before January 1, 2014, Contractor shall provide each SFD and each unit of each unit of each Small Multi-Family Complex with a Kitchen Pail at the inception of Collection services. Contractor must use a Kitchen Pail approved by the City. Each kitchen pail shall have a thick, adhesive, water-resistant label affixed to it that has graphics, illustrations, or artwork, that clearly conveys the type of materials to be placed in the Cart for Collection. The labeling shall be approved by the City prior to ordering.

During the term of the Agreement, Contractor shall provide, within five (5) business days of request by customer or occupant, Kitchen Pails to new SFD customers and Small Multi-Family Complexes and to SFD customers and Small Multi-Family Complexes whose Kitchen Pail is lost, stolen, damaged, or destroyed (such replacement shall be limited to one (1) per year per customer/dwelling unit at no additional cost). Contractor shall educate Residents on proper use of Kitchen Pails and shall discourage users from placing Kitchen Pails curbside for Collection. Additionally, contractor shall instruct users to deposit the contents of the Kitchen Pail into the Organic Materials cart.

- vi. *Collection of Excess Materials (Overages).* Customers may place extra Organic Materials for Collection adjacent to the Organic Materials cart using a customer-provided paper bag with a capacity of approximately 32 gallons. In such cases, Contractor shall notify the City of customers' requests for extra service so the City can bill the customer.
- vii. *Holiday Tree Collection Program.* Contractor shall operate an annual Christmas Tree Collection program. The program shall include curbside Collection of trees either placed in the Organic Materials carts or cut to a size less than four (4) feet in length and drop-off (if necessary) Collection and target all Single-Family Dwelling Units in City. Contractor shall reasonably cooperate with City in the scheduling and operation of the Christmas Tree Collection program and advertise the availability and requirement at least once each year during early December.
- viii. *Backyard Composting.* Contractor shall in conjunction with the County, provide City technical advice and management assistance from existing staff to develop and implement backyard Composting programs as required in the City's SRRE. Such assistance and advice shall entail no more than an average of eight (8) hours per month and shall be considered an operating cost.

4.4.2 *Large Multi-Family Complexes*

- i. *General.* Commencing on or before January 1, 2014, Contractor shall contact each Large Multi-Family complex customers and provide technical assistance and support to implement the Organic Materials Collection service. By June 30, 2014, Contractor shall provide Organics

Materials Collection services to all Large Multi-Family Complex Customers unless the customer refuses service as evidenced by a letter from the customer to the City documenting that it chooses not to participate in the Organic Materials program. The Contractor shall provide containers, Collection frequency, and on-call services to Large Multi-Family Complexes in the same manner as Commercial customers in accordance with Section 4.4.3. Contractor shall notify the City of customers' service level so the City can bill the customer.

- ii. *Kitchen Pails.* Contractor shall distribute Kitchen Pails to each unit of each Large Multi-Family Complex when it commences provision of Organic Materials Collection service. Kitchen Pail requirements shall be the same as those described in Section 4.4.1.v.

4.4.3 *Commercial Organics*

- i. *General.* Contractor shall expand the pilot program for Organic Materials Collection service to offer Organic Materials Collection services to all Commercial accounts including schools that voluntarily subscribe to Organic Materials Collection services and Contractor shall notify the City of customers' requests for service so the City can bill the customer with the exception of schools, which Contractor shall bill at rates not-to-exceed the City-approved rates for comparable service.
- ii. *Containers.* Contractor shall provide Commercial customers with Organic Materials containers in the size requested by the customer. Contractor shall offer 32- and 96-gallon carts and bins with capacities of 1, 2, 3, 4, and 6 cubic yards. Contractor shall service customer-provided compactor containers and shall bill customer for such service at a rate not-to- exceed the City-approved per-cubic-yard rate for compacted garbage.
- iii. *Collection Frequency.* Contractor shall Collect Organic Materials from Commercial Properties that have subscribed to Organic Materials service as frequently as scheduled by Customer, but not less than once per week and up to six times per week. Contractor shall perform Collections Monday through Saturday as requested by the customer and City shall charge customers an extra charge for Saturday service.
- iv. *On-call service.* Contractor shall also provide extra Collection picks at customer's request and shall charge the customer in accordance with the City-approved rate schedule.
- v. *Internal Containers.* On or before January 1, 2014 and continuing throughout the term, Contractor shall offer Commercial customers Organic Materials storage containers for use by the customer inside their premises to store Organic Materials prior to placement of the materials in the outdoor Containers to be serviced by Contractor. Up to three (3) internal containers shall be provided at no cost to the Customer. Contractor shall promote the availability of the internal Organic Materials containers during the site visits with the owner or property manager, and through other Commercial public education efforts and technical assistance efforts required by Exhibit 4.

Contractor shall purchase a sufficient number of Organic Materials containers to maintain an inventory of containers so that upon a customer's request, Contractor can deliver the container to the Commercial Premises within two (2) weeks of request. Each container shall be accompanied by a flyer describing the Organic Materials program requirements. Contractor must submit the Organic Materials containers order (including material and design specifications, colors, and identification marks) to City for City's written approval prior to submitting the order to the manufacturer.

If a customer requests more than three (3) internal collection containers, Contractor shall make additional containers available for purchase at a rate equal to Contractor's cost of purchase.

4.4.4 *Non-Collection and Charges*

If containers are contaminated with Solid Waste or other non-Organic Materials more than the amount determined by the Designated Organic Materials Processing Facility to be acceptable, the driver shall leave a non-Collection Notice. If contaminated containers are set out for Collection a second time by the same customer, the Organic Materials may be Collected as Solid Waste and Contractor shall notify City to charge Customer according to City's approved rate schedule.

4.4.5 *Designated Organic Materials Processing Facility*

- i. *General.* Contractor agrees to transport and deliver all Organic Materials it Collects in City to the Designated Transfer Station and then to Designated Organic Materials Processing Facility. Failure to do so may result in assessment of Liquidated Damages and/or default, as provided in Section 10.3.

As of January 1, 2014, Contractor shall transport and deliver all Organic Materials Collected under this Agreement to the South Valley Organics Composting Facility, which is owned and operated by Norcal Waste Systems Pacheco Pass LF, Inc., and which shall be defined as the Designated Organic Materials Processing Facility via the Designated Transfer Station. Contractor shall pay all transfer, hauling, processing, and Composting fees and charges related to use of the Designated Transfer Station and Designated Organic Materials Processing Facility. Contractor shall maintain accurate records of the quantities of Organic Materials Collected and delivered to the Designated Transfer Station and Designated Organic Materials Processing Facility and will cooperate with City in any audits or investigations of such deliveries.

- ii. *Diversion and Marketing Requirements.* Contractor shall ensure that all Organic Materials delivered to the Designated Organic Materials Processing Facility are processed for use as Compost, mulch, or soil amendment in a manner that those materials will qualify as having been diverted under regulations set forth by the California Integrated Waste Management Board (now known as California's Department of Resources Recycling and Recovery (CalRecycle)). At a minimum, the following processing standards shall be met by the Designated Organic Materials Processing Facility:
 - A. Pre-processing activities shall include, at a minimum, the inspection for and removal of Hazardous Waste.
 - B. Composting shall be accomplished by the use of recognized Composting methods, which have been demonstrated to be able to consistently produce stable, mature Compost Product that is suitable for general purpose use, similar to the U.S. Composting Council's Class 1 rating.
 - C. Post-Composting processing activities shall include screening to remove plastics and other contaminants from the compost product.
 - D. The Organic Materials processing and Composting activities shall use commercially reasonable efforts to achieve and maintain a Residue level less than five percent (5%) where the Residue level shall be determined in a manner agreed upon by the City.

- E. All Organic Materials shall be processed and marketed for use as Compost, mulch, or soil amendment and none shall be disposed, used as alternative daily cover (ADC) or alternative intermediate cover (AIC), or used for beneficial reuse purposes at a Disposal Facility. For purposes of this Amendment, "beneficial reuse" shall mean use of material for beneficial reuse at a Disposal Site, which shall include, but not be limited to, the following: alternative daily cover, alternative intermediate cover, final cover foundation layer, liner operations layer, leachate and landfill gas collection system, construction fill, road base, wet weather operations pads and access roads, and soil amendments for erosion control and landscaping.

Contractor shall provide to City, upon request, marketing information related to Organic Materials. Information provided may be in whatever standard format is available from the facility, with the following information desired, but not required: (1) Estimated quantities; (2) Prices (estimated unit market values); (3) Marketing (end markets and uses); and (4) Quantities of materials marketed during the preceding year.

- iii. *Guaranteed Capacity.* Contractor shall ensure throughout the term of the Agreement that the Designated Transfer Station and Designated Organic Materials Processing Facility have the physical capacity to accept and effectively transfer, pre-process, process, Compost, and post-process all Organic Materials Collected in the City. Contractor shall at all times maintain all necessary permits and compliance with all other applicable regulatory requirements.

Should the Designated Organic Materials Processing Facility be unable to accept and/or effectively pre-process, process, Compost, and post-process all Organic Materials Collected in the City due to contamination or to other conditions of the delivered Organic Materials, Contractor shall be solely responsible for immediately informing City and, in consultation with City, for implementing such changes as may be necessary to allow for acceptance and effective pre-processing, processing, Composting, and post-processing at no cost to City.

- iv. *No Minimum or Maximum Tonnage Guaranty.* City shall not be obligated to ensure Collection or delivery of a minimum annual tonnage of Organic Materials to the Designated Transfer Station or the Designated Organic Materials Processing Site, nor shall City be constrained by a limit on the maximum annual tonnage of Organic Materials Collected and delivered to the Facilities.

- v. *Residue Disposal.* Contractor shall ensure all Residue is properly Disposed at a permitted Disposal Site. However, subject to prior City approval, Contractor may conduct secondary processing at Contractor-arranged Facilities or use such Residue for beneficial purposes qualifying as Diversion pursuant to AB 939, excluding alternative daily cover (ADC) and alternative interim cover (AIC). Contractor is solely responsible for any liability resulting from management of such Residue.

- vi. *Regulatory Compliance.*

- A. *Permits.* Contractor shall ensure the Designated Transfer Station and Designated Organic Materials Processing Facility possesses such valid permits as are required transfer, process and Compost Organic Materials delivered thereto as specified in this Agreement. Contractor shall, upon request, provide documentation to City demonstrating compliance with this requirement. Contractor shall independently verify the validity of the Facilities' permits by contacting the appropriate permitting authorities at least once annually. Each party (City and Contractor) shall promptly

notify the other party if it becomes aware of any violation of law or permit condition by the Designated Transfer Station or Designated Organic Materials Processing Facility that could reasonably be expected to have a material effect on the Contractor's ability to provide the services specified in the Agreement.

- B. Compliance with Applicable Law. Contractor warrants throughout the term of the Agreement that the Designated Transfer Station and Designated Organic Materials Processing Facility is authorized and permitted to accept Organic Materials in accordance with Applicable Law, and is in material compliance with Applicable Law.
- vii. *Emergency or Unforeseen Facility Closure.* If Contractor is unable to use the Designated Transfer Station or the Designated Organic Materials Processing Facility due to an event specified in Section 10.6, or due to sudden unforeseen closure of such Facilities, Contractor may use an alternative facility upon the following provisions. Contractor must provide verbal or written notice to City, and receive written approval from City, at least twenty-four (24) hours prior to the use of the alternative facility. Contractor's notice shall include, at a minimum, a description of the reasons use of the Designated Facility is not feasible and the period of time Contractor proposes to use the alternative facility. City may require, and Contractor shall provide, any additional reasonably necessary information regarding the need to use an alternative facility. Contractor shall not be entitled to additional compensation to cover any increased costs arising from use of an alternative facility, except pursuant to the applicable provisions of Section 7.7 (if any).
- viii. *Contractor Right to Change Designated Facilities.* With City's prior written approval, Contractor may change its selection of the Designated Facilities. The process for obtaining such approval includes:
- A. Sixty (60) calendar days prior to use of the alternative facility, Contractor shall request written approval from City. City may, at its reasonable but sole discretion, require additional time of up to thirty (30) days.
 - B. City shall provide written approval no later than ten (10) calendar days prior to use of the facility.
 - C. City may provide temporary approval to Contractor for use of an alternative facility if a fully executed amendment cannot be completed within the timeframe specified above.
 - D. Upon execution of the amendment, the facility shall be deemed a "Designated Transfer Station" or "Designated Organic Materials Processing Facility" (as applicable) for purposes of this Agreement.
 - E. If the Contractor-initiated change in a Designated Facility results in increased costs, Contractor will not be entitled to additional compensation, unless otherwise provided in Article 7. If the Contractor-initiated change in a Designated Facility results in decreased costs, Contractor's Compensation will be adjusted using the procedures described in Section 7.7.
- ix. *Weight Records.* Contractor shall ensure that the owner/operator of the Designated Transfer Station and Designated Organic Materials Processing Facility operates scales at the facilities that are properly registered, and regularly maintained to ensure reliability and accuracy. Inspection reports and maintenance records shall be made available for review by City on request. All Organic Materials shall be weighed upon initial delivery at the Designated

Transfer Station and the Designated Organic Materials Processing Facility, prior to being comingled with any other materials. Gross, tare and net vehicle weights will be recorded, along with vehicle number, date and time of delivery. Contractor shall maintain accurate records of the quantities of Organic Materials transported to the Designated Transfer Station and Designated Organic Materials Processing Facility and will cooperate with City in any audits or investigations of such quantities.

- x. *Cooperation with Designated Facility Operator.* Contractor shall cooperate with the reasonable requirements of the operator of the Designated Facilities with regard to delivery of materials, including but not limited to complying with directions for unloading Collection vehicles in designated areas, accommodating maintenance operations and construction of new facilities at the facility site, and complying with Hazardous Waste exclusion programs.
- xi. *Reporting and Studies.* Contractor will arrange for accurate, complete and timely reports on tons of Organic Materials delivered to the Designated Transfer Station and Designated Organic Materials Processing Facility, tons of Organic Materials marketed and prices received, and tons of Residue disposed to be produced by the owner/operator of the Designated Organic Materials Processing Facility, and furnished to City as provided in Section 5.4.

At City's request, Contractor shall participate and cooperate with waste generation or characterization studies and audits as specified in Section 5.11.

- xii. *Inspection.* Contractor shall arrange for City to have free access to inspect the Designated Facilities during business hours.
- xiii. *City Discount for Finished Compost.* Upon City request, Contractor shall deliver up to 20 tons per month of finished Compost to the City or City-hired contractors working on City projects at no charge.
- xiv. *Compost Give-Back Program.* Contractor will coordinate with the City to host "Bring Your Own Bucket" (BYOB) giveaway of Compost to residents. The BYOB Compost giveaway will provide residents with free Compost to enrich their gardens while also educating residents on the benefits of home Composting. In addition, Contractor representatives will be on hand to distribute Recycling guides and other educational material promoting waste reduction and Recycling. Contractor is required to deliver to City thirty (30) cubic yards of Compost annually in one or two deliveries at no additional cost.

4.4.5 Implementation Plan

Contractor shall implement the Organic Materials Collection services described in this Amendment in accordance with the implementation timeline provided below. Contractor's failure to successfully complete one or more of the milestone events may result in assessment of liquidated damages as provided in Section 10.3.

Implementation Timeline

	Task	Scheduled Completion Date
1.	Public Education Activities	

	Task	Scheduled Completion Date
1.a	Prepare draft public education materials for review and approval	November 30, 2013
1.b	Finalize and print all public education materials (program announcement mailers, how-to flyers, posters, signs, etc.)	December 31, 2013
1.c	Mail program announcement to all Single-Family, Multi-Family, and Commercial customers	December 15, 2013
2.	Kitchen Pails	
2.a	Submit specification to City for review and approval	Completed
2.b	Order kitchen pails	November 23, 2013
2.c	Receive kitchen pails from supplier	November 30, 2013
2.d	Distribute kitchen pails and information flyers to Single-Family premises and Multi-Family complexes	December 31, 2013
3.	Internal Commercial Containers (Slim Jims)	
3.a	Submit specification to City for review and approval	Completed
3.b	Order containers	November 23, 2013
3.c	Receive containers from supplier	November 30, 2013
3.d	Distribute upon customer request	As needed
4.	Multi-Family and Commercial Technical Assistance	
4.a	Contact and visit all Multi-Family property managers	June 30, 2014
4.b	Contact all Commercial Customers	June 30, 2014
5.	Food Scraps Collection and Composting Services	
5.a	Commence Food Scraps Collection services and start weekly Collection of Organic Materials cart for all Single-Family customers	January 1, 2014 through January 7, 2014
5.b	Commence Food Scraps Collection services for all Multi-Family and Commercial customers that subscribe to service	January 1, 2014 – on-going thereafter
5.c	Commence Composting of all Collected Organic Materials	January 1, 2014

E. ORGANIC MATERIALS CONTAINER LABELING

Amend Section 4.6.3 to include new Sections 4.6.3.4 and 4.6.3.5 as follows:

4.6.3.4 Organic Materials Container Labeling

Contractor shall label Organic Materials carts purchased after the effective date of this Amendment, with labels that describe the types of Organic Materials (including Food Scraps) that the customers may place in the carts for Collection. The label shall have graphics, illustrations or artwork, that clearly conveys the type of materials to be placed in the Cart for Collection. The labeling shall be approved by the City prior to ordering. The labeling shall be durable and weather resistant to outdoor conditions and have a minimum ten (10) year lifetime.

On or before January 1, 2014, containers other than carts shall be labeled to indicate the type of materials (e.g., Recyclable Materials, Green Waste, Organic Materials, Solid Waste) to be placed in the Container for Collection. Contractor shall replace outdated or deteriorated labels on all Containers on an as-needed basis.

4.6.3.5 *Organic Materials Container Cleaning*

Upon customer or City request, Contractor shall steam clean Organic Materials containers (or exchange existing containers with clean containers) twice annually at no charge to Customer, except carts provided to Residential premises, which Contractor is not obligated to clean or exchange. If customer requests container cleaning in excess of twice annually, Contractor shall notify the City to bill the customer an extra charge and Contractor shall clean or exchange the container.

Contractor shall be responsible for cleaning bins with capacities of 1 to 6 cubic yards to ensure that nuisance or public health concerns associated with vectors are addressed within two (2) business days after receipt of notification of said condition.

F. CONTRACTOR'S COMPENSATION FOR DETAILED RATE YEARS

Amend Sections 7.3.2 and 7.4.1 to modify the rate application submittal date by removing "March 1" and replacing it with "January 30".

Amend Section 7.4.2.2.3 to include a new subsection (5) at the end of the section as follows: "(5) The forecasted Organic Materials processing costs shall result from multiplying the tonnage of Organic Materials Collected in the most recently completed 12-month period by the per-ton cost for Organic Materials processing. The per-ton cost processing only shall equal \$46.87 per ton for Rate Year 16 (July 1, 2013 – June 30, 2014) and shall be adjusted annually by multiplying the prior Rate Year's per-ton cost by the percentage change in the Consumer Price Index listed in Section 7.3.1."

G. PUBLIC EDUCATION PLAN

Amend Exhibit 4 of the Agreement, the Public Education Plan, to include a new section at the end of the Exhibit as follows:

ORGANIC MATERIALS PROGRAM EDUCATION REQUIREMENTS

On or before January 1, 2014, the Contractor shall conduct the following public education activities to promote Collection of Food Scraps and other Organic Materials from Residential and Commercial customers.

- A. *General.* Contractor acknowledges and agrees that education and public awareness are critical and essential elements of any effort to implement a new Diversion program. Contractor shall develop and implement an education program that introduces the Food Scraps Collection services and informs Residential and Commercial customers about how to participate. The public education shall focus on the following: (i) the benefits of Food Scraps and Green Waste Diversion and Composting and related program opportunities; (ii) types of Organic Materials accepted for Collection; (iii) specific services offered by Contractor; and (iv) rates for Collection services.

At the initiation of the program, the Contractor's Organic Materials program public education efforts shall include distribution of public education materials specifically focused on the Organic Materials program. Throughout the term of the Agreement, Contractor shall integrate information about the Food Scraps and Green Waste Diversion program into its on-going public education efforts. Contractor shall design, produce, distribute and pay for all public educational materials specified.

- B. *Content and Production Requirements.* Contractor shall coordinate with City regarding preparation of public education materials and shall provide City with an opportunity to review and approve all promotional and public education materials before they are produced and distributed.
- C. *Website.* Contractor shall update its website to include a detailed description of the Organic Materials Collection services available for Single-Family, Small Multi-Family Complex, Large Multi-Family Complex, and Commercial highlighting the inclusion of Food Scraps Collection. The website shall include a program description, list of acceptable materials, Collection service options, and City-approved rates for service.
- D. *Single-Family Dwellings.*
- i. Prepare and distribute informational mailer prior to program commencement.
 - ii. Prepare instructional "how-to" flyer and provide when distributing kitchen pails and/or Organic Materials carts at program commencement and throughout the term when new customers subscribe.
 - iii. Prepare "frequently asked questions (FAQs)" in English and Spanish and have available on Contractor's website.
 - iv. Update annual service brochure to describe the Food Scraps Collection program and to indicate that Organic Materials are Collected weekly.
 - v. At least once per year, prepare a bill insert that is focused on increasing participation in the Food Scraps Collection program and provide sufficient copies to the City for inclusion in the customer bills, which are prepared by the City.
- E. *Small and Large Multi-Family Complexes and Commercial Customers.*
- i. Prepare and distribute an informational mailer to Multi-Family property managers and Commercial customers prior to program commencement including a program description and an offer to provide technical assistance to property managers.
 - ii. Prepare instructional "how-to" flyer and provide when distributing Organic Materials containers at program commencement and throughout the term when new customers subscribe, upon request by Multi-Family property managers for periodic distribution to tenants, and upon request by Commercial customers for distribution to employees.
 - iii. Prepare, distribute, and (subject to the consent of customer) post signs and placards at Small and Large Multi-Family Complexes and Commercial Premises that promote Organic Materials Collection services, describe the program requirements, and identify allowable and prohibited types of materials for Collection. At a minimum, these signs shall be 11 inches by 17 inches, durable, weather resistant, and posted in the container areas. Upon request of customer, Contractor shall provide signage and container labeling in a second language such as, but not limited to, Spanish. Within ten (10) business days of customer's request, Contractor shall provide extra signage for use in areas such as Multi-Family laundry and mail rooms and in kitchen and employees areas at Commercial Premises. Contractor shall provide

- posters during program implementation and as needed throughout the term of the Agreement.
- iv. Update annual service brochure to describe the Food Scraps Collection program and availability of technical assistance.
 - v. At least once per year, prepare a bill insert that is focused on promoting the Food Scraps Collection program, increasing participation level, and offering technical assistance to property managers. Provide sufficient copies to the City for inclusion in the customer bills, which are prepared by the City.
 - vi. Conduct presentations at schools, community meetings, service clubs, senior centers and neighborhood associations, as appropriate.

F. *Multi-Family and Commercial Technical Assistance.* Contractor shall work directly with owners or property managers of Small and Large Multi-Family Complexes and Commercial Properties to implement the Organic Materials Collection services and to assess customer Collection service needs at least annually for each complex/property. Contractor's implementation activities shall include, but not be limited to, the following tasks for each complex/property:

- i. *Site Assessments.* Contractor shall meet in person with Owner or property manager to explain the Organic Materials program and conduct an on-site assessment of the Multi-Family Residential Complexes containing twenty (20) or more Residential units and all Commercial Properties to determine the appropriate number and type of Solid Waste, Recyclable Materials, and Organic Materials containers and the frequency of Collection. Contractor shall provide sufficient containers for Recyclable Materials, Organic Materials, and Solid Waste depending on the service level agreed upon by the customer. If practical, Contractor shall locate all containers in the same area so tenants and other persons can carry materials to one location. The site assessment shall be conducted by Contractor when Organic Materials Collection services are initially provided to a customer, and once every three (3) years thereafter. Contractor shall submit results of site assessments as part of its annual reporting, per Section 5.4.3, and upon request, provide copies of assessment data and recommendations for individual site assessments.
- ii. *Service Level Adjustments.* Within five (5) Business Days of completing the site assessment or receiving a request from customer, Contractor shall adjust customer's service level by providing Organic Materials containers needed for change in service, removing unneeded containers, and notifying the City of any changes in the billing amounts to reflect the monthly rate for the new service level. At the time new containers are delivered or existing containers are removed, Contractor shall confirm that all containers are properly labeled and shall provide public education signage for the container areas and extra signs for public and common areas such as mail and laundry rooms, etc.
- iii. *Reporting to City.* As part of the Contractor's quarterly reports required by Section 5.4.2, Contractor shall provide a report to the City on its technical assistance efforts detailing the prior three months efforts, accounts contacted, results of assistance, etc. The information shall be provided in a format and to the level of detail agreed upon by the City.

H. SERVICE PERFORMANCE STANDARDS; LIQUIDATED DAMAGES FOR FAILURE TO MEET STANDARDS: COLLECTION RELIABILITY

Amend Section 10.3.2.1 of the Agreement to include new Sections (d) through (h) as follows:

(d) For each day an event listed in the Organic Materials Implementation Plan of this Amendment that is not completed on or before the scheduled completion date, \$500 per day.

(e) For each failure to deliver Solid Waste, Recyclable Materials, or Organic Materials to Facilities approved by the City: \$100 per ton unless the use of Facilities not approved by the City occurs for a circumstance that qualifies as an "Excuse from Performance" under Section 10.6 of the Agreement.

(f) For each failure to provide technical assistance to Multi-Family or Commercial Property by June 30, 2014 and once every three years thereafter, as required by Exhibit 4, Public Education Plan: \$500 per property.

(g) For each failure to provide technical assistance to Commercial Property once every three years, as required by Exhibit 4, Public Education Plan: \$500 per property.

(h) For failure to maintain an average monthly Residue level of less than five percent (5%): \$100 per ton of excess Residue in the month in which the Residue level was not less than five percent (5%); provided however, that no liquidated damages for excess Residue Levels may be assessed for any month in 2014 thus providing Contractor 12 months to educate customers regarding the acceptable types of Organic Materials.

I. REPORTING REQUIREMENTS

All reports required in Section 5.4 of the Agreement for Green Waste shall be presented for Organic Materials.

J. CONTRACTOR'S COMPENSATION AND RATES

Amend Article 7 of the Agreement, Contractor's Compensation and Rates, to include a new Section 7.11 at the end of the Article as follows:

"7.11 Organic Materials Collection Program. On March 1, 2013, the Contractor submitted a proposal to the City to initiate the Organic Materials Collection program described in this Amendment. The City and its consultant reviewed the proposal and concluded that an 8.96% increase to all rates would be required. The proposed costs are included in Exhibit A of Amendment 7. On July 9, 2013, the City Council approved a phased implementation of the rate increase. Specifically, Council approved a 4.48% rate increase effective January 1, 2014; a 2.24% increase effective July 1, 2014 (in addition to any other increase determined pursuant to the Interim Rate Year adjustment), and a third and final rate adjustment for the Organic Materials program of 2.24% on January 1, 2015. The July 1, 2014 and January 1, 2015 2.24% rate increase shall be applied to all rate categories including solid waste rates."

K. REIMBURSEMENT OF CONSULTING COSTS

On or before January 1, 2014, the Contractor shall reimburse the City for its consulting costs related to review of the Contractor's proposal for the Organic Materials program and the amendment to the

Agreement. The consulting costs shall be considered an allowed expense and reflected in the interim rate adjustment on July 1, 2014.

L. ALL OTHER PROVISIONS IN EFFECT

All other provisions of the Agreement, as may have been amended from time to time, will remain in full force and effect.

M. REPRESENTATIONS AND WARRANTIES

The individual executing this Amendment each represent and warrant that they have the legal power, right, and actual authority to bind Contractor to the terms and conditions of this Amendment.

CONTRACTOR

**CITY OF SAN BRUNO, a municipal corporation
of the State of California**

By: _____
(name)

By: _____
(Mayor)

(title)

APPROVED AS TO FORM:

ATTEST:

MARC L. ZAFFERANO
City Attorney

CAROL BONNER
City Clerk

**Exhibit A
Proposed Organic Materials Processing Costs**

Citywide Organics Collection Program

Residential/Commercial Roll-Out
Estimates Only

Capital

Item	Quantity	Cost per unit	Total
Collection Vehicle - Res'l	2	\$335,000	\$670,000
Collection Vehicle - Com'l	1	\$310,000	\$310,000
Kitchen Pails	10,000	\$6.60	\$66,000
MFD Kitchen Pails	4500	\$6.60	\$29,700
Carts - Commercial and MFD	100	\$45.00	\$4,500
Containers	50	\$590.00	\$29,500
Slim Jims	100	\$30.00	\$3,000
			<u>\$1,112,700</u>

Operations

	Quantity	Annual Cost	Total
Driver	2	\$130,000	\$260,000
Vehicle related Costs - Fuel	2	\$35,568	\$71,136
Vehicle related Costs - Maintenance	2	\$10,180	\$20,360
Total			<u>\$351,496</u>

Disposal (Difference)

Additional Processing Costs	<u>Increase</u>
	\$50,218

Revenue Change

Migration adjustment	(\$108,959)
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Summary

	<u>Per Rate App</u>
Annual Capital Depreciation Costs	\$135,770
Annual Operations Costs	\$351,496
Processing Fee Change	\$50,218
Cost of new program	\$537,484
Operating Margin @ 90%	59,720
Subtotal before Fran Fees	\$597,204
Fran Fees	66,356
Change in Revenue	\$108,959
Total Cost of New Program	\$772,518
Current Collection Revenue	\$8,612,377
Revenue Shortfall	\$772,518
Percentage Increase	8.96%



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 12, 2013

TO: Honorable Mayor and Members of the City Council

FROM: Klara A. Fabry, Public Services Director

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Multi-Year Contract with Proven Management, Inc. for as Needed Sewer System Cleaning and Video Inspection Services in an Amount not to Exceed \$70,000 for Fiscal Year 2013-14

BACKGROUND:

In 2012 the City completed the Sanitary Sewer Condition Assessment Project to provide a one-time video inspection of the entire sewer system. This was the City's first attempt to get a visual and condition assessment of the entire sewer system. The total five-year CIP budget allocation was \$1,239,000, or approximately \$247,800 each year. Under requirements of the San Francisco Baykeeper Consent Decree (CD) and Regional Water Quality Control Board Cease and Desist Order (CDO), the City was obligated to complete an initial system-wide video and condition assessment, and thereafter to video inspect a sewer line after any Sanitary Sewer Overflow (SSO) event. Best management practices recommend video inspection of the entire sewer system every five years, however this is not a requirement of the CD and CDO.

With the completion of the one-time video inspection project and based on the obligations of the CD and CDO, the Wastewater Division added video inspection to its annual maintenance program. The approved 2013-14 Wastewater Operating Budget included \$70,000 for video inspection services, which is an amount equivalent to the cost to cover 11 SSO events (the number of FY 2012-13 SSOs), along with some funds to cover 1-2 other locations as requested by residents or staff during the year.

DISCUSSION:

At the end of 2012, once the initial 5-year sewer inspections were completed, the City considered several options on how to assess the condition of the sewer system under terms of the CD and CDO moving forward. The City is only required to video inspect a sewer pipe after an SSO event. However best sewer management practices recommend a 5-year video inspection program. Some area cities, including San Carlos, contract out and inspect one-fifth of their sewer system each year. Other cities, such as South San Francisco, operate their own video inspection truck. The City of San Bruno has discussed purchasing a video inspection truck and performing these services in-house. Purchase of a truck is currently programmed for consideration in the FY 2014-15 Capital Improvement Program budget. Staff recommends moving to a 5-year best management practice service level using in-house staff and equipment. However, until a decision is made on the purchase of a new video inspection truck, the City recommends providing only the minimum amount of condition assessment and inspection of a sewer pipe only after an SSO event to minimize costs.

10e.

The approach to inspect a pipe only after an SSO is the least expensive option, assuming a continual decrease in the number of annual SSO events as required under the CD and CDO. Annual project costs are based solely on the number of SSOs each year and contractor inspection rates. In general, contractors charge a higher rate for random calls than if they have a guaranteed annual quantity; that is, the greater the requested quantity the lower the unit price will be. From a budget standpoint, a contract with higher call-out rates covering a minimum service level is much less expensive than it would be for a comprehensive annual inspection program with lower unit costs. The trade-off is the condition of the rest of the San Bruno's system is not regularly inspected.

In November 2012, the City initially issued a Request for Proposals but received no response. A second Request for Proposals was issued and the City received one (1) sealed proposal. Staff reviewed the proposal, checked references, and determined the proposal by Proven Management, Inc. to be responsive. The City was able to renegotiate a lower unit price with Proven Management, Inc. and an initial contract in the amount of \$15,000 was executed in February 2013 to cover the remaining four (4) months of FY 2012-13. The contract has the option for a total life of three (3) terms ending June 30, 2015. The annual contract amount may be adjusted based on City budget and program requirements. The contractor has the option to adjust their labor and equipment rates based on changes to the prevailing wage and Consumer Price Index.

Due to the fact that the City received only one proposal, as part of its due diligence, staff attempted to compare the proposal rates with other local agencies. The unit prices were much higher than the rates the City received during the earlier comprehensive video inspection project. The City was not able to find any local agencies that only perform emergency call-out work and could not adequately compare unit costs. Other cities using private contractors, such as San Carlos, maintain a comprehensive annual inspection program. As discussed above, Proven Management, Inc., like other companies, charges a relatively higher labor and equipment rate for an individual call-out than they would with a regularly scheduled inspection route.

In order to respond to SSO events and special project requests, staff recommends award of the contract to Proven Management, Inc. The company has been responsive and completed all prior work as required.

FISCAL IMPACT:

The FY 2013-14 contract amount of \$70,000 will be funded by the 2013-14 Wastewater Professional Services Operating budget. This contract provides for minimal, on-call (emergency response) work. As stated earlier, the \$70,000 is the amount to cover 11 SSO events (the number of FY 2012-13 SSOs), along with some funds to cover 1-2 other locations as requested by residents or staff during the year. Contract work is scheduled on an as-needed basis determined by the number of annual SSO events, and any unused money returns to the Wastewater Enterprise Fund at the end of the year. This contract begins the second term of a total possible term of three (3) years. The first term of the 2012-13 contract was for \$15,000 which only covered the final four (4) months of FY 2013-14. The anticipated 2014-15 contract amount is also anticipated to be \$70,000, for a possible accumulated 3-year contract total of \$155,000.

ALTERNATIVES:

1. Approve a contract renewal with Proven Management, Inc. to continue providing minimal, on-call (emergency response) sewer system cleaning and video inspection services for FY 2013-14 with the possibility of a one (1) year extension through June 30, 2015.
2. Recommend that the City explore the option to provide comprehensive, annual sewer condition assessment services to inspect the entire City system every 5 years (a recommended best practice).
3. Purchase a Video Inspection Truck as proposed in the 2013-18 Capital Improvement Program Budget and perform video inspection services in-house. Purchase of a truck is currently proposed for FY 2014-15. A short-term private inspection contract would still be required until a truck is received and staff is trained.

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute a multi-year contract with Proven Management, Inc. for as needed sewer system cleaning and video inspection services in an amount not to exceed \$70,000 for fiscal year 2013-14.

ATTACHMENTS:

1. Resolution

DATE PREPARED:

September 17, 2013

REVIEWED BY:

_____ CM

_____ CA

_____ FD

RESOLUTION NO. 2013 - ____

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
A MULTI-YEAR CONTRACT WITH PROVEN MANAGEMENT, INC. FOR
AS NEEDED SEWER SYSTEM CLEANING AND VIDEO INSPECTION SERVICES
IN AN AMOUNT NOT TO EXCEED \$70,000 FOR FISCAL YEAR 2013-14**

WHEREAS, the City of San Bruno desires to utilize the services of a well qualified contractor to assist the City with video inspection and sewer system cleaning services; and

WHEREAS, services include, but not limited to removing roots, grease, silt, and debris from sewer lines, vactoring and jetting, and video inspection. The Contractor must also be available 24-hours a day, 7 days a week, and be able to respond on-site within 12-hours for an emergency call-out; and

WHEREAS, the City issued a Request for Proposals to video inspection, sewer system cleaning, and related companies and evaluated the proposals based on technical expertise and fairness of costs; and

WHEREAS, the City selected Proven Management, Inc. as the most qualified to perform video inspection and sewer system cleaning services of the City's sewer system; and

WHEREAS, Proven Management, Inc. is a professional video inspection and sewer system cleaning company with extensive experience for both private companies and public agencies; and

WHEREAS, the contract will be funded from the Wastewater – Professional Services Operations and Maintenance budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to execute a multi-year contract with Proven Management, Inc. for as needed sewer system cleaning and video inspection services in an amount not to exceed \$70,000 for fiscal year 2013-14.

Dated: November 12, 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 12th day of November 2013 by the following vote:

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



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 12, 2013

TO: Honorable Mayor and Members of the City Council

FROM: Klara A. Fabry, Public Services Director

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Contract with West Yost for the Development of a Coordinated Infrastructure Replacement Work Plan in an Amount not to Exceed \$77,700

BACKGROUND:

The City adopted the latest update of the Water System Master Plan in February 2013 and is in the final stages of completing master plans for the Storm Drain System and the Sanitary Sewer System. It is anticipated that these master plans will be completed by the end of this year. Master plans model existing infrastructure systems and identify strategies for maintaining and improving systems to meet existing and future demands. Individual improvement projects to address renewal and replacement of aging infrastructure to assure adequate capacity and reliability to meet future demands are identified and prioritized within each system Master Plan.

Over the next 10 years, the Water System Master plan identifies \$84M in improvement projects; the draft Storm Drain Master Plan identifies \$26M in improvement projects, and the draft Sanitary Sewer System Master Plan identifies \$53M in improvement projects. The Master Plan projects are prioritized independently for each infrastructure system. The City's need to perform large scale improvements to all of its infrastructure at the same time requires careful planning and coordination to avoid unnecessary construction-related disruption in the community and to ensure that projects are scheduled, managed and delivered timely and cost-efficiently.

DISCUSSION:

The most efficient approach to implementing the independently prioritized improvement projects is to coordinate them in a manner to maximize the economies of scale associated with larger bundled projects. This approach is expected to minimize impacts to the public by reducing repeated construction and service disruptions. In addition, the plan for utility infrastructure replacement will be coordinated with pavement restoration priorities consistent with the City's pavement management system. Effective coordination of utility infrastructure replacement and pavement rehabilitation work is expected to streamline project delivery and maximize the cost effectiveness of the City's project delivery efforts.

City staff does not have the expertise nor workload capacity to effectively analyze the various implementation alternatives to develop a fully coordinated and most efficient comprehensive project delivery plan. Timely implementation of the City's infrastructure system improvements is extremely important to ensure safe and reliable utility service to the community. The City's utility systems and especially the water system are complex and the development of the coordinated work plan requires a detailed understanding of the systems and the ability to use specialized computer modeling and other analytic tools. It is anticipated that coordination of the different utility priorities will require minor

10.6

alterations to the timing of the various improvement projects that are recommended in the individual master plans.

West Yost prepared the City's Water System Master plan and has also developed the required expertise and knowledge of the City's wastewater and stormwater infrastructure systems through previous peer review and other assignments to support prior City projects including reviewing the current draft of the Storm Drain System Master Plan, and engineering design services for the Glenview Tank Replacement, the Regulators for connections to San Francisco Public Utilities Commission pipelines, and the Trenton Sewer Replacement projects. Recognizing this expertise, staff requested a proposal from West Yost to develop a work plan that integrates the various proposed projects of the separate Master Plans into a coordinated prioritized implementation schedule.

The proposal from West Yost provides for the analysis of the various infrastructure Master Plans and development of a work plan for each year of a 10-year period. Schedules and maps will be developed that illustrate the bundled prioritized projects with project sequencing. West Yost will monitor progress of the capital improvement program implementation on a quarterly basis and update maps and schedules accordingly. West Yost's proposal showed a thorough understanding of the City's needs at a reasonable cost.

FISCAL IMPACT:

The 2013-14 Capital Improvement Program budget includes sufficient funds for these engineering services within the Water Capital and Wastewater Capital projects allocated (\$38,850 each) in the Water Mains Improvement and Replacement Program and Sewer Main Improvement and Replacement Project.

ALTERNATIVES:

1. Do not proceed with award of the engineering services contract and provide alternate direction to staff regarding development of a coordinated plan for delivery of infrastructure replacement projects.
2. Direct an alternative process for selection of a different contractor to prepare the plan.

RECOMMENDATION:

Adopt resolution authorizing the City Manager to execute a contract with West Yost for the development of a coordinated infrastructure main replacement work plan in an amount not to exceed \$77,700.

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolution

DATE PREPARED:

September 27, 2013

RESOLUTION NO. 2013 - ____

ADOPT RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH WEST YOST FOR THE DEVELOPMENT OF A COORDINATED INFRASTRUCTURE MAIN REPLACEMENT WORK PLAN IN AN AMOUNT NOT TO EXCEED \$77,700

WHEREAS, the latest update of the City's Water System Master Plan was adopted on February 12, 2013; and

WHEREAS, the Sewer Master Plan and Storm Drain Master Plan are in the final stages of completion; and

WHEREAS, the master plans identify infrastructure improvement projects to meet existing and future demands, which are prioritized independent of each infrastructure system; and

WHEREAS, the most efficient approach to implementing the independently prioritized improvement projects would be to coordinate and prioritize projects to reduce costs and impacts to public; and

WHEREAS, West Yost has the highest expertise and knowledge of the City's infrastructure system which is required to develop a coordinated work plan to integrate the improvement projects of the individual infrastructure master plans.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby authorizes the City Manager to execute a contract with West Yost for the development of a coordinated infrastructure main replacement work plan in an amount not to exceed \$77,700.

Dated: November 12, 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 12th day of November 2013 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: November 12, 2013
TO: Honorable Mayor and Members of the City Council
FROM: Connie Jackson, City Manager
SUBJECT: Receive Report and Provide Direction to Staff Regarding Acquisition of the Bayshore Circle Median and Alternatives for Use of the Property

BACKGROUND:

Bayshore Circle is located in the northeast part of the City in the San Bruno Park 5th Addition subdivision. The Bayshore Circle Median is currently vacant, unimproved land located between two narrow streets which run east and west, Bayshore Circle South (two-way street) and Bayshore Circle North (one-way street). Parking along these two streets is permitted only on one side of each street due to the narrow street width of 14 feet. A median is located between these two streets and is approximately 65 by 700 feet in size or approximately 1.2 acres. This median, commonly referred to as the Bayshore Circle Median (Median), has only a few tree and shrubs. It once functioned as a railroad spur line under the ownership of Union Pacific Railroad.

The Median, along with other additional right-of-way previously owned by Union Pacific Railroad, was acquired by the San Mateo County Transportation District (SamTrans) on behalf of the Bay Area Rapid Transit District (BART) to facilitate the extension of the BART line into San Bruno, and beyond. While ownership of the property currently remains under SamTrans control, BART is responsible for the maintenance of the Median. As a remaining detail of the acquisition of the property and extension of BART service into San Bruno, SamTrans will complete the transfer of title on the property to BART. City staff recently confirmed with BART that there are no short-term nor long-range plans for the property.

BART's minimal maintenance of the property results in a poor overall appearance of the Median, does not meet the City's expectations for its upkeep and has been a source of resident complaints. Maintenance concerns include overgrown and dead vegetation as well as illegal dumping of trash and debris. The Parks Maintenance staff perform weed abatement and spray for weeds up to three times annually and pick-up litter once weekly. Through its fire mitigation program, the City annually contacts BART to abate the weeds on the property. During this past fire season, BART was responsive to the City's request to perform this weed and brush abatement.

In 2008, the City Council considered several alternatives for the revitalization of the property. Given that the City did not own the property and the significant cost associated with repurposing the Median, the City Council directed staff to work with BART to ensure that BART more acceptably maintained the property.

10.9.

As part of the fiscal year 2013-14 operating and capital budget discussions, the City Council inquired about the status of the Median and what options were available for addressing the ongoing blight associated with the Median. This report outlines possible uses, and what steps would need to be undertaken to further evaluate the area.

DISCUSSION:

In recent discussions with BART, City staff has confirmed BART's interest in disposing of the Bayshore Circle Median. Any transfer of title on the property would require Federal Transit Administration approval, as federal funds were used for its acquisition by SamTrans. BART has confirmed it may be interested in conveying the land to the City for nominal consideration. If the City were interested in commencing acquisition negotiations, BART has requested a letter be sent from the City Manager to BART expressing the City's interest in acquiring the property. At that point, BART's real estate division and the City would commence acquisition negotiations as well as discussions concerning any pre-disposition due diligence work the City wished to perform prior to acquiring the property.

If the City Council wishes to consider acquiring the property, an environmental review of the site would be prudent. A Phase 1 environmental review would be the first step, and would include a due diligence evaluation to identify past uses. Given the past railroad ownership of the site, the Phase 1 environmental review may conclude that further investigation is necessary, including soil sampling. The cost of a Phase 1 report is estimated at \$5,000.

The cost and scope of the second phase of environmental review would depend on the Phase 1 findings. Staff would return to the City Council with a report on the Phase 1 findings as well as to seek authorization to proceed with any further environmental review of the Median.

Outlined below are several possible uses for the Bayshore Circle Median. The cost of each alternative depends on many factors, including the environmental status of the site, which is currently unknown.

- **Park:** A park could be constructed along part or all of the Median from Herman Street and ending near Huntington Avenue. The park could be developed only with walking paths and passive open space, or could include playground equipment, basketball courts, picnic and play areas, and tennis courts. The City currently maintains Bayshore Circle Park which is located immediately across the street from the Median. The existing Bayshore Circle Park contains a play area and equipment and a basketball court. Conversion of the Median to a park, without including additional parking on the Median itself, would potentially create a further parking impact on the already very limited parking in the area.
- **Extension of Right-Of-Way:** Bayshore Circle's streets and sidewalks are very narrow, leaving little room for parking and vehicle and pedestrian movements. By

utilizing the open space area of the Median, the streets and sidewalks could be widened. This would allow for additional parking, increased traffic lane widths and increased sidewalk width. The remainder of the open space area could be a landscaped median.

- **Community Garden:** The area could be used as community garden with responsibility for its maintenance and operation by a non-profit organization. This low impact use would promote the sustainable practice of community gardening. Such an amenity would potentially create a further impact on the already very limited parking in the area.
- **Bike Path:** A bike path could be constructed connecting Herman Street to Huntington Avenue, which would then connect to the bike path in South San Francisco. However, this would necessitate re-routing the north-south bike route in San Bruno, which currently encourages bike riders to remain on Huntington Avenue from San Bruno Avenue to the South San Francisco border.
- **Tanforan Assembly Center Memorial:** In response to the attack on Pearl Harbor, in 1942 the Tanforan Assembly Center was established at the site of the Tanforan Racetrack. The Assembly Center held 8,033 Japanese American evacuees from the San Francisco Bay area before they were to internment camps across the United States.

Approximately one year ago, the City was approached by the Tanforan Assembly Center Memorial Committee (TACMC) who was interested in establishing a memorial at the BART and Police Department Plaza in conjunction with the Dorothea Lange evacuation photographs displayed at the San Bruno BART Station. However, as a result of site and security concerns and restrictions, the Plaza was determined to be infeasible and TACMC began its search for an alternate location for its memorial. As a result of this search, TACMC identified the Median as a potential memorial site. TACMC's vision for the memorial may include a sculpture, plaques telling the story of the Japanese American evacuation, a plaza and/or walking trail. TACMC continues to explore both grant and private funding to realize their vision for a memorial within the Tanforan area and has approached BART regarding their interest in establishing a memorial on the Median. In conversations between the City and BART, BART has indicated its lack of interest in maintaining ownership of the Median in support of the construction of the TACMC memorial. Rather, a BART representative suggested either the City or the TACMC acquire the property from BART to facilitate such a memorial.

In the event the City did not wish to pursue securing ownership of the property, other alternatives may include entering into a memorandum of understanding with BART, if they were agreeable to this relationship, for the City to maintain the property for a fee to be paid annually by BART.

FISCAL IMPACT:

None. This report is provided for discussion purposes only. If the City Council wishes to proceed with the environmental due diligence associated with acquiring the property, it is estimated the Phase 1 environmental review would cost approximately \$5,000.

ALTERNATIVE:

1. Authorize the City Manager to send a letter to BART requesting to commence negotiations to acquire the Bayshore Circle Median for a nominal fee. Further, authorize the city manager to expend up to \$5,000 to conduct a Phase 1 environmental review of the property. Staff would return to the City Council at a later date with the results of the Phase 1 environmental review and an update on the status of its acquisition negotiations with BART.
2. Authorize the City Manager to send a letter to BART requesting a meeting for the purpose of negotiating a memorandum of understanding with BART for the City to maintain the Median for a fee to be paid annually by BART.
3. Direct staff to conduct review of another alternative resulting from the City Council's discussion of this item.
4. Take no action.

RECOMMENDATION:

Receive report and provide direction to staff regarding acquisition of the Bayshore Circle Median and alternatives for use of the property.

DISTRIBUTION:

None

ATTACHMENTS:

None

DATE PREPARED:

October 31, 2013