



"The City With a Heart"

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

SPECIAL MEETING AGENDA

CITY COUNCIL CLOSED SESSION

January 24, 2012

6:00 p.m.

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

1. ROLL CALL:

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

3. CONDUCT OF BUSINESS:

Conference with Legal Counsel, Anticipated Litigation (one case) Significant Exposure to Litigation Pursuant to Government Code 54956.9 (b)

4. ADJOURNMENT:

The next Regular City Council Meeting will be held on February 14, 2012, at 7:00 pm at the Senior Center, 1555 Crystal Springs Road.

"The City With a Heart"



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

AGENDA SAN BRUNO CITY COUNCIL & SAN BRUNO REDEVELOPMENT AGENCY

January 24, 2012

7:00 p.m.

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

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

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

1. **CALL TO ORDER:**
2. **ROLL CALL/PLEDGE OF ALLEGIANCE:**
3. **ANNOUNCEMENTS:**
4. **PRESENTATIONS:**
5. **REVIEW OF AGENDA:**
6. **APPROVAL OF MINUTES:** None.
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 January 9 and 17, 2012.
 - b. **Approve:** Payroll of January 1, 2012.
 - c. **Accept:** Reconciliation of General Ledger to Bank Reports and the Investment Reports Dated December 31, 2011.
8. **PUBLIC HEARINGS (Notices have been published, posted and mailed):**

Hold Public Hearing, Waive Reading and Introduce an Ordinance of the City of San Bruno Repealing San Bruno Municipal Code Sections 2.36.070 through 2.36.140 and Amending Section 2.36.150 Relating to the Personnel Board.
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 and Accept the Annual Audit and Financial Statements for the City and the Redevelopment Agency.
 - Adopt Resolution Accepting the City's Comprehensive Annual Financial Report (CAFR), Single Audit, and Measure A Funds Audit Report for the Fiscal Year Ended June 30, 2011.
 - Adopt Resolution Accepting the City's Comprehensive Annual Financial Report (CAFR) and the San Bruno Redevelopment Agency Audit Report for the Fiscal Year Ended June 30, 2011.
- b. Adopt Resolution Amending the Enforceable Obligation Payment Schedule for the San Bruno Redevelopment Agency.
- c. Adopt Resolution Approving City of San Bruno Investment Policy.
- d. Adopt Resolution Authorizing the City Manager to Execute a Two-Year Sewer Spot Repair Contract with Trinet Construction, Inc. in an Amount Not to Exceed \$1,203,500.
- e. Adopt Resolutions Authorizing Construction and Design Work Associated with the Crestmoor (Glenview) Neighborhood Reconstruction Project.
 - Resolution Authorizing the City Manager to Execute a Construction Contract for the Crestmoor (Glenview) Neighborhood Reconstruction – Phase I Water System Improvement Project with Casey Construction, Inc. in the Amount of \$517,457 and Approving a Construction Budget of \$645,000
 - Resolution Amending the Contract with BKF Engineers, Inc. for Design Engineering Services Related to the Crestmoor (Glenview) Neighborhood Reconstruction and Increasing the Contract Amount by \$405,100.
- f. Receive Report Regarding Bay Area Water Supply and Conservation Agency's (BAWSCA) Sustainable Landscape Project at Fire Station 51.
- g. Adopt Resolution Approving the Final Map and Accepting Dedication of Land for Public Use for the Cedar Mills Subdivision.

11. REPORT OF COMMISSIONS, BOARDS, & COMMITTEES:

Receive Annual Report from the Personnel Board

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION:

14. ADJOURNMENT:

The next regular City Council Meeting will be held on February 14, 2012 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

01/09/12

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$190,224.72
121	FEDERAL/STATE GRANTS	\$431.92
122	SOLID WASTE/RECYCL.	\$65.00
133	RESTRICTED DONATIONS	\$279.72
151	REDEVELOPMENT AGENCY - GENERAL	\$4,299.17
190	EMERGENCY DISASTER FUND	\$28,775.68
203	STREET IMPROVE. PROJECTS	\$5,110.00
611	WATER FUND	\$51,296.25
621	STORMWATER FUND	\$7,533.14
631	WASTEWATER FUND	\$29,422.40
641	CABLE TV FUND	\$299,434.11
701	CENTRAL GARAGE	\$21,860.45
702	FACILITY MAINT. FUND	\$11,538.99
707	TECHNOLOGY DEVELOPMENT	\$9,646.88
711	SELF INSURANCE	\$2,701.22
880	PROJECT DEVELOP. TRUST	\$3,019.47
TOTAL FOR APPROVAL		\$665,639.12

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 132497 THROUGH 132659 INCLUSIVE, TOTALING IN THE AMOUNT OF \$665,639.12 HAVE BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH THEIR RESPECTIVE AMOUNTS AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,



FINANCE DIRECTOR

1/11/12

DATE

T.a.

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0018540 3M COMPANY	132498	1/9/2012	1,753.65
0017188 3T EQUIPMENT COMPANY INC.	132499	1/9/2012	2,799.35
0104745 911 VEHICLE	132500	1/9/2012	1,136.98
0096852 ABAG PLAN CORPORATION	132501	1/9/2012	2,814.00
0104680 ACCESS 24 COMMUNICATIONS INC.	132502	1/9/2012	238.35
0000858 ADECCO EMPLOYMENT SERVICES	132503	1/9/2012	2,310.44
0001170 AIRGAS NCN	132504	1/9/2012	243.95
0000163 AIRPORT AUTO PARTS INC.	132505	1/9/2012	147.58
0096332 ALAN MASAMI HIMURO	132576	1/9/2012	650.00
0001289 ALDRAN CHEMICAL INC.	132506	1/9/2012	1,109.89
0017459 ALL CITY MANAGEMENT SVC.INC.	132507	1/9/2012	2,276.64
0017298 ALLSTAR FIRE EQUIPMENT INC	132508	1/9/2012	308.86
0103662 ALTERNATV INTERNATIONAL CORP.	132509	1/9/2012	181.50
0000082 AMERICAN MESSAGING	132510	1/9/2012	40.02
0095739 ANGEL MEJIA	132587	1/9/2012	55.41
0001965 ARISTA BUSINESS	132511	1/9/2012	392.68
0014617 AT&T	132513	1/9/2012	233.26
0016123 AT&T	132514	1/9/2012	2,380.16
0017191 AT&T	132515	1/9/2012	639.89
0018367 AVAIL-TVN	132516	1/9/2012	5,619.67
0095078 BAGLEY ENTERPRISES, INC.	132517	1/9/2012	12,391.11
0000345 BAKER & TAYLOR BOOKS	132518	1/9/2012	3,047.02
0096594 BAY AREA PAVING CO.	132519	1/9/2012	7,300.00
0015628 BAY AREA TREE CO., INC.	132520	1/9/2012	15,075.00
0001849 BAY AREA WATER SUPPLY & CONSERVATION AGEI	132636	1/9/2012	1,590.00
0018011 BAY POWER LLC	132521	1/9/2012	1,754.89
0000378 BROADMOOR LANDSCAPE SUPPLY	132522	1/9/2012	193.36
0096798 BUSINESS PRODUCTS & SUPPLIES	132526	1/9/2012	506.61
0103670 CALIFORNIA BUILDING STANDARDS COMMISSION	132633	1/9/2012	1,429.00
0104255 CBS NEWCAL INC	132527	1/9/2012	7.14
0104759 CENTRAL PENINSULA CHURCH, INC.	132528	1/9/2012	172.79
0016324 CINTAS CORPORATION #464	132529	1/9/2012	975.21
0096053 CINTAS DOCUMENT MANAGEMENT	132530	1/9/2012	45.00
0000227 CITY OF SAN BRUNO	132531	1/9/2012	3,404.89
0000386 CITY OF SOUTH SAN FRANCISCO	132532	1/9/2012	2,543.30
0017802 CLEANSOURCE, INC.	132533	1/9/2012	1,691.30
0018911 COMCAST CABLE COMMUNICATIONS	132534	1/9/2012	25,249.20
0104508 COMCAST SPORTSNET CALIFORNIA	132535	1/9/2012	21,178.80
0098656 COMPLETE LINEN SERVICE	132536	1/9/2012	201.48
0015857 COUNTY OF SAN MATEO	132537	1/9/2012	76.00
0091607 COUNTY OF SAN MATEO	132538	1/9/2012	80.00
0000650 CRW SYSTEMS, INC.	132539	1/9/2012	8,000.00
0018331 CSG CONSULTANTS INC.	132540	1/9/2012	3,610.25
0000251 CUMMINS WEST INC.	132541	1/9/2012	5,284.54
0017533 CUTTERS EDGE	132542	1/9/2012	194.76
0104769 CYNTHIA KONG, MFT	132543	1/9/2012	4,020.00
0018188 DAU PRODUCTS	132545	1/9/2012	5,697.04
0101669 DAWDY PHOTOGRAPHY	132546	1/9/2012	75.78
0104693 DEBBIE GRECH	132573	1/9/2012	777.69
0102820 DEBRA HALL	132574	1/9/2012	289.00
0013926 DEPARTMENT OF CONSERVATION	132548	1/9/2012	3,616.57
0018092 DISCOVERY COMMUNICATIONS LLC	132549	1/9/2012	2,085.00
0102345 DUKE'S ROOT CONTROL, INC.	132550	1/9/2012	16,043.28
0018804 ECMS, INC.	132551	1/9/2012	14.41
0017152 ERLER & KALINOWSKI, INC.	132555	1/9/2012	656.75
0095321 EVANGELINE ASSOONA	132512	1/9/2012	5.99

1/9/2012 4:54:22PM

City of San Bruno

Document group:	komalley	Bank: apbank	05507660	
0000046	EWING IRRIGATION PRODUCTS INC	132556	1/9/2012	74.98
0000944	FEDEX	132557	1/9/2012	48.33
0013714	FIRST NATIONAL BANK	132559	1/9/2012	8,363.76
0001782	FLOWERS ELECTRIC & SVC.CO.INC.	132560	1/9/2012	1,800.87
0018117	FLYERS ENERGY, LLC	132561	1/9/2012	8,877.34
0102869	FRANCHISE TAX BOARD	132562	1/9/2012	150.00
0016363	GCS ENVIRONMENTAL & EQUIPMENT SVC.	132554	1/9/2012	1,217.79
0096932	GENESIS EMPLOYEE BENEFITS, INC	132564	1/9/2012	245.00
0016154	GOETZ BROTHERS SPORTING GOODS	132565	1/9/2012	335.58
0016969	GOLDEN IDEAS	132566	1/9/2012	220.00
0001137	GOLDEN NURSERY	132567	1/9/2012	356.68
0017516	GRAFFITI CONTROL SERVICES,INC.	132568	1/9/2012	1,547.00
0000162	GRAINGER	132569	1/9/2012	353.39
0000541	GRANITE ROCK COMPANY	132570	1/9/2012	461.57
0095966	GREAT AMERICA LEASING CORP.	132571	1/9/2012	643.03
0017900	GREAT LAKES DATA SYSTEMS INC	132572	1/9/2012	1,450.00
0018479	HEWLETT-PACKARD COMPANY	132575	1/9/2012	431.92
0096498	HITESMAN & WOLD, P.A.	132578	1/9/2012	90.00
0015531	INTERSTATE BATTERY SYS. OF SF	132579	1/9/2012	1,081.43
0095325	JAKE SHATARA	132628	1/9/2012	47.46
0095317	JENNIFER RAMOS	132612	1/9/2012	83.24
0095971	JON BROWNE	132523	1/9/2012	650.00
0095326	JOSEPH MADRIGAL	132585	1/9/2012	55.42
0000075	K-119 TOOLS OF CALIFORNIA INC.	132580	1/9/2012	126.06
0095320	KEITH WINTER	132656	1/9/2012	48.90
0096243	KELLY DELANEY	132547	1/9/2012	550.00
0000132	KELLY-MOORE PAINT CO INC.	132581	1/9/2012	183.46
0095318	KRISTY GATELEY	132563	1/9/2012	18.51
0096347	LA LORICK ASSOCIATES	132582	1/9/2012	944.80
0018561	LANCE BAYER	132583	1/9/2012	975.00
0095324	LISA/PAUL MATHESON	132586	1/9/2012	61.44
0018177	LOWE'S	132584	1/9/2012	346.88
0104766	LYNNE A. BUENING	132524	1/9/2012	675.00
0102770	METLIFE	132588	1/9/2012	1,045.46
0000027	MEYERS NAVE PROFESSIONAL LAW	132589	1/9/2012	114.48
0095127	MICHELLE FERGUS	132558	1/9/2012	550.00
0092285	MICROMARKETING LLC	132590	1/9/2012	151.92
0016863	MIDWEST TAPE, LLC	132591	1/9/2012	41.99
0014106	MILLS PARK CLEANERS	132592	1/9/2012	111.00
0096800	MOBILE CALIBRATION SVCS. LLC	132593	1/9/2012	326.02
0103600	MOMENTUM WHOLESALE, INC.	132594	1/9/2012	22,138.40
0000333	MOSS RUBBER & EQUIP. CORP.	132595	1/9/2012	162.13
0000357	NATIONAL CABLE TV CO-OP, INC.	132596	1/9/2012	192,818.74
0018738	NATIONAL NOTARY ASSOCIATION	132597	1/9/2012	52.00
0018319	NEAL MARTIN & ASSOCIATES	132598	1/9/2012	6,270.00
0100684	NOE D. HINOJOSA	132577	1/9/2012	69.91
0092263	OFFICE DEPOT INC	132599	1/9/2012	1,897.15
0018284	OFFICEMAX INC.	132600	1/9/2012	61.48
0000210	OLE'S CARBURETOR &ELECTRIC INC	132601	1/9/2012	369.34
0000012	PACIFIC GAS & ELECTRIC	132602	1/9/2012	67,302.37
0016085	PENINSULA CONFLICT RESOLUTION	132603	1/9/2012	9,100.00
0001327	PENINSULA PUMP & EQUIPMENT INC	132604	1/9/2012	100.10
0000294	PITNEY BOWES	132605	1/9/2012	279.66
0018973	PLUG IT PRODUCTS	132606	1/9/2012	148.31
0098436	PROFESSIONAL LAND SERVICES	132607	1/9/2012	4,900.00
0018530	PROGRESSIVE SOLUTIONS INC.	132608	1/9/2012	1,200.00
0016851	QUALITY TUNE-UP SHOPS	132609	1/9/2012	1,798.20
0016851	QUALITY TUNE-UP SHOPS	132610	1/9/2012	399.60

Document group:	komalley	Bank:	apbank	05507660	
0000071	R & B COMPANY	132611	1/9/2012	1,411.47	
0017111	RANDOM HOUSE INC	132613	1/9/2012	90.92	
0095148	RAY RAZAVI	132614	1/9/2012	20,775.00	
0090749	RED WING SHOE STORE	132615	1/9/2012	1,313.55	
0102821	RENEE WARGO	132497	1/6/2012	500.00	
0017987	RISO, INC.	132617	1/9/2012	127.74	
0096337	ROBERT DARLING	132544	1/9/2012	750.00	
0104306	ROOTX	132618	1/9/2012	3,194.38	
0092148	SAN MATEO CTY LAW ENFORCEMENT TRAINING M	132552	1/9/2012	75.00	
0018597	SAN MATEO DAILY JOURNAL	132619	1/9/2012	384.00	
0017145	SAN MATEO LAWN MOWER SHOP	132620	1/9/2012	97.87	
0015324	SAPLING ENVELOPE & PRINTING	132621	1/9/2012	351.81	
0098008	SBPFFA	132622	1/9/2012	2,200.00	
0018923	SCHWAAB INC.	132623	1/9/2012	29.49	
0096327	SEAN WADA	132651	1/9/2012	750.00	
0018184	SENSUS METERING SERVICES	132624	1/9/2012	1,571.79	
0018461	SERRAMONTE FORD, INC.	132625	1/9/2012	23.54	
0104767	SESAC	132626	1/9/2012	621.00	
0102917	SFPUC FINANCIAL SERVICES	132627	1/9/2012	6,920.00	
0018962	SHOE DEPOT INC.	132629	1/9/2012	97.40	
0098030	SHRED-IT SAN FRANCISCO	132630	1/9/2012	36.12	
0016458	SIADAT ENTERPRISES INC.	132631	1/9/2012	666.40	
0097079	SPRINT	132632	1/9/2012	64.89	
0000801	STEWART AUTOMOTIVE GROUP	132634	1/9/2012	270.29	
0018321	STOEL RIVES LLP	132635	1/9/2012	1,290.00	
0018813	TANKO LIGHTING	132637	1/9/2012	1,209.78	
0002025	TELECOMMUNICATIONS ENGINEERING ASSOCIATE	132553	1/9/2012	2,069.00	
0000241	THE ADAM-HILL COMPANY	132638	1/9/2012	96.04	
0018088	THE UPS STORE	132639	1/9/2012	22.09	
0000036	THOMSON WEST	132640	1/9/2012	1,938.75	
0096945	TODD'S UPHOLSTERY	132641	1/9/2012	200.00	
0000831	TONER CARTRIDGE&INKJET EXPRESS	132642	1/9/2012	772.53	
0000665	TSQ SOLUTIONS	132643	1/9/2012	325.00	
0018687	TYLER TECHNOLOGIES INC.	132644	1/9/2012	33,392.20	
0000783	UNION BANK OF CALIFORNIA N.A.	132645	1/9/2012	875.00	
0104736	UNITED STATES TREASURY	132646	1/9/2012	1,380.00	
0000584	USA MOBILITY WIRELESS INC.	132647	1/9/2012	27.01	
0018502	VALLEY POWER SYSTEMS, INC.	132648	1/9/2012	311.78	
0102988	VANTAGEPOINT TRANSFER AGENTS	132649	1/9/2012	7,809.62	
0095749	VERIZON WIRELESS	132650	1/9/2012	2,715.46	
0095917	WEST COAST EQUIPMENT	132652	1/9/2012	485.42	
0104660	WEST YOST ASSOCIATES, INC.	132653	1/9/2012	22,097.07	
0096421	WEST-LITE SUPPLY CO., INC.	132654	1/9/2012	185.65	
0096605	WHITLEY, BURCHETT AND ASSOCIATES, INC.	132525	1/9/2012	1,125.64	
0016286	WINGFOOT COMMERCIAL TIRE, LLC	132655	1/9/2012	1,455.23	
0018585	WRIME INC.	132657	1/9/2012	1,678.65	
0018585	WRIME INC.	132658	1/9/2012	1,600.00	
0018069	WULFSBERG REESE COLVIG & FIRSTMAN	132616	1/9/2012	252.00	
0104033	ZCORUM, INC.	132659	1/9/2012	21,464.00	
			GrandTotal:	665,639.12	
			Total count:	163	

01/17/12

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$74,654.37
102	MEASURE A TRANSPORTATION TAX	\$4,000.00
121	FEDERAL/STATE GRANTS	\$13,852.00
132	AGENCY ON AGING	\$16,261.55
151	REDEVELOPMENT AGENCY - GENERAL	\$16,743.50
152	RDA HOUSING SET-ASIDE	\$296.25
190	EMERGENCY DISASTER FUND	\$3,501.96
201	PARKS AND FACILITIES CAPITAL	\$35,396.40
203	STREET IMPROVE. PROJECTS	\$30,163.21
351	RDA 2000 CERTIFICATES OF PARTICIPATION	\$444,804.54
611	WATER FUND	\$100,075.99
621	STORMWATER FUND	\$15,216.26
631	WASTEWATER FUND	\$21,085.04
641	CABLE TV FUND	\$76,953.94
701	CENTRAL GARAGE	\$2,794.35
702	FACILITY MAINT. FUND	\$1,074.68
707	TECHNOLOGY DEVELOPMENT	\$3,602.76
711	SELF INSURANCE	\$29,604.38
880	PROJECT DEVELOP. TRUST	\$8,754.62

TOTAL FOR APPROVAL \$898,835.80

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 132660 THROUGH 132824 INCLUSIVE, TOTALING IN THE AMOUNT OF \$898,835.80 HAVE BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH THEIR RESPECTIVE AMOUNTS AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,



FINANCE DIRECTOR

1/18/12

DATE

1/17/2012 2:25:42PM

City of San Bruno

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0017992 AARON AKNIN	132660	1/17/2012	2,403.68
0000858 ADECCO EMPLOYMENT SERVICES	132661	1/17/2012	2,087.92
0001170 AIRGAS NCN	132662	1/17/2012	202.80
0000163 AIRPORT AUTO PARTS INC.	132663	1/17/2012	227.83
0104542 ALTA LANGUAGE SERVICES, INC.	132665	1/17/2012	60.00
0000082 AMERICAN MESSAGING	132666	1/17/2012	33.93
0095444 ANTONY CABIGAO	132684	1/17/2012	42.36
0001202 ARAMARK UNIFORM SERVICES	132668	1/17/2012	232.41
0095122 ASCAP	132670	1/17/2012	320.00
0104233 ASTOUND BROADBAND	132671	1/17/2012	1,380.00
0016123 AT&T	132672	1/17/2012	1,348.99
0017191 AT&T	132673	1/17/2012	398.30
0095441 ATTILIO MARCENARO	132754	1/17/2012	18.55
0018367 AVAIL-TVN	132674	1/17/2012	6,726.01
0015628 BAY AREA TREE CO., INC.	132677	1/17/2012	2,050.00
0016736 BAYSHORE TRUCK EQUIPMENT CO	132678	1/17/2012	23.78
0103924 BEAR DATA SYSTEMS, INC.	132679	1/17/2012	1,050.00
0095457 BEE LEE	132749	1/17/2012	13.47
0101976 BENJAMIN VIGIL	132817	1/17/2012	23.57
0017624 BKF ENGINEERS	132681	1/17/2012	553.00
0095333 BORIS RUDNIK	132788	1/17/2012	31.91
0096676 BRIAN DOSSEY	132709	1/17/2012	14.08
0096355 BRIGID DALY	132701	1/17/2012	93.00
0102737 BURKE, WILLIAMS & SORENSEN,LLP	132682	1/17/2012	3,871.58
0096798 BUSINESS PRODUCTS & SUPPLIES	132683	1/17/2012	790.77
0094705 CACEO	132685	1/17/2012	150.00
0097072 CALIFORNIA CRIMINAL JUSTICE WARRANT SVC. AS	132741	1/17/2012	75.00
0103183 CANON BUSINESS SOLUTIONS, INC.	132686	1/17/2012	1,288.19
0095442 CARLOS GUTIERREZ	132724	1/17/2012	36.95
0095335 CASSANDRA ALMEIDA	132664	1/17/2012	23.84
0018977 CBS TELEVISION STATIONS	132688	1/17/2012	6,028.60
0095308 CHRIS SABIDO	132789	1/17/2012	3,447.83
0016324 CINTAS CORPORATION #464	132690	1/17/2012	305.69
0095456 CLAUDETTE COLEMAN	132691	1/17/2012	17.13
0018087 COMCAST MEDIA CENTER	132693	1/17/2012	293.70
0095976 COMMSCOPE INC.	132694	1/17/2012	10,825.00
0098656 COMPLETE LINEN SERVICE	132695	1/17/2012	56.17
0015857 COUNTY OF SAN MATEO	132697	1/17/2012	76.00
0097646 COUNTY OF SAN MATEO	132698	1/17/2012	6,129.00
0093325 CREATIVE INTERCONNECT TELEMAGEMENT	132731	1/17/2012	173.15
0018331 CSG CONSULTANTS INC.	132700	1/17/2012	1,012.50
0097619 DARCY AXIAQ	132675	1/17/2012	318.41
0018188 DAU PRODUCTS	132703	1/17/2012	2,811.31
0018169 DELL MARKETING L.P.	132704	1/17/2012	1,095.51
0104141 DESIGN COMMUNITY & ENVIRONMENT	132705	1/17/2012	4,449.75
0093402 EARL DALY	132702	1/17/2012	67.37
0104744 EARTH WALK	132710	1/17/2012	13,852.00
0016920 ENVIRONMENTAL SCIENCE ASSOCIATES(ESA)	132792	1/17/2012	2,075.00
0104364 EQUIFAX INFORMATION SVCS LLC	132713	1/17/2012	110.00
0102362 ESPN	132714	1/17/2012	724.36
0000944 FEDEX	132715	1/17/2012	129.71
0018117 FLYERS ENERGY, LLC	132716	1/17/2012	6,947.97
0104746 FOAM EXPERTS ROOFING, INC	132717	1/17/2012	28,458.00
0018842 GBH POLYGRAPH SERVICES	132718	1/17/2012	450.00
0095666 GLOBAL TELECOM & TECHNOLOGY	132720	1/17/2012	9,353.32
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	132807	1/17/2012	29.99

Document group:	komalley	Bank:	apbank	05507660	
0016969	GOLDEN IDEAS	132721	1/17/2012	1,010.00	
0017516	GRAFFITI CONTROL SERVICES,INC.	132722	1/17/2012	3,596.00	
0000162	GRAINGER	132723	1/17/2012	208.08	
0096316	GREEN CARPET LANDSCAPING & MAINTENANCE	132747	1/17/2012	1,100.00	
0095817	HANSON & FITCH, INC.	132725	1/17/2012	500.00	
0095290	HARVARD ROBBINS	132784	1/17/2012	155.06	
0018090	HOPKINS TECHNICAL PRODUCTS,INC	132728	1/17/2012	2,393.37	
0001786	IN DEMAND-NYC	132729	1/17/2012	2,434.78	
0018838	INFOSEND, INC.	132730	1/17/2012	3,031.70	
0015531	INTERSTATE BATTERY SYS. OF SF	132732	1/17/2012	490.43	
0018261	INTL MEDIA DISTRIBUTION, LLC	132733	1/17/2012	4,504.28	
0017763	J.J.R. CONSTRUCTION, INC	132734	1/17/2012	2,728.13	
0104436	JACOBS ENGINEERING GROUP, INC.	132735	1/17/2012	410.00	
0100164	JASINDER GILL	132719	1/17/2012	18.16	
0095327	JERRY MORKS	132761	1/17/2012	38.00	
0095328	JOE MICHELUCCI	132758	1/17/2012	31.88	
0095440	JOHN MALASPINA	132753	1/17/2012	46.94	
0095730	JOSEPH A. ORTIZ	132768	1/17/2012	105.00	
0100044	JOSEPH PERNA	132738	1/17/2012	200.00	
0000771	JT2 INTEGRATED RESOURCES	132739	1/17/2012	23,786.36	
0018376	JT2 INTEGRATED RESOURCES	132740	1/17/2012	4,963.02	
0095291	JYOTI JOGIA	132737	1/17/2012	39.95	
0000075	K-119 TOOLS OF CALIFORNIA INC.	132742	1/17/2012	56.11	
0104776	KATHERINE LOU MAYER	132755	1/17/2012	1,350.00	
0017918	KENNEDY/JENKS CONSULTANTS	132743	1/17/2012	4,219.50	
0095019	KIELTY ARBORIST SERVICES	132744	1/17/2012	200.00	
0000317	L.N. CURTIS & SONS	132746	1/17/2012	83.35	
0000849	LEAGUE OF CALIFORNIA CITIES	132748	1/17/2012	14,278.00	
0095331	LEONOR CAYETANO	132687	1/17/2012	48.02	
0018777	LEXISNEXIS RISK DATA MANAGEMENT	132782	1/17/2012	134.50	
0104424	LIDIA'S ITALIAN DELICACIES	132750	1/17/2012	4,450.00	
0001472	LIFETIME ENTERTAINMENT SVC.LLC	132751	1/17/2012	4,702.10	
0095339	LILYANN MENDOZA	132757	1/17/2012	12.04	
0018177	LOWE'S	132752	1/17/2012	662.54	
0014106	MILLS PARK CLEANERS	132759	1/17/2012	27.80	
0103593	MK TREES LLC	132760	1/17/2012	211.56	
0095451	NARDINE SPADARO	132799	1/17/2012	46.99	
0018319	NEAL MARTIN & ASSOCIATES	132762	1/17/2012	6,810.00	
0018692	NHK COSMOMEDIA AMERICA, INC.	132763	1/17/2012	656.25	
0017612	NICHOLS CONSULTING ENGINEERS	132764	1/17/2012	7,920.00	
0000522	NORTH COAST COUNTY WATER DISTRICT(NCCWD)	132699	1/17/2012	20,402.22	
0102372	NUTRITION SITE COUNCIL OF SB	132765	1/17/2012	5,682.55	
0092263	OFFICE DEPOT INC	132766	1/17/2012	103.73	
0000210	OLE'S CARBURETOR &ELECTRIC INC	132767	1/17/2012	120.01	
0104658	PACIFIC ACCESS	132769	1/17/2012	28,500.00	
0000012	PACIFIC GAS & ELECTRIC	132770	1/17/2012	22,580.77	
0096456	PB AMERICAS, INC.	132772	1/17/2012	15,432.46	
0103515	PENINSULA POWER WASH	132773	1/17/2012	2,750.00	
0018283	PERFORMANCE TOW LLC	132774	1/17/2012	418.00	
0095443	PETER BENCHASKY	132680	1/17/2012	40.46	
0018094	PLAYBOY ENTERPRISES, INC.	132775	1/17/2012	43.15	
0102915	PRECISE PRINTING & MAILING	132776	1/17/2012	870.51	
0104774	PREFERRED INVESTIGATIONS	132777	1/17/2012	300.00	
0000071	R & B COMPANY	132778	1/17/2012	205.06	
0095447	RAQUEL KONE	132745	1/17/2012	21.15	
0017712	RECALL SECURE DESTRUCTION SERVICES, INC.	132706	1/17/2012	111.00	
0000175	RECOLOGY SAN BRUNO	132780	1/17/2012	461.19	
0104548	RENNE SLOAN HOLTZMAN SAKAI LLP	132781	1/17/2012	265.00	

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City of San Bruno

Document group:	komalley	Bank: apbank	05507660		
0096458	RMC WATER AND ENVIRONMENT		132783	1/17/2012	12,304.50
0095452	ROBERT HERRIOTT		132727	1/17/2012	15.00
0104334	ROSENOW SPEVACEK GROUP, INC.		132785	1/17/2012	592.50
0095450	ROSIE PARAGAS		132771	1/17/2012	100.00
0013581	ROVI GUIDES, INC.		132786	1/17/2012	9,197.82
0016213	ROZZI REPRODUCTION&SUPPLY INC.		132787	1/17/2012	1,239.14
0017807	SAN MATEO COUNTY CONTROLLER'S OFFICE		132696	1/17/2012	11,557.20
0104686	SANDIS CIVIL ENGINEERS SURVEYORS PLANNERS		132712	1/17/2012	1,300.00
0095330	SAROCHA DIPRATNA		132707	1/17/2012	36.41
0018461	SERRAMONTE FORD, INC.		132793	1/17/2012	927.28
0104756	SERVIMED ANSWERING SERVICE, INC		132795	1/17/2012	276.05
0103732	SFO MEDICAL CLINIC		132796	1/17/2012	461.00
0095453	SHASHIKIRAN RAJANNA		132779	1/17/2012	46.01
0103492	SMITHSONIAN NETWORKS		132797	1/17/2012	295.69
0104709	SOYODO		132798	1/17/2012	97.43
0095332	SPENCER ARTON		132669	1/17/2012	40.96
0015875	SPICE DIGITAL NETWORKS		132800	1/17/2012	89.90
0097079	SPRINT		132801	1/17/2012	564.10
0095445	STEPHEN HARTJE		132726	1/17/2012	88.78
0102991	STEVE SALAZAR		132790	1/17/2012	60.00
0095446	STEVE SARANTITIS		132791	1/17/2012	49.38
0017036	STEVEN'S BAY AREA DIESEL SER., INC.		132676	1/17/2012	2,089.82
0099973	SUSAN TORRES		132806	1/17/2012	113.11
0018028	SWRCB FEES		132802	1/17/2012	12,131.00
0002025	TELECOMMUNICATIONS ENGINEERING ASSOCIATE		132711	1/17/2012	239.00
0017659	THE CALIFORNIA CHANNEL		132803	1/17/2012	140.20
0000036	THOMSON WEST		132804	1/17/2012	415.57
0097449	THYSSENKRUPP ELEVATOR CORP.		132805	1/17/2012	367.80
0095329	TIM MAYFIELD		132756	1/17/2012	82.32
0017932	TRILLIUM USA INC.		132808	1/17/2012	21.15
0017133	TURBO DATA SYSTEMS INC		132809	1/17/2012	2,563.35
0102361	TURNER NETWORK SALES, INC.		132810	1/17/2012	295.66
0095538	TV GUIDE NETWORK, INC.		132811	1/17/2012	779.51
0018413	UNION BANK OF CALIFORNIA		132812	1/17/2012	444,804.54
0102744	UNIVERSAL BUILDING SERVICES		132813	1/17/2012	163.00
0102865	UNIVERSAL SERVICE ADMINISTRATIVE CO.		132794	1/17/2012	4,226.22
0018771	VAVRINEK TRINE DAY & CO LLP		132814	1/17/2012	23,500.00
0096497	VERDE DESIGN, INC.		132815	1/17/2012	2,935.00
0095749	VERIZON WIRELESS		132816	1/17/2012	1,561.74
0103395	WAYNE DONALD COLEMAN		132692	1/17/2012	855.00
0104660	WEST YOST ASSOCIATES, INC.		132819	1/17/2012	26,534.00
0018385	WFCB - OSH COMMERCIAL SERVICES		132820	1/17/2012	774.39
0104704	WHITLOCK & WEINBERGER TRANSPORTATION INC		132818	1/17/2012	6,373.00
0103866	WILL ANDERSON		132667	1/17/2012	49.50
0097527	WILLIAM CHAN		132689	1/17/2012	92.68
0095338	WINIFRED JARVINEN		132736	1/17/2012	9.04
0013841	WITMER-TYSON IMPORTS INC		132821	1/17/2012	967.38
0097976	WORLDWIDE DIGITAL LLC		132822	1/17/2012	156.53
0018585	WRIME INC.		132823	1/17/2012	2,400.00
0102630	XO COMMUNICATIONS, LLC		132824	1/17/2012	4,019.79
0102990	ZACH DORNELL		132708	1/17/2012	60.00
GrandTotal:					898,835.80
Total count:					165



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: January 24, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Kim Juran, Finance Director
SUBJECT: Payroll Approval

City Council approval of the City payroll distributed January 6, 2012 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,293,814.56 for the bi-weekly pay period ending January 1, 2012 is attached.

LABOR SUMMARY FOR PAY PERIOD ENDING : January 1, 2012

Payroll Labor Distribution

Pay Date: 1/6/2012

Fund: 001 - GENERAL FUND	975,663.25
Fund: 122 - SOLID WASTE/RECYCL.	1,601.04
Fund: 151 - REDEVELOPMENT AGENCY - GENERAL	16,335.91
Fund: 152 - RDA HOUSING SET-ASIDE	8,813.65
Fund: 190 - EMERGENCY DISASTER FUND	5,887.21
Fund: 201 - PARKS AND FACILITIES CAPITAL	151.71
Fund: 203 - STREET IMPROVE. PROJECTS	2,559.26
Fund: 611 - WATER FUND	78,574.11
Fund: 621 - STORMWATER FUND	12,300.92
Fund: 631 - WASTEWATER FUND	61,847.40
Fund: 641 - CABLE TV FUND	79,978.11
Fund: 701 - CENTRAL GARAGE	10,884.40
Fund: 702 - FACILITY MAINT.FUND	20,706.83
Fund: 707 - TECHNOLOGY DEVELOPMENT	12,336.25
Fund: 711 - SELF INSURANCE	6,174.51
Total	1,293,814.56



INVESTMENT REPORT

Month ending December 2011

INVESTMENTS					YIELD
INVESTMENT POOLS					
Local Agency Investment Fund	14,165,719.72				0.401
Glenview Fire LAIF	3,013,998.00				0.401
San Mateo County Pool	20,816,185.76				1.070
INVESTMENTS HELD AT UNION BANK					
	PAR VALUE	COST BASIS	MKT. VALUE	YIELD	
Federal National Mortgage Assn 1.375% mat 10/29/2012	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,018,960.00	1.360	
Federal Home Loan Bank 1.42% mat 5/30/14	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,020,790.00	1.390	
Federal Home Loan Bank 1.2% mat 12/29/2014	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,003,650.00	1.200	
Federal Natl Mortg Corp Step-up mat 1/12/2015	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,030.00	0.750	
Federal Home Loan Bank Step Cpn mat 9/12/2015	\$ 1,000,000.00	\$ 1,000,000.00	\$ 996,910.00	0.630	
Federal Natl Mortg Assn 1.0% mat 10/26/16	\$ 1,000,000.00	\$1,000,000.00	\$ 996,940.00	1.000	
Federal Farm Credit Bank 1.43% mat 12/22/2016	\$ 1,000,000.00	\$1,000,000.00	\$1,000,120.00	1.430	
Morgan Stanley FDIC TLGP 1.50% mat 2/10/2012	\$ 1,000,000.00	\$ 1,007,050.00	\$ 1,000,710.00	1.510	
US Govt Money Market Fund	\$ 5,107,300.83	\$ 5,107,300.83	\$ 5,107,300.83	0.010	
TOTAL	\$52,103,204.31				



CITY OF SAN BRUNO

John E. Marty
City Treasurer

CITY TREASURER

RECONCILIATION OF GENERAL LEDGER TO BANK**MONTH ENDING DECEMBER 2011**

City of San Bruno Cash

City of San Bruno General Ledger

Investment Balance	\$ 49,096,256.31
Glenview Fire LAIF	3,013,998.00
Checking Balance	2,414,526.69
Police Parking Fines Balance	14,083.00
Glenview Fire FNB	4,735.66
Glenview Fire Counseling	20,376.40

Bank Balances as of 12/31/11 \$ 54,563,976.06**General Ledger Balance \$ 53,770,616.34**

Outstanding checks \$ (880,863.05)

FNB Deposit Transit	19,107.80	CATV Checkfree	5,765.98
FNB Deposit Transit	22,345.29	CATV Merchant Bankcard	12,162.76
FNB Deposit Transit	45,016.84	CATV Lockbox	9,930.75
GSA - Utility ACH pyt	2,058.02	Library CC	30.90
Bank Error - Utility Lockbox Adj	449.68		
Visa Trans from FNB	4,252.86		
MC Trans from FNB	617.74		
Utility Online Billpay - ACH	7,291.09		
Utility Online Billpay - ACH	211.00		
Utility Online Billpay - CC	12,215.60		
Utility Online Billpay - CC	275.77		
Utility Online Billpay - Visa	242.59		
Utility Online Billpay - Visa	1,309.44		

Adjusted Balance \$ 53,798,506.73**Adjusted Balance \$ 53,798,506.73**

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City of San Bruno

Through period: 6

Through December 2011

	Cash	Investments	Fund Total
001 GENERAL FUND	3,441,387.33	53,548.92	3,494,936.25
002 GENERAL FUND RESERVE	2,852,368.23	0.00	2,852,368.23
003 ONE-TIME REVENUE	4,882,976.95	0.00	4,882,976.95
101 GAS TAX	953,842.64	0.00	953,842.64
102 MEASURE A TRANSPORTATION TAX	715,154.71	0.00	715,154.71
103 STREET SPECIAL REVENUE	304,998.12	0.00	304,998.12
104 TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00
111 POLICE ASSET FORFEITURE	63,267.14	0.00	63,267.14
112 SAFETY AUGMENT. -PROP.172	47,819.43	0.00	47,819.43
113 POLICE SPECIAL REVENUE	11,357.42	0.00	11,357.42
114 TRAFFIC SAFETY GRANT	60,270.62	0.00	60,270.62
121 FEDERAL/STATE GRANTS	47,772.68	0.00	47,772.68
122 SOLID WASTE/RECYCL.	172,097.13	0.00	172,097.13
123 LIBRARY SPECIAL REVENUE	419,625.02	0.00	419,625.02
131 IN-LIEU FEES	4,566,524.45	0.00	4,566,524.45
132 AGENCY ON AGING	34,920.73	0.00	34,920.73
133 RESTRICTED DONATIONS	905,826.76	0.00	905,826.76
134 ED JOHNSON BEQUEST FUND	25,076.05	0.00	25,076.05
135 GLENVIEW FIRE DONATIONS	4,735.66	0.00	4,735.66
136 PGE	3,013,998.00	0.00	3,013,998.00
151 REDEVELOPMENT AGENCY - GENERAL	3,855,463.51	450,000.00	4,305,463.51
152 RDA HOUSING SET-ASIDE	3,815,775.83	0.00	3,815,775.83
190 EMERGENCY DISASTER FUND	970,805.01 CR	0.00	970,805.01 CR
201 PARKS AND FACILITIES CAPITAL	712,400.95	0.00	712,400.95
202 CITY/BART POLICE FACIL	0.00	0.00	0.00
203 STREET IMPROVE. PROJECTS	1,013,668.19	0.00	1,013,668.19
207 TECHNOLOGY CAPITAL	87,624.64	0.00	87,624.64
251 REDEVELOPMENT CAPITAL PROJECTS	52,849.70	0.00	52,849.70
252 RDA HOUSING PROJECTS	0.00	0.00	0.00
301 PARKING.DIST.BONDS	0.00	0.00	0.00
302 CITY HALL LEASE DEBT SERVICE	1.46	0.00	1.46
351 RDA 2000 CERTIFICATES OF PARTICIPATION	276,314.54	649,974.53	926,289.07
611 WATER FUND	10,587,200.25	0.00	10,587,200.25
621 STORMWATER FUND	1,364,326.85	0.00	1,364,326.85
631 WASTEWATER FUND	5,823,433.77	826,170.90	6,649,604.67
641 CABLE TV FUND	2,687,708.36 CR	200.00	2,687,508.36 CR
701 CENTRAL GARAGE	428,063.68	0.00	428,063.68
702 FACILITY MAINT.FUND	958,916.16	0.00	958,916.16
703 GENERAL EQUIPMENT REVOLVING	3,151,584.71	0.00	3,151,584.71
707 TECHNOLOGY DEVELOPMENT	492,701.75	0.00	492,701.75
711 SELF INSURANCE	1,852,321.36	91,118.50	1,943,439.86
810 DEFERRED COMPENSATION PLANS	0.00	0.00	0.00
880 PROJECT DEVELOP. TRUST	62,900.61	0.00	62,900.61
891 S.B. GARBAGE CO. TRUST	369,562.68	0.00	369,562.68
901 GENERAL FIXED ASSETS	0.00	0.00	0.00
902 GENERAL LONG TERM DEBT	0.00	0.00	0.00
951 RDA FIXED ASSET GROUP	0.00	0.00	0.00
952 RDA LONG-TERM DEBT	0.00	0.00	0.00
Grand Total:	53,770,616.34	2,071,012.85	55,841,629.19

Revenue Status Report

City of San Bruno
 12/1/2011 through 12/31/2011

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total GENERAL FUND	31,892,429.90	6,978,582.05	16,043,052.93	15,849,376.97	50.30
Total GENERAL FUND RESERVE	0.00	58,115.61	61,778.65	-61,778.65	0.00
Total ONE-TIME REVENUE	0.00	619,194.00	619,194.00	-619,194.00	0.00
Total GAS TAX	0.00	100,296.38	588,867.69	-588,867.69	0.00
Total MEASURE A TRANSPORTATION TAX	0.00	85,898.78	390,117.40	-390,117.40	0.00
Total STREET SPECIAL REVENUE	0.00	0.00	58.08	-58.08	0.00
Total TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00	0.00	0.00
Total POLICE ASSET FORFEITURE	0.00	0.00	629.63	-629.63	0.00
Total SAFETY AUGMENT. -PROP.172	0.00	8,269.67	47,819.43	-47,819.43	0.00
Total POLICE SPECIAL REVENUE	0.00	0.00	2.16	-2.16	0.00
Total TRAFFIC SAFETY GRANT	0.00	5,435.44	5,443.53	-5,443.53	0.00
Total FEDERAL/STATE GRANTS	177,709.00	0.00	66,368.00	111,341.00	37.35
Total SOLID WASTE/RECYCL	79,451.27	6,201.62	33,153.75	46,297.52	41.73

Revenue Status Report

City of San Bruno
12/1/2011 through 12/31/2011

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Pct Rcvd
Total LIBRARY SPECIAL REVENUE	0.00	0.00	20,415.44	-20,415.44	0.00
Total IN-LIEU FEES	0.00	58,800.00	59,658.51	-59,658.51	0.00
Total AGENCY ON AGING	0.00	3,317.92	59,858.10	-59,858.10	0.00
Total RESTRICTED DONATIONS	0.00	96,805.85	176,573.89	-176,573.89	0.00
Total ED JOHNSON BEQUEST FUND	0.00	0.00	4.78	-4.78	0.00
Total GLENVIEW FIRE DONATIONS	0.00	302.29	1,204.37	-1,204.37	0.00
Total PGE	0.00	0.00	2,886.99	-2,886.99	0.00
Total REDEVELOPMENT AGENCY - GENERAL	7,279,050.20	2,604,014.24	2,884,270.89	4,394,779.31	39.62
Total RDA HOUSING SET-ASIDE	1,822,524.80	653,378.34	723,986.09	1,098,538.71	39.72
Total EMERGENCY DISASTER FUND	27,908.76	579,976.02	1,000,023.54	-972,114.78	3583.19
Total PARKS AND FACILITIES CAPITAL	33,175.00	0.00	282,098.73	-248,923.73	850.34
Total STREET IMPROVE. PROJECTS	125,000.00	0.00	441,733.70	-316,733.70	353.39
Total TECHNOLOGY CAPITAL	0.00	0.00	17.16	-17.16	0.00
Total REDEVELOPMENT CAPITAL PROJECTS	125,000.00	0.00	14.26	124,985.74	0.01

Revenue Status Report

City of San Bruno
12/1/2011 through 12/31/2011

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total CITY HALL LEASE DEBT SERVICE	0.00	31,542.00	189,252.00	-189,252.00	0.00
Total RDA 2000 CERTIFICATES OF PARTICIPATION	0.00	54,347.10	326,087.17	-326,087.17	0.00
Total WATER FUND	10,790,059.45	783,240.49	4,757,086.62	6,032,972.83	44.09
Total STORMWATER FUND	620,650.30	286,693.04	286,918.77	333,731.53	46.23
Total WASTEWATER FUND	11,245,763.90	955,032.43	4,783,917.23	6,461,846.67	42.54
Total CABLE TV FUND	11,068,270.00	830,790.44	5,101,809.31	5,966,460.89	46.09
Total CENTRAL GARAGE	668,840.70	55,591.00	333,546.00	335,294.70	49.87
Total FACILITY MAINT.FUND	916,186.20	76,084.00	456,504.00	459,684.20	49.83
Total GENERAL EQUIPMENT REVOLVING	487,669.00	35,882.00	215,292.00	272,377.00	44.15
Total TECHNOLOGY DEVELOPMENT	473,482.00	39,326.00	235,956.00	237,526.00	49.83
Total SELF INSURANCE	1,584,954.00	134,522.82	798,121.65	786,832.35	50.36
Grand Total	79,418,126.48	15,141,729.53	40,993,722.45	38,424,404.03	51.62

Expenditure Status Report
 City of San Bruno
 12/1/2011 through 12/31/2011

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total GENERAL FUND	32,365,905.98	2,448,625.07	15,302,612.35	173,549.84	16,889,743.79	47.82
Total GENERAL FUND RESERVE	40,321.00	0.00	0.00	0.00	40,321.00	0.00
Total ONE-TIME REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
Total GAS TAX	0.00	62,500.00	375,000.00	0.00	-375,000.00	0.00
Total MEASURE A TRANSPORTATION TAX	0.00	0.00	0.00	0.00	0.00	0.00
Total TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00	0.00	0.00	0.00
Total POLICE ASSET FORFEITURE	0.00	0.00	8,013.04	0.00	-8,013.04	0.00
Total SAFETY AUGMENT. -PROP.172	0.00	0.00	0.00	0.00	0.00	0.00
Total POLICE SPECIAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
Total TRAFFIC SAFETY GRANT	0.00	0.00	6,792.51	0.00	-6,792.51	0.00
Total FEDERAL/STATE GRANTS	177,709.00	239.40	239.40	113,944.80	63,524.80	64.25
Total SOLID WASTE/RECYCL.	106,561.83	3,293.34	22,535.44	0.00	84,026.39	21.15
Total LIBRARY SPECIAL REVENUE	4,675.00	8,333.34	50,000.04	0.00	-45,325.04	1,069.52
Total IN-LIEU FEES	0.00	0.00	0.00	0.00	0.00	0.00
Total AGENCY ON AGING	0.00	8,476.73	49,485.66	0.00	-49,485.66	0.00
Total RESTRICTED DONATIONS	0.00	265.52	22,503.95	0.00	-22,503.95	0.00
Total ED JOHNSON BEQUEST FUND	0.00	0.00	0.00	0.00	0.00	0.00
Total GLENVIEW FIRE DONATIONS	0.00	0.00	-1,087.10	0.00	1,087.10	0.00
Total PGE	0.00	0.00	0.00	0.00	0.00	0.00
Total REDEVELOPMENT AGENCY - GENERAL	5,641,905.47	158,281.39	924,259.16	90,962.84	4,626,683.47	17.99
Total RDA HOUSING SET-ASIDE	1,416,181.75	40,894.47	241,999.21	5,013.74	1,169,168.80	17.44
Total EMERGENCY DISASTER FUND	586,335.16	284,909.62	961,857.80	608,130.08	-983,652.72	267.76
Total PARKS AND FACILITIES CAPITAL	136,910.84	47,886.07	143,446.51	122,088.05	-128,633.72	193.95
Total STREET IMPROVE. PROJECTS	476,605.99	44,192.22	943,791.61	510,095.81	-977,281.43	305.05
Total TECHNOLOGY CAPITAL	0.00	839.72	3,213.54	0.00	-3,213.54	0.00
Total REDEVELOPMENT CAPITAL PROJECTS	125,000.00	0.00	38,500.00	0.00	86,500.00	30.80
Total CITY HALL LEASE DEBT SERVICE	378,501.08	0.00	189,250.54	0.00	189,250.54	50.00
Total RDA 2000 CERTIFICATES OF PARTICIPATION	652,137.50	1,978.00	206,796.75	0.00	445,340.75	31.71

Expenditure Status Report

City of San Bruno

12/1/2011 through 12/31/2011

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total WATER FUND	8,189,885.39	444,571.65	3,715,542.31	1,633,811.40	2,840,531.88	65.32
Total STORMWATER FUND	800,475.16	54,753.08	252,420.07	226,477.65	321,577.44	59.83
Total WASTEWATER FUND	8,591,378.42	1,265,934.08	3,374,432.13	1,232,816.77	3,984,129.52	53.63
Total CABLE TV FUND	10,077,846.32	916,798.53	4,682,708.47	1,741,272.52	3,653,865.33	63.74
Total CENTRAL GARAGE	668,651.70	55,234.15	232,850.15	0.00	435,801.55	34.82
Total FACILITY MAINT.FUND	918,568.11	71,463.04	388,522.57	0.00	530,045.54	42.30
Total GENERAL EQUIPMENT REVOLVING	549,201.60	46,998.86	388,313.98	95,564.11	65,323.51	88.11
Total TECHNOLOGY DEVELOPMENT	485,176.00	37,731.94	236,044.44	0.00	249,131.56	48.65
Total SELF INSURANCE	1,771,209.17	54,921.54	1,113,567.25	0.00	657,641.92	62.87
Grand Total	74,161,142.47	6,059,121.76	33,873,611.78	6,553,737.61	33,733,793.08	54.51



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: January 24, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Tami Yuki, Human Resources Director

SUBJECT: Hold Public Hearing, Waive Reading and Introduce an Ordinance of the City of San Bruno Repealing San Bruno Municipal Code Sections 2.36.070 through 2.36.140 and Amending Section 2.36.150 Relating to the Personnel Board

BACKGROUND:

The Personnel Board is one of eleven Citizen Advisory bodies that are appointed by and responsible to the City Council. These advisory bodies provide citizen advisory recommendations to the City Council on strategies, policies, and programs on a wide variety of matters of public interest. On September 19, 2001, the Personnel Board met with Council Liaison O'Connell to primarily discuss the Board's work program as it had successfully completed its major work projects. The Board's composition and meeting schedule were also brought up during this discussion. There are currently four individuals serving on the Personnel Board with one ongoing vacancy. There have been four Board vacancies in the past two years, and a total of seven vacancies in five years. These ongoing vacancies on the Board make it difficult at times to achieve a quorum for the monthly meetings.

On November 8, 2011 the City Council was presented this information in an oral report and on November 22, 2011, the City Council reviewed the draft ordinance and provided direction to City staff on the proposed changes.

The staff report for the November 22, 2011 meeting is attached.

DISCUSSION:

At the November 22, 2011 City Council meeting, the City Council recommended that the attached changes to the San Bruno Municipal Code (Sections 2.36.070 to 2.36.150) move forward and be introduced at a following City Council meeting. The proposed changes will reduce the Board's membership from five to three, and will change to a quarterly meeting schedule instead of monthly meetings. In addition, references to the Personnel Board will be removed from the Municipal Code and added to the Personnel Board By-laws, consolidating the Board's operating procedures into one document.

S.A.

This approach is consistent with the way the work program and procedures for all other Citizen Advisory Committees are documented.

The Personnel Board discussed at their December 19, 2011 Personnel Board meeting whether the By-Laws could allow for "a minimum of three" Board Members. Staff advised the Board of the operational difficulties that using this type of open-ended requirement would create. Staff subsequently consulted with the City Attorney who advised that a precise number of members should be used. The revised Personnel Board By-laws will be brought back at the February 14, 2012 City Council meeting. These actions will not adversely affect any of the Board's ongoing or anticipated tasks.

FISCAL IMPACT:

No fiscal impact.

ALTERNATIVES:

1. Direct staff to make other changes to the proposed Ordinance.
2. Do not introduce and make changes to the Ordinance.

RECOMMENDATION:

Hold Public Hearing, Waive Reading and Introduce an Ordinance of the City of San Bruno Removing San Bruno Municipal Code Sections 2.36.070 through 2.36.140 and Amending Section 2.36.150 Relating to the Personnel Board.

ATTACHMENTS:

1. Proposed Ordinance
2. November 22, 2011 Staff Report

DATE PREPARED:

January 18, 2012

REVIEWED BY:

_____ CM



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 22, 2011

TO: Honorable Mayor and Members of the City Council

FROM: Tami Yuki, Human Resources Director

SUBJECT: Review Draft Ordinance and By-Laws, and Receive Direction from City Council on Recommended Changes to the Personnel Board

BACKGROUND:

On September 19, 2011, the Personnel Board met with Council Liaison O'Connell to primarily discuss the Board's work program as it had successfully completed its major work projects. The Board's composition and meeting schedule were also brought up during this discussion. There are currently four individuals serving on the Personnel Board with one ongoing vacancy. There have been four Board vacancies in the past two years, and a total of seven vacancies in five years. These ongoing vacancies on the Board make it difficult at times to achieve a quorum for the monthly meetings.

Based on these discussions, staff reported at the November 8, 2011 City Council meeting that the Board had unanimously recommended several changes to its structure: reducing the number of Board members from five to three, and holding quarterly (or as-needed) meetings instead of monthly meetings. The City Council discussed these proposed changes, and deferred making any new appointments to the Board at the meeting.

Staff now requests direction from the City Council regarding the proposed change in composition and meeting schedule of the Board.

DISCUSSION

Reducing the Board's membership from five to three, and holding quarterly instead of monthly meetings, will not adversely affect any of the Board's ongoing or anticipated tasks. If the City Council agrees, staff recommends that no additional appointments be made to the Board, and that the fourth member serve out his/her remaining term.

Both of these recommended changes require that the Personnel Board By-Laws and San Bruno Municipal Code (Sections 2.36.070 to 2.36.140) be revised. If the City Council recommends these changes, staff will return at a subsequent meeting with an ordinance amendment for introduction and adoption, along with a revised set of bylaws.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

RECOMMENDATION:

Receive Direction from City Council on Recommended Changes to the Personnel Board

ALTERNATIVES:

1. Make no changes.
2. Make other changes to the Board's composition and/or meeting schedule.
3. Request that staff return with additional information.

DISTRIBUTION:

1. Personnel Board

ATTACHMENTS:

1. San Bruno Municipal Code
2. Personnel Board By-Laws

REVIEWED BY:

_____ CM

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SAN BRUNO REPEALING
SAN BRUNO MUNICIPAL CODE SECTIONS 2.36.070
THROUGH SECTION 2.36.140 AND AMENDING SECTION
2.36.150 RELATING TO THE PERSONNEL BOARD

The City Council of the City of San Bruno Ordains as follows:

Section 1. The following sections and subsections of the San Bruno Municipal Code shown below are amended by deleting the text shown in ~~strikeout~~ (example).

Section 2. Section 2.36.070 through Section 2.36.150, of Chapter 2.36 of the San Bruno Municipal Code is hereby amended as follows:

~~2.36.070 Establishment Personnel board~~

~~There is established a personnel board. The board shall consist of five residents of the city, but not employees of the city. (Ord. 1630 § 2 (part), 2000)~~

~~2.36.080 Appointment Vacancy~~

~~Members of the board shall be appointed by and serve at the pleasure of the mayor with the majority approval of the city council, subject to removal at any time, pursuant to city council procedures. If a vacancy shall occur in such appointment other than by expiration of term, it shall be filled by appointment for the unexpired term. (Ord. 1630 § 2 (part), 2000)~~

~~2.36.090 Term.~~

~~The term of office of each member is four years. (Ord. 1630 § 2 (part), 2000)~~

~~2.36.100 Compensation~~

~~No person shall receive compensation for service as a member of the board, except for reimbursement of all such expenses necessarily and legitimately incurred and authorized during the performance of official duties and for payment for service as a proctor during administration of employment examinations. (Ord. 1630 § 2 (part), 2000)~~

~~2.36.110 Officers.~~

~~The board shall select one of its members as chairperson and another as vice chairperson. Each shall serve a term not exceeding one year. (Ord. 1630 § 2 (part), 2000)~~

~~2.36.120 By-laws Rules of procedure Quorum.~~

A. ~~By-laws. The board shall prepare by-laws governing its operations and including rules of procedure governing the conduct of its meetings. Except as provided in the rules of procedure to the contrary, Robert's Rules of Order Revised shall govern the conduct of such meetings. The by-laws shall be approved by the city council. The board shall review its by-laws on an annual basis.~~

~~B. Quorum. Three members of the board shall constitute a quorum for the transaction of business. (Ord. 1630 § 2 (part), 2000)~~

~~2.36.130 Minutes- Annual report.~~

~~A. Minutes. The board shall issue copies of the minutes of each board meeting to the city manager, the city clerk and the city council.~~

~~B. Annual Report. The board shall provide a report to the city council concerning the board's actions, activities and achievements during the preceding year, its goals for the subsequent year and any recommendations for improvement in providing service to the city. A summary of the annual report shall be presented orally at a regular city council meeting. (Ord. 1630 § 2 (part), 2000)~~

~~2.36.140 Personnel board- Powers and duties.~~

~~The powers and duties of the personnel board shall be as follows:~~

~~A. Serve in an advisory capacity to the city council and city manager;~~

~~B. Submit recommendations regarding the operation of the competitive service system related to recruiting and testing for the city council's consideration and approval;~~

~~C. Represent the public interest in the improvement of personnel administration in the city;~~

~~D. Monitor and provide oversight as to ensure that it is fair, equitable and just to all applicants;~~

~~E. Review the city's current hiring results and overall employee census; review the annual report which the city must submit to the Equal Employment Opportunity Commission (EEOC);~~

~~F. Monitor the city's job classification plan to ensure it is in compliance with current practice. Review proposed or modified job descriptions for conformance with the approved classification plan guidelines. Issue recommendations when a job description is determined to be in need of modification;~~

~~G. Monitor and review recruitment and marketing strategies to ensure that a broad based applicant pool has been advised of the opening. Review and comment upon recruitment flyers, advertising, etc., which may be used by the personnel office and issue recommendations for modification or improvement;~~

~~H. Provide input, recommendations and otherwise assist in the development of an overall recruitment and marketing strategy for announcement of openings; to ensure~~

~~outreach activities and efforts are made within San Bruno to advise local residents of job openings within the city organization;~~

~~I. Serve as a monitor, or as a participant when requested by the personnel officer, on oral board interview and assessment center processes which are used to screen finalists. Issue recommendations and concerns as to the conformance of these processes with the personnel system rules and regulations;~~

~~J. Periodically review the city's screening process and procedures to ensure a broad based applicant pool. Provide recommendations, if needed, to the city manager for focused or targeted recruitment populations;~~

~~K. Serve as proctor for various written and pre-employment examinations as necessary; and~~

~~L. Provide other assistance as requested by the city council or the city manager. (Ord. 1763 § 2, 2008; Ord. 1630 § 2 (part), 2000)~~

2.36.150 Contracting for special services.

The city council may contract with any qualified person or agency for the establishment or operation of the personnel system. The contract may include delegation to the person or agency so retained of all or a part of the responsibilities and duties imposed in this chapter ~~upon the personnel board~~, but shall not include the delegation of powers and duties vested in the city council, city manager, personnel officer or personnel office. (Ord. 1630 § 2 (part), 2000)

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

Section 4. This Ordinance shall take effect and be in force 30 days after its adoption.

(Section left intentionally blank)

Section 5. The City Clerk shall publish this Ordinance according to law.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM

City Attorney

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I hereby certify that the foregoing Ordinance No. _____ was introduced on _____, 201____, and adopted at a regular meeting of the San Bruno City Council on _____, 201____, by the following vote:

AYES: COUNCILMEMBERS: _____

NOES: COUNCILMEMBERS: _____

ABSENT: COUNCILMEMBERS: _____

City Clerk

Attachment A

PERSONNEL BOARD BY-LAWS

1. **Purpose and Intent.** The membership and duties of the Personnel Board (the "Board") ~~are prescribed in Chapter 2.36 of the San Bruno Municipal Code~~ is established by the San Bruno City Council. These by-laws set forth the procedural rules for the conduct of Board meetings.
2. **Meetings.** The Board shall conduct its business in accordance with ~~Chapter 2.36.120 of the San Bruno Municipal Code,~~ these by-laws, the Ralph M. Brown Act (Government Code Section 54950 *et seq.*) and the Code of Conduct adopted by the City Council by way of Resolution No. 01-2604.
 - 2.1 **Regular Meetings** . The Board shall hold regular quarterly meetings at 5:30 pm on the third Monday of each quarter month, except that no meeting shall be held if a regular meeting day falls on a legal holiday. Regular meetings shall be held at the San Bruno City Hall.
 - 2.2 **Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of Board, by delivering written notice to each Board Member and by posting the notice in the designated posting locations. Such notice may be delivered by any means and must be received at least twenty-four hours before the time of such meeting as specified in the notice, unless notice is waived in writing. The notice shall specify the time and place of the special meeting and the business to be transacted, and no other business shall be transacted at that meeting other than that contained in the notice.
 - 2.3 **Adjourned Meetings.** All meetings may be adjourned to another specified time, place and date, but not beyond the next regular meeting. If all members are absent from any regular or adjourned regular meeting the Secretary may declare the meeting adjourned to a stated time and place, and shall cause a written notice of the adjournment to be given in the same manner as provided in paragraph 2.2 above for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.

2.4 Public Meetings. All meetings and study sessions of the Board shall be open to the public. Closed sessions may be held only when specifically authorized by the Brown Act.

2.5 Cancellation of Regular Meetings. The Board may cancel an upcoming regular meeting for lack of a quorum. Notice of the cancellation shall be posted in lieu of an agenda.

3. Organization of the Board.

3.1 Establishment. There is established a personnel board. The Board shall consist of ~~five~~ three residents of the city, but not employees of the city. Members of the board shall be appointed by and serve at the pleasure of the mayor with the majority approval of the city council, subject to removal at any time, pursuant to city council procedures.

3.2 Term. The term of office of each member is four years.

3.3 Compensation. No person shall receive compensation for service as a member of the board, except for reimbursement of all such expenses necessarily and legitimately incurred and authorized during the performance of official duties for payment for service as a proctor during administration of employment examinations.

3.13.4 Officers. The Board shall elect from its membership a Chair, who shall preside over Board meetings. The Board shall also elect a Vice-Chair, who shall preside in the absence of the Chair. The Chair and Vice-Chair are sometimes referred to herein as the "presiding officer." The Chair shall have the following powers:

3.1.13.4.1 To call to order the Board meeting and to conduct the order of business as set forth in the agenda.

3.1.23.4.2 To adjust the agenda, if needed, at the time of the meeting with the approval of the Board;

3.1.33.4.3 To move, second, debate and vote;

3.1.43.4.4 To rule motions in or out of order;

3.1.53.4.5 To determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order;

3.1.63.4.6 To rule on questions of parliamentary procedure based generally on Robert's Rules of Order;

3.1.73.4.7 To sign all documents necessitating his or her signature;

3.1.83.4.8 To call a brief recess during a meeting;

3.1.93.4.9 To appoint Board Members to subcommittees with the approval of the Board; and

3.1.103.4.10 To maintain decorum.

The presiding officer's determination as to any of the above matters may be overruled by a majority of the Board Members present.

3.23.5 Organizational Meetings. At its first meeting in January, the members of the Board shall elect a Chair and Vice-Chair from among its members.

3.33.6 Term of Chair and Vice-Chair. The term of office of the Chair and Vice Chair shall be one year. A Board Member may serve more than one consecutive term as Chair or Vice-Chair. Nothing shall prevent the Board from removing and replacing the Chair or Vice-Chair at any time during their respective terms, provided that the item is properly on the agenda of the meeting.

3.43.7 Vacancy in the Office of Chair or Vice-Chair. A vacancy in the office of Chair or Vice-Chair shall be filled for the remainder of the unexpired term by election at the next meeting provided the election has been noticed on the agenda. If the Chair is absent, the Vice Chair shall act as Chair.

3.53.8 Vacancy of Board Member's Seat. In the event of an unscheduled vacancy of any Board Member's seat prior to the expiration of his or her term, the City Council may appoint a member to serve the remainder of the unexpired term pursuant to the procedure set forth in the San Bruno Municipal Code Section 2.36.080. The newly appointed member shall take and subscribe to the oath of office before the next regular meeting after his or her appointment by the City Council.

3.63.9 Quorum. A majority of the total membership of the Board shall constitute a quorum for the transaction of business. Where there is not a quorum present, the Chair, Vice Chair, or Secretary shall announce that no meeting will be held due to lack of a quorum, and shall announce the date of the next regular or adjourned meeting. When a member of the Board is disqualified due to a conflict of interest, his or her presence shall not be considered in determining the presence of a quorum. Any decision of the Board shall require a vote of the majority of the Board present and qualified to vote.

3.73.10 Subcommittees. The Board may from time to time establish either standing or ad hoc subcommittees consisting of any number less than a quorum of its membership for the purposes of studying a specific area of concern. Standing subcommittees (which have a regular meeting schedule or continuing subject matter jurisdiction) are subject to all of the requirements of the Brown Act. The Board may refer matters to a subcommittee to report back to the full Board at a future date. The subcommittee report will be considered advisory and its recommendations are subject to action by the full Board.

3.83.11 Absences from meetings. If a member of the Personnel Board is absent from three successive regular meetings without being excused by the Board, or is absent for any reason for more than six regular meetings in any twelve-month period, the office of such member shall be vacated and the Chair shall immediately notify the Human Resources staff person, who shall notify the City Council that said office is vacant. Upon such notification, a successor for the remainder of the term of such member shall be appointed as provided in Section 2.36.080 of the San Bruno Municipal Code. In order to request an excused absence, a Board Member must notify the Chair or the Human Resources staff person of the anticipated absence in advance of the meeting and the request must be noted during call of the roll and reflected in the minutes of the meeting, and is subject to denial by the Board.

3.93.12 Oath of Office. Newly appointed Board Members shall take and subscribe to the oath of office before assuming their duties. The oath may be given by a City official authorized to do so by State law.

4. Powers and Duties.

- 4.1** Serve in an advisory capacity to the city council and city manager;
- 4.2** Submit recommendations regarding the operation of the competitive service system related to recruiting and testing for the city council's consideration and approval;
- 4.3** Represent the public interest in the improvement of personnel administration in the city;
- 4.4** Monitor and provide oversight as to ensure that it is fair, equitable and just to all applicants;
- 4.5** Review the city's current hiring results and overall employee census; review the annual report which the city must submit to the Equal Employment Opportunity Commission (EEOC);

- 4.6 Monitor the city's job classification plan to ensure it is in compliance with current practice. Review proposed or modified job descriptions for conformance with the approved classification plan guidelines. Issue recommendations when a job description is determined to be in need of modification;
- 4.7 Monitor and review recruitment and marketing strategies to ensure that a broad based applicant pool has been advised of the opening. Review and comment upon recruitment flyers, advertising, etc., which may be used by the personnel office and issue recommendations for modification or improvement;
- 4.8 Provide input, recommendations and otherwise assist in the development of an overall recruitment and marketing strategy for announcement of openings; to ensure outreach activities and efforts are made within San Bruno to advise local residents of job openings within the city organization.
- 4.9 Serve as a monitor, or as a participant when requested by the personnel officer, on oral board interview and assessment center processes which are used to screen finalists. Issue recommendations and concerns as to the conformance of these processes with the personnel system rules and regulations;
- 4.10 Periodically review the city's screening process and procedures to ensure a broad based applicant pool. Provide recommendations, if needed, to the city manager for focused or targeted recruitment populations;
- 4.11 Serve as proctor for various written and pre-employment examinations as necessary; and
- 4.12 Provide other assistance as requested by the city council or the city manager.

4.5. The Board Agenda.

4.15.1 Preparation of the agenda. Human Resources shall formulate and prepare the agenda for Board meetings.

4.25.2 Posting of the agenda. The City Clerk shall cause to be posted an agenda for each regular meeting in the designated posting locations not less than 72 hours prior to the meeting. Agendas for adjourned meetings shall be posted in the same fashion, unless the business to be undertaken is limited to the items on the agenda of the meeting at which the adjournment occurs and the meeting is adjourned to a date within five days of the adjournment. Agendas

of special meetings shall be posted and provided along with the notice of the meeting as provided in paragraph 2.2 above.

4.25.3 Order of Business. Items shall be placed on the agenda substantially according to the following "Order of Business." Upon review of the agenda at the beginning of any meeting, the Board may change the order of business in order to promote the efficiency of the meeting. The Order of Business for each regular Board meeting shall be as follows:

1. Call to Order/Roll Call
2. Approval of Minutes
3. Conduct of Business
4. Public Comment
5. Adjournment

4.35.4 Description of Matters on the Agenda. All items of business to be transacted shall be described briefly on the agenda in sufficient detail so that a reasonable person can determine the general nature of the matter under consideration. Not every recommendation or conceivable action or alternative need be listed.

4.45.5 Adding Items of Business to the Agenda. The Board shall not discuss or take action on any item of business not listed on the posted agenda except:

4.4.15.5.1 Upon a majority determination of the existence of an "emergency" as that term is defined in the Brown Act.

4.4.25.5.2 Upon a determination by a two-thirds vote of the members present, or if less than two-thirds of the membership is present, upon a unanimous vote, that there is an immediate need to take action and that the need to take action came to the attention of the City subsequent to the posting of the agenda. If the Board makes this determination, the minutes of the meeting shall reflect what circumstances gave rise to the need to take action after the posting of the agenda.

4.4.35.5.3 Where the item upon which action is to be taken was included on a properly posted agenda for a prior meeting of the Board occurring not more than five calendar days prior to

the date of the meeting at which the item is to be considered, and the item was continued to an adjourned meeting.

4.55.6 Adding Items of Business to a Future Agenda. Any member of the Board may request that an item of business within the Board's subject matter jurisdiction be added to a future agenda. Such requests are subject to approval of the Board.

4.65.7 Public Comments. Members of the public shall be permitted to speak on each item of business on the agenda when the item is taken up and before action is taken on the item by the Board. Each speaker shall have a three (3) minute period to speak; time cannot be ceded to another speaker. In order to facilitate the conduct of the meeting, the Chair or the Board may lengthen or shorten the three minute period for all speakers on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration. The "Public Comments" item shall be limited to items not on the agenda but within the subject matter jurisdiction of the Board. An individual may speak only once during "Public Comments" period.

4.75.8 Notification. Upon written request on an annual basis and payment of the fee required by the City's fee resolution, Human Resources will mail Board agendas or agenda packets to any person.

5.6. Minutes. The minutes of Board meetings shall be kept by the Secretary in accordance with the following Board policy:

5.16.1 Minutes shall contain a record of all proceedings, motions, and actions, but shall only contain a summary of the discussion, not a verbatim transcription. The minutes shall accurately reflect what occurred at the meeting.

5.26.2 All motions, whether carried or not, shall be recorded, disclosing the author of the motion and the second.

5.36.3 Minutes of public hearings shall list when available the names and City of residence of all persons who speak during the hearing, and the position they took on the matter. The minutes need not include detailed or verbatim transcriptions of public comments

6.4 The board shall issue copies of the minutes of each board meeting to the city manager, the city clerk, and the city council.

7. Annual Report. The board shall provide a report to the city council concerning the board's actions, activities, and achievements during the proceeding year, its goals for the subsequent year and any

recommendations for improvement in providing service to the city. A summary of the annual report shall be presented orally at a regular city council meeting.

6.8. Secretary. The City Manager or applicable Department Director or his/her designee shall serve as the Secretary for the Board. The Secretary shall:

6.18.1 Keep the minutes of all meetings of the Board;

6.28.2 Give or serve all notices required by law or by these rules;

6.38.3 Formulate and prepare the agenda for all meetings of the Board;

6.48.4 Be custodian of Board records;

6.58.5 Inform the Board of correspondence relating to business of the Board and attend to such correspondence;

6.68.6 Handle funds allocated to the Board, as directed by the applicable Department Director, and in accordance with its directives, the law, and City regulations; and

6.78.7 Sign official documents of the Board.

7.9. Conduct of Board Meetings.

7.19.1 Action by the Board. The Board shall proceed by way of motion. Any member, including the Chair, may make a motion and any member may second the motion except that the same person who made the motion cannot second it. A member may make only one motion at a time and a motion or second may be withdrawn by the maker at any time before a vote.

7.29.2 Adoption by Majority Vote. A motion shall be adopted by an affirmative vote of a majority of the Board present provided a quorum is determined to exist. Board Members have a duty to vote "aye", or "nay" on each motion. Abstentions shall be cast only if the Board Member declares:

7.2.19.2.1 The existence of a conflict of interest or other disqualification from voting; or

7.2.29.2.2 A lack of sufficient information upon which to base a vote due to absence from a previous meeting.

7.2.39.2.3 Abstentions are not counted in the vote tally.

7.39.3 Rules for Board Members.

9.3.1 Members of the Board shall conduct themselves in an orderly and businesslike manner to ensure that the business of the City shall be attended to efficiently and thoroughly and to ensure that the integrity of the deliberative process of the Board is maintained at all times. Members of the Board shall maintain a polite, respectful and courteous manner when addressing one another, City staff and members of the public during meetings. Board Members shall speak clearly into the microphone so that they can be heard by the audience.

- a) Communication with Board Members
 - 1. Board Members should request the floor of the Presiding Officer before speaking.
 - 2. A Board Member who is speaking shall attempt to avoid repetition and shall limit their comments to the subject matter at hand. Board Member should express their views without engaging in lengthy debates.
 - 3. When one Board Member is speaking, other Board Member shall not interrupt or otherwise disturb the speaker.

- b) Communication with Members of the Public Addressing the Board.
 - 1. Board Members may question a person addressing the Board at the conclusion of the person's comments or upon expiration of the person's time to speak. Such questions shall be directed to the person through the Presiding Officer.
 - 2. Board Members shall not engage the person addressing the Board in a dialogue with the Board or City staff, but shall confine communication to a question and answer format conducted through the Presiding Officer.
 - 3. If a member of the audience has addressed the Board on matters that are not on the agenda, Board Members shall refrain from discussion of the matter. If a Board Member so wishes, the Board Member may, if appropriate, during the "Conduct of Business" from Board Members portion of the meeting, direct the Secretary to place the matter on the next agenda, subject to the approval of the Board.

7.3.19.3.2 Rules for City Staff.

- a) Decorum. City staff shall not engage in public dialogue or debate with members of the public during public meetings. When addressed by the Board, staff shall respond in a polite and respectful manner.
- b) Role for the Secretary. The Secretary's duties during the Board meetings include keeping a record of concerns raised by the Board regarding staff matters and directions for future staff action.

7.3.29.3.3 Rules for the Public.

- a) Members of the Audience. Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the Board meeting infeasible. A member of the audience repeatedly or continuously engaging in any such conduct shall, at the discretion of the Presiding Officer or a majority of the Board, be subject to ejection from that meeting.
- b) Persons Addressing the Board.
 - 1. Any person wishing to speak in connection with any item of business on the agenda shall first complete a speaker request slip and submit the slip to the Secretary.
 - 2. No person shall address the Board without first being recognized by the Presiding Officer.
 - 3. Each person addressing the Board shall do so in an orderly manner and shall not make repetitious, slanderous or irrelevant remarks, or engage in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the Board meetings. Any person who so disrupts the meeting may, at the discretion of the Presiding Officer or a majority of the Board, be subject to ejection from that meeting.

7.3.39.3.4 Enforcement.

- a) The Chair shall follow the following procedure to maintain decorum:
 - 1. Warning. The Presiding Officer shall request that a person who is disrupting the meeting cease such conduct. If after receiving a warning from the Presiding Officer, the person

persists in the violation, the Presiding Officer shall order the person to leave the Board meeting. If the person does not leave the meeting, the Presiding Officer may order a law enforcement officer to remove the person from the Board chambers.

2. Removal. A law enforcement officer shall carry out the orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum. Upon instruction of the Presiding Officer, it shall be the duty of the law enforcement officer to remove from the Board meeting any person who is disturbing the proceedings of the Board.
3. Motion to Enforce. If the Presiding Officer fails to enforce the rules of order and decorum set forth above, any member of the Board may move to require the Presiding Officer to do so, and an affirmative vote of a majority of the Board shall require the Presiding Officer to do so. If the Presiding Officer fails to carry out the will of the majority of the Board, the majority may designate another member of the Board to act as Presiding Officer for the purpose of enforcing the rules of order and decorum established above.
4. Clearing the Room. If a meeting of the Board is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the Presiding Officer or a majority of the Board may exercise the authority granted in California Government Code Section 54957.9 by ordering the meeting room cleared and continuing in session in the manner authorized by Section 54957.9 of the Government Code. Members of the press shall be permitted to remain unless they have participated in the disruption.

7.49.4 Adjournment of Meetings. Board meetings shall adjourn not later than 10:30 p.m., or as soon thereafter as the Board completes the item of business on the table at that hour, in which event items of business not yet addressed shall be continued to the next regular meeting or to an adjourned meeting. The Board may by majority vote extend the meeting beyond 10:30 p.m. in order to complete more of its agenda.

8-10. Robert's Rules of Order. If a matter arises that is not covered by these rules, the Brown Act or the San Bruno Municipal Code, the procedures of the Board shall be governed by the latest revised edition of Robert's Rules of Order to the extent not inconsistent with laws governing public agencies.

9.11. Amendments to By-Laws. These by-laws may not be amended unless the proposed amendment has been presented to and approved by the City Council.



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: January 24, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Kim Juran, Finance Director
SUBJECT: Adopt Resolution Accepting the City's Comprehensive Annual Financial Report (CAFR), Single Audit, and Measure A Funds Audit Report for the Fiscal Year Ended June 30, 2011

BACKGROUND

The City's independent auditor, Vavrinek, Trine, Day & Company, LLP, has completed the audit of the City's financial statements and provided their auditor's reports for the fiscal year ended June 30, 2011. The Finance Department prepared the City's financial statements in the form required of the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2011. The Government Accounting Standards Board (GASB) recommends the elements for the CAFR format. The CAFR and the related financial statements fully disclose the financial condition of the City, Redevelopment Agency, and other reporting units of the City.

The following statements for the year ended June 30, 2011 are presented for the City Council's review:

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

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

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

10.a.

In July 2011, the City's CAFR for the fiscal year ended June 30, 2010 was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officer's Association (GFOA) of the United States and Canada. This marks the first time in which the City has received this distinction. The Certificate of Achievement is the highest form of recognition for excellence in state and local government reporting and it ensures that the published CAFR is an easily readable and efficiently organized comprehensive annual financial report.

DISCUSSION

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

Vavrinek, Trine, Day & Company found the general-purpose financial statements present fairly, in all material ways, the City's financial position as of June 30, 2011. The audited financial statements include the statement of net assets, statements of activities and changes in net assets, balance sheets, statements of revenues, expenditures, and changes in fund balances, and statements of cash flows.

The CAFR has been prepared in accordance with the requirements for GASB 34. The Governmental Accounting Standards Board (GASB) established this framework for the financial reports of state and local governments. Important financial statement changes during the 2010-11 fiscal year include:

- The City's government-wide net assets increased by \$4.58 million during 2010-11, bringing the total net assets to \$105.24 million. The 2010-11 increase in net assets marks the eighth straight year that the City has seen positive growth of net assets. Of government-wide net assets, \$67.69 million is invested in capital assets, \$16.1 million is restricted for specific use, and the balance of \$21.4 million is unrestricted for the City's operations and capital investments.
- The City's Governmental activities expenses were \$48.6 million, representing a modest 3.2% increase over 2009-10. This was offset by charges for services of \$7.2 million and Operating and Capital Contributions and Grants of \$11.3 million for a net cost to general revenues (taxes and investment income) of \$30.0 million. General governmental activities revenues totaled \$32.6 million for a gain (revenues greater than expenses) of \$2.4 million.
- Business-type activities expenses of \$28.8 million were offset by charges for services totaling \$30.8 million. Combined with non-program revenues totaling \$.1 million, Net Assets increased by \$2.2 million.
- The September 9, 2010 Pacific Gas and Electric gas transmission pipeline explosion and resulting fire in San Bruno required the City to make expenditures outside of the City Council adopted operating budget. To ensure that all expenditures related to the incident were segregated, a new Emergency Disaster Fund was created and all expenses were charged to this fund. The

City continues to seek reimbursement for its costs and as of June 30, 2011 had an outstanding receivable of \$1.7 million related to expenses not yet reimbursed, but anticipated to be fully recovered.

The CAFR for the fiscal year ending June 30, 2011 is the third year in which the City is required to comply with GASB Statement No. 45 Other Post Employment Benefits. The intent of GASB 45 is to provide more complete reporting requirements regarding the costs and financial obligations that governments incur when they provide post employment benefits other than pensions. In accordance with the guidelines of GASB 45, the City's net OPEB obligation and updated actuarial analysis is provided in the Notes to the Basic Financial Statements (Note 13 on page 69-71). The City's Net OPEB obligation as of June 30, 2011 is \$6,982,700, as the City's pay-as-you-go contribution of \$811,700 was less than the Annual OPEB Cost of \$3,855,000. This Annual OPEB cost is the amount that the City would have to pay annually to fully fund its current OPEB obligation over the next 30 years.

FISCAL IMPACT

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

ALTERNATIVES

1. Request additional analysis or the preparation of other financial statements prior to accepting the audit reports as of June 30, 2011.
2. Complete further review of the audit reports.

RECOMMENDATION

Adopt resolution accepting the Independent Auditor Report, the City's Comprehensive Annual Financial Report (CAFR), Single Audit, and Measure A Funds Audit for the fiscal year ended June 30, 2011.

DISTRIBUTION

None

ATTACHEMENTS

Resolution

DATE PREPARED

January 11, 2012

REVIEWED BY

_____CM

RESOLUTION NO. 2012 _____

RESOLUTION ACCEPTING THE CITY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR), SINGLE AUDIT REPORT, AND MEASURE A FUNDS AUDIT REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2011

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

WHEREAS, the City retained the firm of Vavrinek, Trine, Day and Company, LLP, to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of San Bruno and the San Bruno Redevelopment Agency for the year ended June 30, 2011, and;

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

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

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

WHEREAS, the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2011 has been reviewed by the City Council, and;

WHEREAS, the Audit of Compliance with the Agreement for the Distribution of San Mateo County Measure A Funds for Local Transportation Purposes for the year ended June 30, 2011 has been reviewed by the City Council.

WHEREAS, the Single Audit Report for the year ended June 30, 2011 has been reviewed by the City Council, and;

NOW THEREFORE, the City Council of the City of San Bruno hereby resolves to accept the following reports of the City's independent auditors for the year ended June 30, 2011:

- 1. City's Comprehensive Annual Financial Report
- 2. Single Audit
- 3. Audit of Measure A Funds

—oOo—

I hereby certify the foregoing Resolution No. 2012-
was introduced and adopted by the San Bruno City Council
at a regular meeting on January 24, 2012 by the following vote:

AYES:

NOES:

ABSENT:

City Clerk



Redevelopment Agency Agenda Item Staff Report

SAN BRUNO REDEVELOPMENT AGENCY

DATE: January 24, 2012

TO: Honorable Chair and Members of the San Bruno Redevelopment Agency

FROM: Kim Juran, Finance Director

SUBJECT: Adopt Resolution Accepting the City's Comprehensive Annual Financial Report (CAFR) and Redevelopment Agency Audit Report for the Fiscal Year Ended June 30, 2011

BACKGROUND

The Agency's independent auditor, Vavrinek, Trine, Day & Company, LLP, has completed the audit of the City and Agency's financial statements and provided their auditors reports for the year ended June 30, 2011. The Finance Department prepared the City and Redevelopment Agency financial statements in the form required of a Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2011. The Government Accounting Standards Board (GASB) recommends the elements for the CAFR format. The CAFR and the related financial statements fully disclose the financial condition of both the City and Redevelopment Agency.

The following statements for the year ended June 30, 2011 are presented for the Redevelopment Agency's review:

1. City's Comprehensive Annual Financial Report (CAFR)
2. Redevelopment Agency Component Unit Financial Statements

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

DISCUSSION

The City's independent auditor completed audits of the City and Redevelopment Agency financial statements. The audits found no exception to conformance with generally accepted accounting standards, the Government Auditing Standards issued by the Comptroller of the United States, or the U.S. Office of Management and Budget Circular A-133 for state and local governments.

Vavrinek, Trine, Day & Company found the financial statements to present fairly, in all material ways, the City and the Agency financial positions as of June 30, 2011. The

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

The CAFR and report for the Redevelopment Agency have been prepared in accordance with the reporting requirements for GASB 34. The audited financial statements include the statement of net assets, statements of activities and changes in net assets, balance sheets, statements of revenues, expenditures, and changes in fund balances, and statements of cash flows. Important redevelopment achievements highlighted in the Management Discussion and Analysis include:

- Completed the 2010-2014 Five-Year Implementation Plan, which includes an Affordable Housing Compliance Plan for the Redevelopment Area.
- Completed two Building Façade Improvement Program projects: 589-591 San Mateo Avenue (Marshall Arts Studio and Paradise Lounge) and 446 San Mateo Avenue (Cleo's Restaurant). Approved four façade projects: 1600 El Camino Real (St. Vincent de Paul), 532 San Mateo Avenue (3 new spaces to replace vacated Lullaby Lane), 451 El Camino Real (Don Pico's Restaurant), and 486 San Mateo Ave (Never Too Latte).
- Completed work on the draft Transit Corridors Specific Plan and began work on the Environmental Impact Report and Water Supply Assessment for the Plan.
- Completed construction of the Crossing commercial project and opened Jack's restaurant as the anchor tenant along with Scott Trade.
- Supported code enforcement activities including a total of approximately 185 new cases and 118 cases resolved within the Redevelopment Area in calendar year 2010 (over 50% of code cases in the City).
- Continued funding of Capital Improvement projects located within the Project Area, including sidewalk repair, street median and pedestrian improvements.

FISCAL IMPACT

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

ALTERNATIVES

1. Request additional analysis or the preparation of other financial statements prior to accepting the audit reports as of June 30, 2011.
2. Complete further review of the audit reports.

RECOMMENDATION

Adopt resolution accepting the City's Comprehensive Annual Financial report (CAFR) and Redevelopment Agency Report for the Fiscal Year Ended June 30, 2011.

DISTRIBUTION

None

ATTACHMENTS

Resolution Accepting the City's Comprehensive Annual Financial report (CAFR) and Redevelopment Agency Report for the Fiscal Year Ended June 30, 2011.

DATE PREPARED

January 11, 2012

REVIEWED BY

_____CM

RESOLUTION NO. 2012 _____

RESOLUTION ACCEPTING THE CITY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND REDEVELOPMENT AGENCY AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2011

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

WHEREAS, the City retained the firm of Vavrinek, Trine, Day and Company, LLP to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City and the San Bruno Redevelopment Agency for the year ended June 30, 2011; and

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

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

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

WHEREAS, the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2011 has been reviewed by the Redevelopment Agency; and

WHEREAS, the Basic Financial Statements and Independent Auditor's Report for the Redevelopment Agency of the City of San Bruno for the year ended June 30, 2011 has been reviewed by the Redevelopment Agency.

NOW THEREFORE, the Redevelopment Agency of the City of San Bruno hereby resolves to accept the following reports of the independent auditors for the year ended June 30, 2011:

1. City's Comprehensive Annual Financial Report
2. Redevelopment Agency Audit Report

—oOo—

I hereby certify the foregoing Resolution No. 2012- was introduced and adopted by the San Bruno Redevelopment Agency at a regular meeting on January 24, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Agency Secretary



Redevelopment Agency Agenda Item Staff Report

SAN BRUNO REDEVELOPMENT AGENCY

DATE: January 24, 2012
TO: Honorable Chair and Members of the San Bruno Redevelopment Agency
FROM: Kim Juran, Finance Director
SUBJECT: Adopt Resolution Amending the Enforceable Obligation Payment Schedule for the San Bruno Redevelopment Agency

BACKGROUND

On June 29, 2011 the Governor of California signed ABx1 26 (The Dissolution Act) and ABx1 27 (The Voluntary "Opt In" Bill) to divert funds from redevelopment agencies to balance the State's budget deficit. This legislation intended to eliminate redevelopment agencies effective as of October 1, 2011 unless an agency agreed to "opt-in" to the alternative redevelopment program prescribed in ABx1 27.

In response to this legislation, in July 2011 the California Redevelopment Association and the League of California Cities requested the California Supreme Court to declare ABx1 26 and ABx1 27 unconstitutional because they were in violation of Proposition 22, which was passed by the voters in November 2010. The Court responded by issuing a stay on the implementation of all of the provisions of ABx1 27 (the bill establishing the "Opted In" program), as well as most of the provisions of ABx1 26 (the bill dissolving redevelopment agencies).

On December 29, 2011 the California Supreme Court issued its opinion in the case of the California Redevelopment Association v. Matasantos, which upheld the validity of ABx1 26 and determined ABx1 27 to be unconstitutional. Under the guidelines of ABx1 26, the San Bruno Redevelopment Agency will cease to exist on February 1, 2012 and the successor agency, which the City Council elected to be at their meeting on January 10, 2012, will wind down the activities and continue to satisfy the enforceable obligations of the former redevelopment agency.

DISCUSSION

In August 2011, the City Council adopted an urgency ordinance to allow the San Bruno Redevelopment Agency to "opt-in" and continue to operate in accordance with ABx1 27. However, given the Supreme Court stay of ABx1 27, the Agency was still required to comply with certain requirements of ABx1 26, which included the adoption of an Enforceable Obligation Payment Schedule (EOPS). The EOPS identifies all of the existing payment obligations of the Agency that existed at the time ABx1 26 was adopted and outlines the payment schedule by month for these obligations. At its

10.6.

adopted and outlines the payment schedule by month for these obligations. At its meeting on September 13, 2011, the City Council adopted the EOPS for the San Bruno Redevelopment Agency, which limited payment of Agency obligations only to those that are listed on the EOPS for the timeframe of August through December 2011.

Given that the effective date of the dissolution of Redevelopment Agencies has been delayed from October 1, 2011 until February 1, 2012, it is necessary to amend the previously adopted EOPS to address payments due between January 1, 2012 and February 1, 2012. In addition, given the continuing possibility that the dissolution of the Agency may be further delayed, it is recommended that the EOPS be amended to cover the timeframe of January 1, 2012 through June 30, 2012. The adoption of the resolution presented with this report will preserve the ability to continue the use of RDA funds for administration, debt service, and other contractual obligations. It is anticipated that the adoption of a payment schedule will need to be done every six months.

FISCAL IMPACT

The adoption of this Resolution complies with the provisions of ABx1 26 and allows the Redevelopment Agency and successor agency to pay the obligations outlined on the EOPS. The obligations listed are consistent with the 2011-12 City Council adopted operating budget, capital improvement projects previously approved by City Council, and outstanding debt obligations of the Agency.

RECOMMENDATION

Adopt Resolution Amending the Enforceable Obligation Payment Schedule for the San Bruno Redevelopment Agency

ALTERNATIVES

1. Do not Adopt Resolution Amending the Enforceable Obligation Payment Schedule for the San Bruno Redevelopment Agency

DISTRIBUTION

None

ATTACHMENTS

1. Resolution

DATE PREPARED

January 17, 2012

REVIEWED BY

_____CM

RESOLUTION NO. 2012 _____

**RESOLUTION ADOPTING AN AMENDED ENFORCEABLE OBLIGATION
PAYMENT SCHEDULE PURSUANT TO SECTION 34169(g) OF THE
CALIFORNIA HEALTH AND SAFETY CODE**

WHEREAS, the San Bruno Redevelopment Agency ("Agency") is a redevelopment agency organized and existing under the California Community Redevelopment Law (Health & Safety Code § 33000 *et seq.*) ("CRL") and has been authorized to transact business and exercise the powers of a redevelopment agency pursuant to action of the City Council of the City of San Bruno ("City"); and

WHEREAS, pursuant to the CRL, the City Council approved and adopted the Redevelopment Plan for the San Bruno Redevelopment Project on July 6, 1999 by Ordinance No. 1620 as amended to date, and the Agency is vested with the responsibility for implementing and carrying out the Redevelopment Plan; and

WHEREAS, in connection with approval and adoption of the State Budget for Fiscal Year 2011-12, the California Legislature approved and the Governor signed (i) AB X1 26 (Stats. 2011, chap. 5, "AB X1 26"), which immediately, and purportedly retroactively, suspended all otherwise legal redevelopment activities and incurrence of indebtedness, and provided for dissolution of California's redevelopment agencies effective October 1, 2011 (the "Dissolution Act"); and (ii) AB X1 27 (Stats. 2011, chap. 6, "AB X1 27"), which allowed a local community to avoid the consequences of the Dissolution Act and continue its redevelopment agency if the community enacted an ordinance agreeing to comply with the alternative voluntary redevelopment program described in Section 2 of AB X1 27 adding Part 1.9 (commencing with section 34192) of Division 24 of the Health and Safety Code; and

WHEREAS, AB X1 26 also required that each redevelopment agency adopt an enforceable obligation payment schedule in conformance with Section 34169(g) of the Health and Safety Code by August 28, 2011, which, among other things, was required to include a list of all of the agency enforceable obligations, and the amount of payments obligated to be made, by month, through December 2011; and

WHEREAS, the Agency adopted an Enforceable Obligation Payment Schedule by Resolution No. 2011-98 on September 13, 2011 ("EOPS"); and

WHEREAS, a Petition for Writ of Mandate was filed in the Supreme Court of the State of California on July 18, 2011 (*California Redevelopment Association, et al. v. Ana Matosantos, et al.*, Case No. 5194861), challenging the constitutionality of AB X1 26 and AB X1 27 on behalf of cities, counties and redevelopment agencies and requesting a stay of enforcement; and

WHEREAS, in a decision filed on December 29, 2011, the Supreme Court found the dissolution of redevelopment agencies effected by AB X1 26 to be a proper exercise of the legislative power vested in the Legislature by the State Constitution and the provisions of AB X1 27 allowing communities to save their redevelopment agencies if they made the "voluntary" remittance payments under AB X1 27 to violate Proposition 22, thus upholding the constitutionality of AB X1 26 and holding AB X1 27 unconstitutional; and

WHEREAS, the Supreme Court extended the timeframes set forth in AB X1 26 for, among other things, preparing the preliminary draft of the initial Recognized Obligation Payment Schedule required under Health and Safety Code Section 34169(h) from September 30, 2011 to January 30, 2012; and

WHEREAS, extension of the timeframe for oversight board approval of the initial Recognized Obligation Payment Schedule to May 1, 2012, has resulted in a void in the EOPS, in that it does not cover the amount of the payments to be made for the period January 1, 2012, through the date upon which the initial Recognized Obligation Payment Schedule shall become operative; and

WHEREAS, pursuant to Health and Safety Code Section 34177, until a Recognized Obligation Payment Schedule becomes operative, Section 34177 directs the successor agency to make payments required under the EOPS; and

WHEREAS, the Agency desires to amend its adopted EOPS to cover a period long enough that a Recognized Obligation Payment Schedule will likely have become operative prior to expiration of the amended EOPS; and

WHEREAS, the Agency therefore desires to amend the EOPS to include the amount of the payments for the period January 1, 2012 through June 30, 2012 (*as well as, if applicable, to make certain other changes necessary to provide a more accurate list and description of the Agency's existing enforceable obligations*); and

NOW, THEREFORE, the San Bruno Redevelopment Agency does hereby resolve as follows:

1. The Agency hereby adopts the Amended Enforceable Obligation Payment Schedule, attached hereto as Exhibit A.
2. The Agency Secretary is hereby directed to transmit a copy of the Amended Enforceable Obligation Payment Schedule to the State Department of Finance, the State Controller and the San Mateo County Auditor-Controller in accordance with Section 34169(g)(2) of the Health and Safety Code.

I hereby certify the foregoing Resolution No. 2012- was introduced and adopted by the San Bruno Redevelopment Agency at a regular meeting on January 24, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Agency Secretary

AMENDED ENFORCEABLE OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34167

Project Name / Debt Obligation	Payee	Description	Total Due During Fiscal Year	Payments by Month (Jan-Jun estimated)											
				Jan	Feb	Mar	Apr	May	Jun	Total Jan to Jun					
1) City Loan per resolution June 2002	City of San Bruno	Loan for operating and admin costs	1,060,300.00	176,716.67	176,716.67	176,716.67	176,716.67	176,716.67	176,716.67	176,716.67	176,716.67	176,716.67	1,060,300.02		
2) City Loan per resolution June 2001, 2002, and 2003	City of San Bruno	Loan for capital projects and admin costs	1,916,733.00	319,455.50	319,455.50	319,455.50	319,455.50	319,455.50	319,455.50	319,455.50	319,455.50	319,455.50	1,916,733.00		
3) payment)	City of San Bruno	Interest at 5.83% on loan for capital projects and admin costs	61,957.00	4,282.74	3,434.19	2,575.65	1,717.10	858.55				0.00	12,878.23		
4) and 2003 (interest payment)	City of San Bruno	Interest at 5.83% on loan for capital projects and admin costs	111,746.00	7,760.11	6,208.09	4,656.06	3,104.04	1,552.02				0.00	23,280.32		
5) Reimbursement Agreement	Union Bank	Bonds issued for new police facilities	649,638.00	444,818.75									444,818.75		
6) Agent fees	Union Bank	Fiscal Agent fees	2,500.00										0.00		
7) Archstone II Owner Participation Agreement	ASN Tanforan Crossing LLC	Tax increment reimbursement of affordable housing subsidy	370,000.00									370,000.00	370,000.00		
8) Archstone I Owner Participation Agreement	ASN Tanforan Crossing LLC	Tax increment reimbursement of affordable housing subsidy	311,000.00									311,000.00	311,000.00		
9) Employee Costs	Employees of Agency	Payroll for employees	732,051.00	61,004.25	61,004.25	61,004.25	61,004.25	61,004.25	61,004.25	61,004.25	61,004.25	61,004.25	366,026.50		
10) City administrative support from various departments including City Attorney, Management Services, Human Resources, Finance, and IT	City of San Bruno	General Administrative costs	803,639.00	66,986.58	66,986.58	66,986.58	66,986.58	66,986.58	66,986.58	66,986.58	66,986.58	66,986.58	401,919.48		
11) Annual Audit	Yavinek, Thine, Day & Co.	RDA audit services	7,500.00	7,500.00									7,500.00		
12) Community Funding	HJP Housing	Grants for affordable housing	30,000.00										30,000.00		
13) Community Funding	Shelter Network	Grants for affordable housing	7,500.00										7,500.00		
14) Community Funding	North Peninsula Neighborhood Services Center	Grants for affordable housing	6,000.00										6,000.00		
15) Legal Services	Burks, Williams & Sorensen, LLP	Legal services for operation of Agency	50,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	30,000.00		
16) Consulting Services	RSG	Economic analysis of development projects	10,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	9,000.00		
17) Contract Services	Graffiti Control Services Inc	Graffiti removal services	20,000.00	3,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	13,000.00		
18) Business Recruitment Services, planning services, postage, printing, nuisance abatement, telephone, dues, conferences	Various providers	Operation costs	119,828.00	9,985.67	9,985.67	9,985.67	9,985.67	9,985.67	9,985.67	9,985.67	9,985.67	9,985.67	59,914.02		
19) Transit Corridors Plan study and Environmental Impact Report	MIG	Consulting services	46,477.00	7,746.17	7,746.17	7,746.17	7,746.17	7,746.17	7,746.17	7,746.17	7,746.17	7,746.17	46,477.02		
20) Street Median & Grand Blvd Improvement Project	Landscap Architecture Inc, Callander Associates, and TBD	Design Services and Construction	150,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	90,000.00		
21) Ceilrain Grade Separation	PB Americas	Construction management services contract	354,388.00	47,823.17	47,823.17	47,823.17	47,823.17	47,823.17	47,823.17	47,823.17	47,823.17	47,823.17	286,939.02		
22) Commercial Building Rehabilitation - Façade Improvement Grant Program	Various owners of commercial buildings	façade improvements	111,250.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	96,250.00		
23) Accessible Curb Ramps	JJR Construction, Inc.	Accessible curb ramp installation	60,000.00	8,442.50	8,442.50	8,442.50	8,442.50	8,442.50	8,442.50	8,442.50	8,442.50	8,442.50	50,655.00		
24) Commodore Drive Pedestrian Access Project	To be determined	Construction of sidewalk and other pedestrian facilities	157,476.00	25,222.83	25,222.83	25,222.83	25,222.83	25,222.83	25,222.83	25,222.83	25,222.83	25,222.83	151,336.98		
25) Transit Corridor Pedestrian Connection	Harris & Associates, and TBD	Engineering design and construction	71,377.00	10,818.33	10,818.33	10,818.33	10,818.33	10,818.33	10,818.33	10,818.33	10,818.33	10,818.33	64,909.98		
Totals - This Page			\$ 7,221,560.00	\$ 1,223,073.27	\$ 789,343.95	\$ 786,933.38	\$ 784,522.81	\$ 760,112.24	\$ 1,512,451.87	\$ 1,512,451.87	\$ 1,512,451.87	\$ 1,512,451.87	\$ 5,858,437.32		
Totals - Page 2			\$ -												
Totals - Page 3			\$ -												
Totals - Page 4			\$ -												
Totals - Other Obligations			\$ 3,332,700.00										3,332,700.00		
Totals - All Pages			\$ 10,654,260.00												

All payment amounts are estimates

AMENDED OTHER OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34167

Project Name / Debt Obligation	Payee	Description	Total Due During Fiscal Year	Payments by month						Total Jan to Jun	
				Jan	Feb	March	April	May	June		
1) Statutory Payments	County of San Mateo	Payments per CRL 33607.5 and .7	579,039							579,039	\$ 579,039
2) Statutory Payments	City of San Bruno	Payments per CRL 33607.5 and .7	268,752							268,752	\$ 268,752
3) Statutory Payments	Milbrae Elementary	Payments per CRL 33607.5 and .7	29,920							29,920	\$ 29,920
4) Statutory Payments	San Bruno Park Elementary	Payments per CRL 33607.5 and .7	441,818							441,818	\$ 441,818
5) Statutory Payments	San Mateo Union High School	Payments per CRL 33607.5 and .7	346,753							346,753	\$ 346,753
6) Statutory Payments	San Mateo Junior College	Payments per CRL 33607.5 and .7	136,023							136,023	\$ 136,023
7) Statutory Payments	Colma Creek Flood Control	Payments per CRL 33607.5 and .7	14,127							14,127	\$ 14,127
8) Statutory Payments	San Bruno Creek Flood	Payments per CRL 33607.5 and .7	8,056							8,056	\$ 8,056
9) Statutory Payments	Bay Area Air Pollution	Payments per CRL 33607.5 and .7	4,192							4,192	\$ 4,192
10) Statutory Payments	County Harbor District	Payments per CRL 33607.5 and .7	7,071							7,071	\$ 7,071
11) Statutory Payments	County Mosquito Abatement	Payments per CRL 33607.5 and .7	398							398	\$ 398
12) Statutory Payments	Penninsula Hospital District	Payments per CRL 33607.5 and .7	18,439							18,439	\$ 18,439
13) Statutory Payments	County Office of Education	Payments per CRL 33607.5 and .7	70,788							70,788	\$ 70,788
14) Section 33876 Payments	San Mateo Union High School	Payments per former CRL 33676	946,042							946,042	\$ 946,042
15) Section 33676 Payments	San Mateo Junior College	Payments per former CRL 33676	461,282							461,282	\$ 461,282
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Totals - Other Obligations			3,332,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,332,700.00

All payment amounts are estimates



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: January 24, 2012
TO: Honorable Mayor and City Council
FROM: John Marty, City Treasurer
SUBJECT: Investment Policy

BACKGROUND:

The City's Investment Policy must be presented to the Council for adoption each year at a public meeting.

DISCUSSION:

In November 2008 the City adopted an Investment Policy Statement that incorporated changes in response to the Lehman Brothers bankruptcy, and the effects on the City's account with the San Mateo County Investment Pool. Specifically, the City adopted a balanced approach, allocating its investments as follows:

33% in the County Pool;
33% in LAIF;
33% in US Government securities (and its agencies).

The 2011 audit found that the allocation of assets was slightly out of balance, mainly due to the timing of credited interest and the Federal Government actively refinancing its existing debt, resulting in securities held being paid off early. The auditors suggested including the words "approximately 33%" for each investment category to allow for time to rebalance the portfolio.

This wording has now been included in the Investment Policy Statement. Please see pages 5 and 6 under the heading "Investments and Strategies."

FISCAL IMPACT: None

ALTERNATIVES: None

RECOMMENDATION:

It is recommended that the City Council adopt the attached Investment Policy for the City of San Bruno.

J.C.

ATTACHMENTS: Investment Policy

DATE PREPARED: January 24, 2012

REVIEWED BY:

_____ CM

_____ Finance

CITY OF SAN BRUNO

INVESTMENT POLICY

January 24, 2012

INTRODUCTION

GOALS

The investment policy of the City of San Bruno is based upon state law, city ordinances and the prudent money management rule. The primary goals of this policy are:

1. To ensure compliance with all State and Local laws governing the investment of monies in the custody of the City Treasurer.
2. To protect the principal monies entrusted to the City Treasurer by diversifying among a variety of securities and financial institutions offering independent returns..
3. To generate the maximum amount of investment income within the parameters of prudent risk management, liquidity management and the requirements of safety and credit quality.
4. To meet the daily cashflow demands of the City.

The monies entrusted to the City Treasurer constitute the "Investment Pool" or the "Portfolio" referred to in this document.

IMPLEMENTATION

DELEGATION OF AUTHORITY

Management responsibility for investments belongs to the Treasurer for the City of San Bruno, who shall establish procedures for the operation of an investment program consistent with this investment policy and perform investment transactions. These procedures will include references to safekeeping, wire transfer agreements, banking service contracts, and collateral/depository agreements. The Treasurer shall be responsible for all transactions undertaken.

The Treasurer may, in accordance with provisions of the Government Code, appoint a Deputy City Treasurer who shall perform the duties of Treasurer in the absence of the

The Treasurer may, in accordance with provisions of the Government Code, appoint a Deputy City Treasurer who shall perform the duties of Treasurer in the absence of the Treasurer. Such deputy shall not be a part of the City's Civil Service System or an appointee of the City Council.

SCOPE

The Treasurer is responsible for investing the unexpended cash in the City Treasury. This investment policy applies to all the investment activities of the City of San Bruno, except for the Public Employees Retirement System, Deferred Compensation Funds and bond proceeds where the bond documents specify a Trustee other than the City Treasurer. The financial assets of all funds, with these three noted exceptions, shall be administered in accordance with the provisions of this policy.

OBJECTIVES

Objectives have been set in order to achieve the goals of this investment policy. The primary objectives, in priority order, of the City of San Bruno's investment policy are:

A. Safety of Principal

Safety of principal is the foremost objective of the City of San Bruno. With each investment transaction the Treasurer shall seek to ensure that capital losses are avoided, whether these losses are from securities default, broker-dealer default, or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.

1. **Credit risk**, defined as the risk of loss due to failure of the issuer of a security shall be mitigated by investing in only very safe securities (see list of Authorized Investments), and by diversifying the investment portfolio so that the failure of any one issuer does not unduly harm the City's cash flow.
2. **Market risk**, defined as the risk of market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by structuring the portfolio so that securities mature at the same time that major cash outflows occur, thus eliminating the need to sell securities prior to their maturity. It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured losses are inevitable and will be considered within the context of overall investment return.

Further guidelines for safety of principal shall include:

1. Limiting the Portfolio's exposure to each issue and each issuer of debt.

2. Determining minimum credit requirements for firms that hold City monies.

B. Liquidity

The City of San Bruno's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. The Portfolio shall maintain a position of at least 50% in "readily marketable" securities, i.e., those securities that are actively traded in the secondary market.

C. Return on Investment

Return on investments shall be a market average rate of return governed by the objectives of safety and liquidity in accord with prudent investment principles and shall be consistent with other public agencies who have similar policies.

PRUDENCE

Generally, investments shall be made in the context of the "Prudent Investor Standard" rule, which states:

"...investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

ETHICS AND CONFLICTS OF INTEREST

The Investment Officers, i.e., the City Treasurer and Deputy City Treasurer, shall be governed by the "Code of Ethics" and the "Code of Professional Conduct" of the California Municipal Treasurer's Association. The Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Investment Officers shall disclose any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial positions that could be related to the performance of the City of San Bruno's portfolio. Investment Officers shall subordinate their personal investment

transactions to those of the City of San Bruno, particularly with regard to the timing of purchases and sales.

Investment Officers shall avoid any transaction that might impair public confidence in the City's ability to govern effectively. The Investment Officers shall comply with all relevant state laws governing financial conflict of interest.

At all times, the Investment Officers shall act as custodians of the public trust.

PROCEDURES

MATURITIES

Maturities shall be selected to anticipate cash needs, thereby eliminating the possibility of the need for forced investment liquidation. Cash flow estimates shall be prepared in a prudent manner.

To insure that funds are always available when needed, the City shall maintain a position of investing no greater than 33% of the portfolio in maturities greater than one year. Further, investments which exceed five years in maturity, shall require authorization by the City Council prior to purchase.

INTERNAL CONTROL

The Treasurer shall establish an annual independent review by an external auditor as required by Governmental Accounting Standards Board Statement #5. The purpose of this review shall be to consider means for improved future performance, and to verify that investments have been made in accordance with the City's policies and procedures.

SAFEKEEPING OF SECURITIES

To protect against potential losses through individual securities dealers, all securities owned by the City (including collateral on repurchase agreements), shall be held in the City's name in safekeeping by a third party bank trust department. Said trust department shall act as agent for the City of San Bruno pursuant to a custody agreement between the bank and the City. All securities shall be received and delivered using standard delivery-versus-payment procedures. The Custodian shall provide safekeeping receipts of all securities held.

QUALIFIED DEALERS

The City shall transact business only with banks, savings and loans, and investment securities dealers. The dealers must be primary dealers regularly reporting to the

Federal Reserve Bank. The Treasurer shall investigate dealers wishing to do business with the City and determine if they are adequately capitalized, make markets in securities appropriate to the City's needs, and are recommended by managers of portfolios similar to the City's.

All financial institutions and securities dealers who desire to engage in investment transactions with the City of San Bruno shall submit a certification. The document shall certify that the supervising officer has reviewed the City's investment policy and agrees to disclose potential conflicts or risks to public funds that might arise out of business transactions between the firm/depository and the City of San Bruno. Employers of any financial institution offering securities or investments to the City of San Bruno shall be trained in the precautions appropriate to public sector investments and shall be required to familiarize themselves with this policy.

When two or more investment opportunities offer essentially the same maturity, yield, quality and liquidity, the City of San Bruno shall seek to promote local economic development by giving priority to the financial institutions in San Bruno, then San Mateo County, and then California.

The City shall at least annually send a copy of the current investment policy to all dealers approved to do business with the City. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the City's investment policies, and intends to show the City only appropriate investments.

An annual review of the financial condition and registrations of qualified financial institutions and securities dealers shall be conducted by the Treasurer. In addition, a current audited financial statement is required to be on file for each financial institution and securities dealer in which the City of San Bruno invests.

REPORTING

The City Treasurer shall prepare a monthly investment report. The report shall be placed on the consent calendar of the second regular City Council meeting of each month, unless no such meeting is held in which case the matter shall be deferred to the following meeting.

The report shall identify the type of investment, institution, settlement and maturity dates, purchase price and coupon rate. Current book value, current market value and yield to maturity rate shall be given for all securities with a maturity date exceeding twelve months.

INVESTMENTS AND STRATEGIES

AUTHORIZED INVESTMENTS

The City is governed by California Government Code, Sections 53600 et seq. Within the context of these limitations, the following investments are authorized as further limited herein:

A. **United States Treasury Bills, Bonds and Notes**, or those instruments for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no limitation as to the percentage of the portfolio which can be invested in this category.

B. **Obligations issued by the United States Government Agencies** such as the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA) and the Student Loan Marketing Association (SLMA). Although there is no percentage limitation of the dollar amount that can be invested in these issues, the "prudent investor" rule shall apply for any single agency name.

C. **Local Agency Investment Fund (LAIF)**. The City may invest in LAIF, a pool established by the State Treasurer for the benefit of local agencies up to the maximum amount permitted by LAIF. The maximum to be invested in LAIF shall be approximately 33% of the entire portfolio.

D. **San Mateo County Pool**. The City may invest in the San Mateo County Pool, which is under the direction of the County Tax Collector-Treasurer. The County makes direct deposits of subventions and taxes into the City's account with the pool. The monies deposited may remain in the account until needed for disbursements by the City. The maximum to be invested in the San Mateo County Investment Pool shall be approximately 33% of the entire portfolio

E. **Time Deposits (CD)**. The City may invest in nonnegotiable time certificates of deposit issued by a national or state chartered bank or federal savings and loan association rated C or better by Sheshunoff Information Services Inc. CDS are collateralized. If the collateral is government securities, 110% of the market value to the face amount of the deposit is required. Promissory notes secured by first mortgages and first trust deeds used as collateral require 150% of market value to the face amount of the deposit. The City may waive the first \$100,000.00 of collateral security for such deposits if the institution is insured pursuant to federal law. In order to secure such deposits, an institution shall maintain in the collateral pool securities having a market value of at least 10% in excess of the total amount deposited.

The maximum term for deposits shall be one year. Since time deposits are not liquid, no more than 15% of the portfolio may be invested in this category. The issuer firm should have been in existence for at least five years and be based in California. In general, the issuer must have a minimum 3% net worth to assets ratio, have \$90 Million in assets and its operation must have been profitable during its last reporting period.

F. **Ineligible Investments.** Investments not described herein, including, but not limited to common stocks, corporate bonds, mutual funds, reverse repurchase agreements, bills of exchange, time drafts, banker's acceptance, repurchase agreements, commercial paper inverse floaters and "derivatives," shall be considered ineligible investments for the City of San Bruno. Leveraging shall not be used.

TRADING

The City shall not make investments for the purpose of trading or speculation as the dominant criterion, such as anticipating an appreciation of capital value through changes in market rates.

SWAPPING OF SECURITIES

A swap is the movement from one security to another and may be done for a variety of reasons, such as to increase yield, lengthen or shorten maturities, to take a profit, or to increase investment quality. Losses or gains on security swaps must be recorded as a completed sale and purchase. The City's portfolio is mainly held to maturity; swaps are allowed only to enhance the portfolio, but not as a regular investment tool.

PORTFOLIO ADJUSTMENTS

Should an investment percentage of portfolio limitation be exceeded due to an incident such as fluctuation in portfolio size, the affected securities may be held to maturity to avoid losses. When no loss is indicated, the treasurer shall consider reconstructing the portfolio basing the decision in part on the expected length of time the portfolio will be imbalanced.

POLICY REVIEW

This investment policy shall be reviewed by the City Council at a public meeting annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, rate of return, and its relevance to current law and financial and economic trends. Amendments and modifications to the policy shall be approved by the City Council prior to implementation.



City Council Agenda Item
Staff Report

CITY OF SAN BRUNO

DATE: January 24, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Klara A. Fabry, Public Services Director
SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Two-Year Sewer Spot Repair Contract with Trinet Construction, Inc. in an Amount Not to Exceed \$1,203,500

BACKGROUND:

As a sewer collection agency, the City of San Bruno is responsible for maintaining the sewer system to allow for safe transport of wastewater to the San Bruno/South San Francisco Water Quality Control Plant. On July 26, 2011 the City Council received a report on the settlement agreements with the San Francisco Regional Water Quality Control Board and San Francisco Baykeeper. Both agreements require the City of San Bruno to significantly reduce the number of sanitary sewer overflows (SSOs) over a period of ten years. According to the order and agreement, maximum number of SSO's annually by 2019 has to be no more than 8 and 3 respectively. Replacing deteriorated sewer mains as part of the capital improvement program will ensure that this objective will be met over the long term. In the short to medium-term, drastic reductions in SSOs will have to be met with improved preventative maintenance and spot repairs. An increased focus on preventative maintenance and sewer main spot repairs are key features to reducing the number of sanitary sewer overflows.

This preventive maintenance program consists of the following main elements:

- Revising the sewer main cleaning program;
- Conducting a formal failure analysis of each SSO, and either repair or clean the segment more frequently;
- Specifying a cleaning schedule for each sewer main such that each main segment is cleaned no less than every 10 years, with most segments getting cleaned once every three years;
- Responding effectively to SSO events by improving personnel training, decreasing response times, and upgrading equipment (e.g. Vactor) to ensure that as much sewer overflow is recovered as possible; and
- Repair or replace problematic sewer mains and laterals.

The City has either already addressed or is in the process of addressing each of these elements of the maintenance plan listed above. Staff is requesting that the City Council approve the spot repair contract with Trinet Construction to meet the last element.

10.d.

In 2007, the City awarded a long-term spot repair/on-call contract to Westvalley Construction to perform various urgent maintenance and repair activities related to water and sewer mains, laterals, manholes and other miscellaneous work. The awarded contract was a one-year contract for \$175,000 that included provisions for extending the term of the contract by one year up to four times, with each extension not to exceed \$175,000. However, given the dramatically increased amount of spot repairs needed to meet settlement agreement and system management requirements, the 2011-12 Wastewater Division Operating Budget Contractual Services was increased to \$450,000 and the City sought to secure a new long-term spot repair contract.

The City advertised in August 2011 for a water and sewer spot repair contract but did not receive any bid proposals. As a temporary measure, the City Council awarded a contract amendment in the amount of \$60,000 to Westvalley Construction on September 27, 2011 to perform any necessary water and sewer repair work through December 2011. Staff made several technical alterations to the bid package to address concerns expressed by contractors during the previous bidding period and re-advertised the project in December 2011 for an on-call sewer spot repair contract only. Preparation for a separate contract for water repair is underway and will be modeled after the sewer repair contract.

DISCUSSION:

In compliance with the State Contract Code and the City's local purchasing regulations, a Notice to Bidders for this project was posted on the City's website and advertised in the *San Mateo Daily Journal* newspaper on December 12, 2011. A total of seven contractors and vendors attended the mandatory pre-bid meeting on December 21, 2011 and a total of three bids were received and opened on January 5, 2012 as follows:

<u>No.</u>	<u>Contractor</u>	<u>Basis of Award</u>
1	Trinet Construction, Inc.	\$ 1,203,500
2	Westvalley Construction	\$ 1,800,000
3	KJ Woods, Construction, Inc.	\$ 1,884,000
	Engineer's Estimate	\$ 1,138,500

The lowest bid proposal by Trinet Construction, Inc. is substantially lower than the other two bidders, but is consistent with the engineer's estimate. Since this is an on-call contract and there was no specific project area and scope defined—only estimated repair quantities—contractors had to make certain assumptions in preparing the bid proposal. Staff attributes the variance between the bids to the fact that the two higher bidders were more conservative in their assumptions. Trinet met the contractor qualifications and requirements as specified in the contract documents. Trinet's bid proposal is considered responsive and responsible.

Using the available video inspection data from the City's Sanitary Sewer Condition Assessment Project, staff estimates that approximately 450 sewer main locations are in need of a repair. Typically these sections are four to ten feet in length, though some repairs will require longer sections of main to be replaced. While some locations will be included in future pipeline replacement projects, others locations will require individual repairs.

The duration of this on-call sewer repair contract is two years, which is a reasonable length of time for a contractor to guarantee unit prices for construction work. At the end of the contract period, or upon completion of work equivalent to the awarded contract value, the City will have the option to unilaterally extend the contract for an additional two years with an increased contract value based on the same bid quantities. Should the contractor prove unsatisfactory at any time, the City has the right to terminate the contract.

FISCAL IMPACT:

The total contract amount of \$1,203,500 is a maximum based on an estimated amount of pre-planned and urgent repairs that may be necessary over a two-year period to address problematic locations to prevent or respond to SSOs. The amount paid to the contractor will depend on actual work completed and there is no minimum amount the City must pay the contractor.

The contract is funded through the Wastewater Division's Contractual Services line item, which has a budget of \$450,000. If the contract is awarded, staff will issue a purchase order for the amounts and time periods listed below:

Timeline of anticipated expenditures

March 2012—June 2012:	\$ 300,000
July 2012—June 2013:	\$ 450,000
July 2013—February 2014:	\$ 300,000

Estimated Total \$1,050,000

By March 2014, the City could either extend the contract with Trinet, or go out to bid again.

If desired as an alternative approach, the City could also begin the process of hiring additional maintenance workers and provide additional training to perform a majority of anticipated spot repairs. This would require an approximate up-front investment of \$665,000 to purchase extra equipment such as a backhoe, Vactor, service trucks, etc. It would also take time for City staff to achieve a level of construction efficiency comparable to a contractor's crew. This is because City maintenance workers must focus much of their efforts on preventative cleaning such as flushing, clearing roots, responding to resident service calls, and performing small repairs. In comparing similar, larger spot repairs performed by the City and Westvalley Construction—six to ten-foot sewer main segments six-feet deep—the average cost for the City to make the repair is approximately 20% higher. Not only are construction contractors more efficient at larger construction projects, there will always be a need for contractual services for particularly complex or specialized activities, such as pipe bursting or repairs of sewer mains buried especially deep.

As the nature of the City's increased need for spot repair is temporary—and the City is in the middle of implementing its revised preventative maintenance and cleaning program—staff recommends utilizing a contractor for the next few years until the number of sewer mains are replaced via the capital improvement program thereby reducing the need to make so many spot repairs.

ALTERNATIVES:

1. Reject all bids and rebid the contract. The bids may come in higher than those already received with the result of an increased project cost. The on-call contract would be further delayed.
2. Do not award the contract. City will not have a contractor available for urgent repairs of the sewer system, which may result in additional SSOs that violate the terms of the settlement agreement with the Water Quality Control Board and San Francisco Baykeeper.
3. Award the spot repair contract and direct that staff begin the process to hire, train and equip City staff to take over the spot repair work.

RECOMMENDATION:

Adopt resolution authorizing the City Manager to execute a two-year sewer spot repair contract with Trinet Construction, Inc. in an amount not to exceed \$1,203,500.

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolution

DATE PREPARED:

January 13, 2012

REVIEWED BY:

_____ CM

RESOLUTION NO. 2012 - ____

ADOPT RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A TWO-YEAR SEWER SPOT REPAIR CONTRACT WITH TRINET CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED \$1,203,500

WHEREAS, As a sewer collection agency, the City of San Bruno must rapidly respond to any incidents of service disruption including water main leaks and sanitary sewer overflows (SSO); and

WHEREAS, the settlement agreements with the Regional Water Quality Control Board (RWQCB) and the Baykeeper require the City to, among other things, drastically reduce the annual number of SSOs over 10 years and develop an SSO Reduction Plan; and

WHEREAS, the City has determined that it would be cost beneficial to secure a new long-term maintenance contract with a sewer construction contractor to address urgent repairs to meet the objectives of the settlement agreements and SSO Reduction Plan; and

WHEREAS, the City advertised this contract for bid in compliance with State Contract Code, local purchasing regulations and federal funding requirements and received three sealed bids; and

WHEREAS, Trinet Construction, Inc. submitted the lowest basis of award bid in the amount of \$1,203,500 and was determined to be the lowest cost, responsive and responsible bidder; and

WHEREAS, Trinet Construction, Inc. has satisfactorily completed numerous construction projects for the City, and has a valid contractor's license required to perform the scope of work of this project; and

WHEREAS, funding for the Wastewater Division Operating Budget will pay this contract.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council authorizes the City Manager to execute a two-year sewer spot repair contract with Trinet Construction, Inc. in an amount not to exceed \$1,203,500.



City Council Agenda Item
Staff Report

CITY OF SAN BRUNO

DATE: January 24, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Klara A. Fabry, Public Services Director
Harry Burrowes, Project Manager – Crestmoor Reconstruction

SUBJECT: Adopt Resolutions Authorizing Construction and Design Work Associated with the Crestmoor (Glenview) Neighborhood Reconstruction Project

- Resolution Authorizing the City Manager to Execute a Construction Contract for the Crestmoor (Glenview) Neighborhood Reconstruction – Phase I Water System Improvement Project with Casey Construction, Inc. in the Amount of \$517,457 and Approving a Construction Budget of \$645,000
- Resolution Amending the Contract with BKF Engineers, Inc. for Design Engineering Services Related to the Crestmoor (Glenview) Neighborhood Reconstruction and Increasing the Contract Amount by \$406,100

BACKGROUND:

The reconstruction and replacement of infrastructure within the Crestmoor (Glenview) neighborhood that was damaged as a result of the September 9, 2010 PG&E gas pipeline explosion and fire is ongoing. On September 13, 2011, the City Council adopted a resolution authorizing staff to proceed with design and bidding of the Phase I Water System Improvement Project. This work consists of the installation of new, upsized water mains and connections at Sneath Lane on the north end of the Crestmoor neighborhood. These new waterlines and the associated work will provide more reliable water pressure and flows to the neighborhood. The City recently accepted bids and staff is seeking authorization to award a construction contract to the low bidder.

In addition, on December 13, 2011 the City Council adopted a resolution confirming the scope of infrastructure repairs and improvements related to the reconstruction within the entire Crestmoor (Glenview) neighborhood. Staff is proceeding with the necessary planning and design work to accomplish the desired improvements. The City previously entered into a contract with BKF Engineers to perform design work related to the replacement of certain infrastructure within the neighborhood. Based upon the recent direction from the City Council, the geographic scope of the reconstruction and infrastructure replacement has expanded from what was initially included. Staff is seeking approval to amend the scope and budget of this existing contract with BKF Engineers to perform the additional design work required.

10.e.

DISCUSSION:

Phase I Water System Improvements

The City engaged the services of West Yost Associates to perform the design work and prepare plans, specifications, and construction documents for the construction of the proposed water system improvements. The work consists of the replacement and upsizing of water lines within Sneath Lane, and upper and lower Claremont Avenues and new connections to existing water lines. Two new pressure-reducing stations will also be constructed on the north side of Sneath Lane. These pressure-reducing stations will allow water from a higher pressure zone to "blend" into the Crestmoor neighborhood system when demand warrants.

West Yost completed their design, incorporating staff's review comments, in early December 2011. In compliance with the State Contract Code and the City's local purchasing regulations, a Notice to Bidders for this project was posted on the City's website and advertised in the *San Mateo Daily Journal* newspaper on December 9th and December 16th, 2011. A total of twelve contractors and vendors attended the mandatory pre-bid meeting on December 20, 2011 and a total of nine bids were received and opened on January 10, 2012. The tabulation of bid results is as follows:

<u>No.</u>	<u>Contractor</u>	<u>Basis of Award</u>
1	Casey Construction, Inc.	\$ 517,547
2	KJ Woods, Construction, Inc.	\$ 538,000
3	Westvalley Construction	\$ 545,723
4	J & M, Inc.	\$ 555,624
5	J. Flores Construction	\$ 560,949
6	W.R. Forde Associates	\$ 597,535
7	Con-Quest Contractors, Inc.	\$ 649,911
8	Pacific Underground Construction	\$ 650,860
9	Trinet Construction, Inc.	\$ 788,200
	Engineer's Estimate	\$ 650,000

The lowest bid, by Casey Construction, was approximately 20% below the engineer's estimate. The range and closeness of the lower bids reflect the current competitive bidding climate. Casey Construction, Inc. is well experienced in similar work and is currently completing several projects for neighboring cities.

The construction budget includes a construction contingency of 15% as well as contract administration costs. These costs include construction inspection, administration, management, submittal review, and other tasks as required in overseeing the construction contract. Staff has estimated these costs directly and they total approximately 9.6% of the construction cost. The total recommended construction budget is \$645,000.

The contract allows 75 working days to complete the project construction. If the City Council approves award of the contract, construction will commence in February and should be

completed in early to mid-May 2012 depending upon the contractor's scheduling and any weather delays.

Contract Amendment with BKF Engineers

On June 14, 2011, the City Council approved a contract with BKF Engineers in the amount of \$298,516 to perform design services related to the reconstruction of certain infrastructure that was damaged in the PG&E gas pipeline explosion and fire. This design contract specifically contemplated the area that was immediately impacted by the explosion and fire with the expectation to further refine the project area as part as the scope of the project. BKF has already performed a significant amount of preliminary engineering studies and analysis under this existing contract including assisting staff in an evaluation of the infrastructure repair and replacement in the greater Crestmoor neighborhood. As a result of these studies, staff prepared an extensive overview and recommendations for infrastructure repair and replacement in a Study Session with City Council on November 8, 2011. On December 13, 2011, City Council adopted a resolution confirming the extent of these infrastructure improvements and directed staff to proceed with the necessary design.

The recommended infrastructure repairs and replacement are significantly broader in geographic area than initially included in the contract with BKF. The additional area of work is more than 50% larger than the original project area. As a result, staff has asked BKF for a supplemental proposal to perform the design services necessary for this additional work.

BKF is the logical party to perform the work as they already have not only the background information but also a good working understanding of the issues and challenges that the project involves. Staff determined that seeking proposals from other consultants would result most likely in project delays, inefficiencies, and possible additional overall project cost. In addition, when the City originally sought proposals to perform the design work within the Crestmoor neighborhood, requests for proposals were sent to 29 engineering firms. BKF was one of only two firms who submitted responsible proposals.

Staff has negotiated a supplemental scope and budget with BKF for an additional amount of \$406,100. The work includes the design necessary for replacement and/or repair of all underground improvements including water mains and services, sewer mains and laterals, and storm drainage; surface improvements including street reconstruction, reconfiguration, and overlay; streetscape enhancements including the incorporation of traffic calming measures; curb gutter and sidewalk replacement and repair. The contract also includes the services of sub-consultants to perform landscape planting and irrigation design, geotechnical engineering, utility video inspection, and potholing of utilities.

Upon authorization from City Council, staff will direct BKF to immediately proceed with the necessary design to get the work constructed as soon as possible. The current anticipated schedule is to go out to bid with the initial phases of infrastructure replacement within the neighborhood in late Spring 2012, with construction occurring during May to October 2012. Subsequent phases of work will follow shortly behind.

FISCAL IMPACT:

The total construction budget of \$645,000 for the Phase I Water System Improvement contract includes a 15% construction contingency above the bid amount of \$517,547 and 9.6% for

contract administration efforts by City staff. Inclusion of the contingency is highly recommended to cover any unforeseen conditions or construction change orders.

The cost of the amendment to the design contract with BKF is \$406,100. This contract amendment is based upon time and materials not to exceed that amount.

Staff anticipates that both hard (construction) costs and "soft" (design, etc.) costs for repair of City property and infrastructure that was damaged by the explosion and fire will be eligible for reimbursement through the State disaster assistance program and/or the City's property insurance, subject to deductibles and other limitations. The Trust Fund will cover all costs of these proposed improvements and professional services that are not otherwise reimbursed.

ALTERNATIVES:

1. Do not award the contract to Casey Construction, Inc. and do not construct the water system improvements. This will not further the City's goals of providing better water pressure reliability within the Crestmoor neighborhood.
2. Do not approve the contract amendment with BKF Engineers. Seek proposals from additional consulting firms to perform this work and select a design firm based upon an analysis of the proposals. This will result in delay in the design and construction of needed improvements.
3. Direct changes to the scope of services for either contract.
4. Provide alternative direction regarding the completion of the reconstruction work within the Crestmoor neighborhood.

RECOMMENDATION:

Adopt Resolutions Authorizing Construction and Design Work Associated with the Crestmoor (Glenview) Neighborhood Reconstruction Project

- Resolution Authorizing the City Manager to Execute a Construction Contract for the Crestmoor (Glenview) Neighborhood Reconstruction – Phase I Water System Improvement Project with Casey Construction, Inc. in the Amount of \$517,457 and Approving a Construction Budget of \$645,000
- Resolution Amending the Contract with BKF Engineers, Inc. for Design Engineering Services Related to the Crestmoor (Glenview) Neighborhood Reconstruction and Increasing the Contract Amount by \$406,100

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolutions

DATE PREPARED:

January 12, 2012

REVIEWED BY:

_____ CM

RESOLUTION NO. 2012-___

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT FOR THE CRESTMOOR (GLENVIEW) NEIGHBORHOOD RECONSTRUCTION – PHASE I WATER SYSTEM IMPROVEMENT PROJECT WITH CASEY CONSTRUCTION, INC. IN THE AMOUNT OF \$517,457 AND APPROVING A CONSTRUCTION BUDGET OF \$645,000

WHEREAS, the September 9, 2010 Glenview fire caused significant damage to the public infrastructure in the Crestmoor (Glenview) neighborhood; and

WHEREAS, the repair and upgrade of infrastructure is necessary to facilitate and support the rebuilding and occupancy of homes within the Crestmoor neighborhood; and

WHEREAS, certain water system upgrades and improvements are necessary to help provide better flows and pressure during peak demand periods; and

WHEREAS, the City of San Bruno, in conjunction with West Yost Associates, prepared plans and specifications to receive bids for the Crestmoor (Glenview) Neighborhood Phase I Water System Improvement Project; and

WHEREAS, the City advertised this project for bid in compliance with State Contract Code, and local purchasing regulations and received nine sealed bids; and

WHEREAS, Casey Construction, Inc. submitted the lowest basis of award bid in the amount of \$517,457 and was determined to be the lowest cost, responsive and responsible bidder; and

WHEREAS, Casey Construction, Inc. has satisfactorily completed similar water improvement projects, and has a valid contractor's license required to perform the scope of work of this project; and

WHEREAS, a construction budget of \$645,000 has been established to cover the cost of construction, contingencies, and contract administration; and

WHEREAS, the costs for repair of City property and infrastructure that was damaged by the explosion and fire will be eligible for reimbursement through the State disaster assistance program and/or the City's property insurance, subject to deductibles and other limitations and the Trust Fund will cover all costs of these proposed improvements and professional services that are not otherwise reimbursed.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to Execute a Construction Contract for the Crestmoor (Glenview) Neighborhood Reconstruction – Phase I Water System Improvement Project with Casey Construction, Inc. in the Amount of \$517,457 and approves a Construction Budget of \$645,000.

RESOLUTION NO. 2012-____

AMENDING THE CONTRACT WITH BKF ENGINEERS, INC. FOR DESIGN ENGINEERING SERVICES RELATED TO THE CRESTMOOR (GLENVIEW) NEIGHBORHOOD RECONSTRUCTION AND INCREASING THE CONTRACT AMOUNT BY \$406,100

WHEREAS, the September 9, 2010 Glenview Fire, caused significant damage to retaining walls, loss of vegetative cover and trees and made the slopes more susceptible to erosion and slope instability; and

WHEREAS, the City selected BKF Engineers, Inc. to perform civil engineering design services related to the reconstruction of infrastructure within the Crestmoor (Glenview) neighborhood and entered into a contract on June 14, 2011 in the amount of \$298,516 to perform such work; and

WHEREAS, an in depth analysis of the extent of infrastructure repair and replacement in the neighborhood has concluded that the recommended work should be expanded in both scope and geographic area; and

WHEREAS, BKF Engineers, Inc. is the logical firm to perform the additional design work as they possess both the background and working knowledge of the issues and challenges the project involves; and

WHEREAS, the City has negotiated a contract amendment with BKF Engineers, Inc. in the amount of \$406,100 to perform this additional work scope; and

WHEREAS, the costs for repair of City property and infrastructure that was damaged by the explosion and fire will be eligible for reimbursement through the State disaster assistance program and/or the City's property insurance, subject to deductibles and other limitations and the Trust Fund will cover all costs of these proposed improvements and professional services that are not otherwise reimbursed.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes City Manager to execute an Amendment to the Contract with BKF Engineers, Inc. for Design Engineering Services Related to the Crestmoor (Glenview) Neighborhood Reconstruction and Increase the Contract Amount by \$406,100



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: January 24, 2012

TO: Honorable Mayor and City Council Members

FROM: Randy Schwartz, Community Services Director
Mark Reinhart, Water Services and Conservation Manager

SUBJECT: Receive Report Regarding Bay Area Water Supply and Conservation Agency's Sustainable Landscape Project at Fire Station 51

BACKGROUND:

The Bay Area Water Supply and Conservation Agency (BAWSCA) represents the interests of 24 cities and water districts and two private utilities that purchase water wholesale from the San Francisco regional water system. These entities provide water to 1.7 million people, businesses and community organizations in Alameda, Santa Clara and San Mateo counties.

BAWSCA encourages the efficient use of water for landscaping by offering free water efficient landscape education classes each Spring and Fall for both adults and children. The classes include both lecture and hands-on workshops and are designed to introduce homeowners, commercial property managers, landscape service providers, and others to the concepts of sustainable landscaping, focusing on creating beautiful and water-efficient gardens. Examples of specific topics include Alternatives to Lawn, Habitat Gardening, Edible Landscaping, Water Efficient Irrigation Practices and Water Efficient Irrigation Practices.

DISCUSSION

BAWSCA conducted classes in Palo Alto last September and in Sunnyvale last October in order to create demonstration gardens. The programs in both cities were very successful in terms of numbers of participants and site renovation. City of San Bruno staff has been working with BAWSCA to have similar classes offered in San Bruno this May.

After considering several sites in the community, staff is recommending using the lawn areas on the El Camino Real side of Fire Station 51 for the hands-on project. The site is recommended by City staff based upon its appropriate size, frontage on El Camino Real and its high visibility location that can be seen by the public. The site will be converted from grass to California native species requiring less water.

BAWSCA and City staff will share the costs and responsibilities for the class and workshop. BAWSCA will pay for the class instruction, provide outreach materials, administer workshop registration and purchase workshop refreshments. The City will pay for the design fees, purchase materials for the drip irrigation workshop and plant materials, prepare the site for the workshop and have staff on site during the workshop. The plant selection will be coordinated between City staff and BAWSCA's landscape specialist.

FISCAL IMPACT: The expenses for this program will be shared between BAWSCA and the City. BAWSCA will spend approximately \$800 on instruction and refreshments. The City will be responsible for approximately \$800 for design and materials. Funds for this project were included in the 2011-12 Water Enterprise's Community Programs budget.

RECOMMENDATION:

Receive report regarding Bay Area Water Supply and Conservation Agency's Sustainable Landscape Project at Fire Station 51

ALTERNATIVES:

1. Direct staff to not proceed with the landscaping project
2. Determine another location for the project

DISTRIBUTION:

None

ATTACHMENTS:

1. None

DATE PREPARED:

January 10, 2012

REVIEWED BY:

_____ CM



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: January 24, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Klara A. Fabry, Public Services Director

SUBJECT: Adopt Resolution Approving the Final Map and Accepting Dedication of Land for Public Use for the Cedar Mills Subdivision

BACKGROUND:

The Cedar Mills Subdivision is located at 599 Cedar Avenue at the corner of Cedar Avenue and Pepper Drive. The subdivision encompasses a 1.91-acre site and includes the former Peninsula Christian Fellowship church site. The developer, Lennar Homes of California, obtained Planning Commission approval of a Vesting Tentative Map to subdivide the property into 14 residential lots and 4 common area/open space lots on April 19, 2011. The approval also included a Planned Unit Permit and an Architectural Review permit for the construction of 14 new single-family homes.

In compliance with the Conditions of Approval, the developer has entered into an Improvement Agreement, an Affordable Housing Agreement and Maintenance Agreements with the City. The developer has started grading the site, constructing retaining walls and working on utility improvements.

The California Subdivision Map Act and the City's Subdivision Ordinance regulate the subdivision process and require that, following approval of a Vesting Tentative Map; the developer must secure all necessary easements to provide access and utility service to the subdivision and must prepare a Final Map for approval by the City and recordation with the County.

DISCUSSION:

The Final Map, entitled "Cedar Mills Subdivision", dated January 2012, has been reviewed and determined to be in compliance with the approved Vesting Tentative Map, the Municipal Code, the General Plan, the State Subdivision Map Act and the project Conditions of Approval. The developer has posted the required bonds for completion of proposed improvements.

The developer has requested that the City accept the Final Map for recordation prior to the completion of the site improvements. In-lieu of completing the required improvements prior to recordation of the final map, the developer has posted a bond to cover the cost of the improvements. This process has been implemented with other recent developments and the public improvements for this subdivision are guaranteed through the executed Improvements Agreement and posting of bonds.

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Due to the requirement to underground the overhead power lines located over a portion of the property, the developer intends to phase the construction of the subdivision. The developer plans to construct the four homes along Pepper Drive while undergrounding the power lines and constructing the improvements to the interior portion of the property in the new easements. The developer plans to market and sell the four homes along Pepper Drive while completing the improvements and home construction along the private road.

The Final Map (see Attachment 2 for Subdivision Map) includes Lots #1-14 for the development of single-family homes and four common area lots (Lots A through D). Lots "A" and "D" are common areas for pedestrian access, storm drainage, landscaping, and public utilities; Lot "B" is a common area for pedestrian access, landscaping, private storm drains, public utilities and emergency vehicle access; and Lot "C" is the private street for access to the homes. New easements for public utility, storm drain and water are also outlined in the map.

In order for the developer to protect the City's 60" storm drain line located in a new easement to be dedicated as part of the final map, the developer has relocated the footprint of the buildings on lots 8, 9 and 10 to be further away from the storm drain line. The developer is also working with its geotechnical engineer to design and construct piers on lots 9 and 10 to protect the house foundations in the event of a future failure of the storm drain line due to an earthquake or a sinkhole caused by the pipe's structural deterioration.

Staff recommends the City Council accept the following public easements as shown on the Final Map:

- Public Utility Easement (PUE) for the purpose of installation, construction, access, and maintenance of underground utility structures and appurtenances;
- Emergency Vehicle Access Easement (EVAE) for the purpose of access of emergency vehicles and emergency equipment;
- Storm Drain Easement (SDE) for the purpose of maintenance of storm drain facilities and appurtenances related to the existing 60" storm drain;
- Water Line Easement (WLE) for the purpose of installation, construction, access, and maintenance of water lines and appurtenances.

In addition to the public easements described above, the Final Map also includes the following easements that will be transferred to the Homeowners Association:

- Private Storm Drain Easement (PSDE) for the purpose of installation, construction, access and maintenance of private storm drain facilities and appurtenances, which are the responsibility of the Homeowners Association in accordance with Covenants, Conditions and Restrictions (CC&R) governing the subdivision;
- Private Sanitary Sewer Easement (PSSE) for the purpose of installation, construction, access, and maintenance of the private sanitary sewer facilities and appurtenances, which are the responsibility of the Homeowners Association in accordance with Covenants, Conditions and Restrictions (CC&R) governing the subdivision;
- Private Pedestrian Access Easement (PPAE) for the purpose of pedestrian access ways, which are the responsibility of the Homeowners Association in accordance with Covenants, Conditions and Restrictions (CC&R) governing the subdivision.

FISCAL IMPACT:

The developer has entered into a Reimbursement Agreement and submitted a deposit in an amount sufficient to cover staff time to review the Final Map. The developer is responsible to construct and to pay for all of the public and private improvements.

ALTERNATIVES:

1. Do not approve the Final Map.

RECOMMENDATION:

Adopt resolution approving the Final Map and accepting dedication of land for public use for Cedar Mills Subdivision.

DISTRIBUTION:

None.

ATTACHMENTS:

1. Resolution
2. Cedar Mills Subdivision Map

DATE PREPARED:

January 13, 2012

REVIEWED BY:

_____ CM

_____ CD

RESOLUTION NO. 2012-___

RESOLUTION APPROVING THE FINAL MAP AND ACCEPTING DEDICATION OF LAND FOR PUBLIC USE FOR THE CEDAR MILLS SUBDIVISION

WHEREAS, the Cedar Mills Subdivision is located at 599 Cedar Avenue at the site of the former Peninsula Christian Fellowship Church and encompasses 1.9 acres; and

WHEREAS, on April 19, 2011, the Planning Commission approved a Planned Unit Permit, a Vesting Tentative Map and Architectural Review Permit for Lennar Homes of California to subdivide the property into 14 residential lots and 4 common area/open space lots known as the Cedar Mills subdivision; and

WHEREAS, on November 8, 2011, the City Council adopted Resolution No. 2011-124 authorizing the City Manager to execute an Improvement Agreement, Affordable Housing Agreement, and Maintenance Agreements for the Cedar Mills subdivision; and

WHEREAS, the developer has submitted the Final Map prepared by RJA Engineers entitled "Cedar Mills Subdivision" dated January 2012; and

WHEREAS, the developer requests that the City approve the Final Map for the project prior to the completion of all of the project site and public improvements; and

WHEREAS, pursuant to the project approvals, the City and developer have executed an Improvement Agreement for the Cedar Mills subdivision that guarantees the construction of the improvements and the timeline for this construction; and

WHEREAS, the Final Map offers dedication to the public several parcels of land; including rights for ingress and egress for the purposes of public safety, construction and maintenance of structures and appurtenances on or over those certain strips of land designated as Public Utility Easements (PUE); Emergency Vehicle Access Easement (EVAE); Storm Drain Easements (SDE) and a Water Line Easement (WLE). The Storm Drain Easement (SDE) dedication being solely for the purposes for the City to maintain, replace and repair an existing 60" storm drain line and appurtenances; and the Water Line Easement (WLE) being solely for the purposes for the City to maintain, replace and repair a 10" Water Main and appurtenances to be constructed within Lot "A" and "C"; and

WHEREAS, the Final Map designates certain real property as private easements, which are not being dedicated to the public, and therefore are the responsibility of the Homeowners Association of the subdivision in accordance with Covenants, Conditions and Restrictions Governing the subdivision, said private easements being more specifically designated as Storm Drain Easements (SDE), Water Line Easement (WLE), Private Storm Drain Easement (PSDE), Private Sanitary Sewer Easement (PSSE), and Private Pedestrian Access Easement (PPAC); and

WHEREAS, the Final Map has been reviewed by the City Engineer and determined to be technically correct, consistent with the General Plan and City standard design standards, and in compliance with the approved Planned Unit Permit and Vesting Tentative Map and related conditions of approval.

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

1. The Final Map for the Cedar Mills Subdivision is hereby approved and that all parcels, offered for dedication for public use are hereby accepted on behalf of the public in conformance with the offers of dedication.

Dated: January 24, 2012

Jim Ruane, Mayor

ATTEST:

APPROVED AS TO FORM:

Carol Bonner, City Clerk

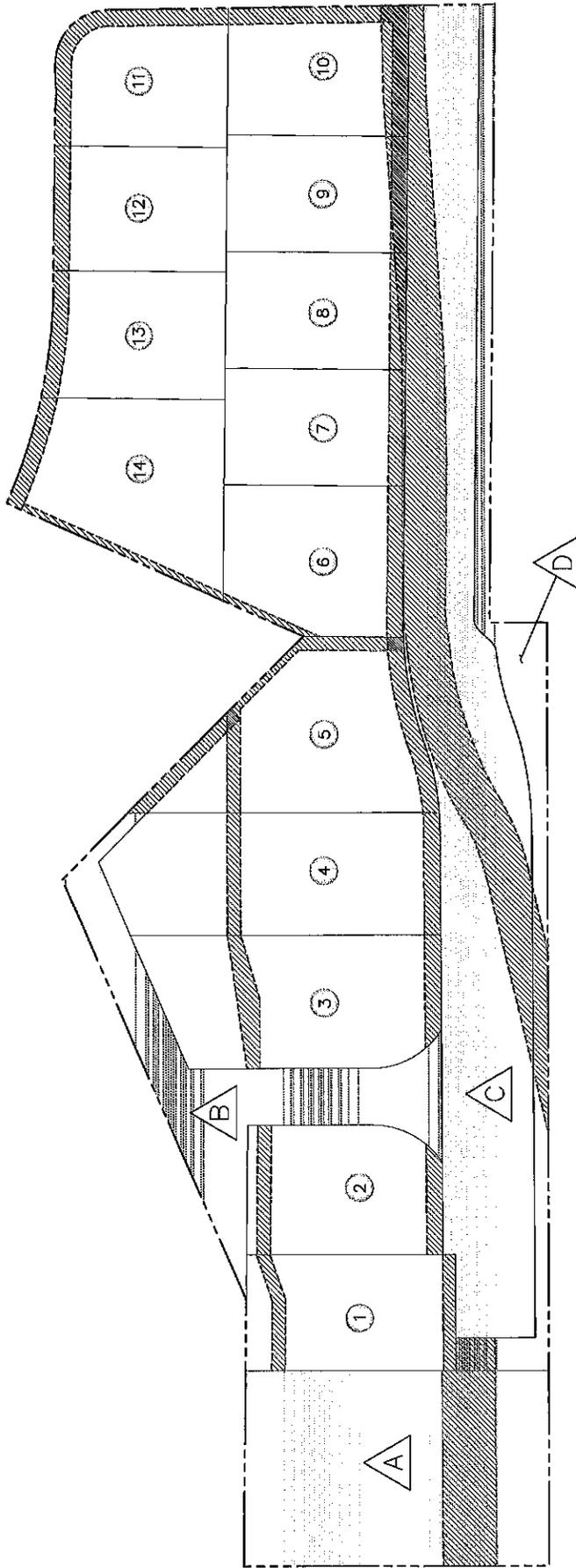
Marc Zafferano, City Attorney

-o0o-

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 10th day of January, 2012 by the following vote:

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

PEPPER DRIVE



JUNIPERO SERRA FREEWAY
(HIGHWAY 280)

-  DENOTES PUBLIC UTILITY EASEMENT
-  DENOTES STORM DRAIN EASEMENT
-  DENOTES WATER LINE EASEMENT

CEDAR MILLS SUBDIVISION

BEING A SUBDIVISION OF LOTS 1, 2, 3, AND 4, AS SHOWN ON MILLS PARK MAP NO. 5 (BOOK PAGE 17), AND THE PARCEL DESCRIBED IN THE OPEN RECORDED IN VOLUME 3668 OF PAGE 548 AND A PORTION OF THE PARCEL DESCRIBED IN THE OFFICIAL RECORDS IN VOLUME 1987 OF PAGE 365 OFFICIAL RECORDS OF SAN MATEO COUNTY.

CITY OF SAN BRUNO
SAN MATEO COUNTY, CALIFORNIA

RUGGERI-JENSEN-AZAR & ASSOCIATES
CIVIL ENGINEERS, PLANNERS & SURVEYORS
PLEASANTON CALIFORNIA
DECEMBER 2011

DRAWER'S STATEMENT
I HEREBY STATE THAT I AM THE OWNER OF, OR HAVE SOME RIGHT, TITLE OR INTEREST IN, THE REAL PROPERTY DESCRIBED HEREIN AND THAT I AM THE ONLY PERSON WHOSE NAME IS SHOWN AS THE PREPARED BY THIS MAP AND RECORDING OF SAID SUBDIVISION MAP AS SHOWN IN THE SUBDIVISION MAP AND THAT SAID MAP CONSTITUTES AND CONSISTS OF A PLANNED UNIT DEVELOPMENT PURSUANT TO SECTION 1550 ET SEQ. OF THE CALIFORNIA CIVIL CODE.

I HEREBY DEDICATE THE REAL PROPERTY DESCRIBED BELOW AS AN EASEMENT FOR PUBLIC PURPOSES. THE AREAS DESIGNATED AS "PUBLIC UTILITY EASEMENT" OR "PUE" AS SHOWN UPON THIS MAP ARE FOR THE PURPOSE OF INSTALLATION, CONSTRUCTION, ACCESS, AND MAINTENANCE OF UNDERGROUND UTILITY LINES, AND ARE NOT DEDICATED TO THE PUBLIC. THIS AREA IS TO BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES, AND SAID AREAS OR STRIPS OF LAND TO BE KEPT OPEN AND FREE FROM BUILDINGS, LABELS, FENCES, AND RETAINING WALLS.

I ALSO HEREBY DEDICATE THE REAL PROPERTY DESCRIBED BELOW AS AN EASEMENT FOR PUBLIC PURPOSES FOR THE PURPOSE OF ACCESS OF EMERGENCY VEHICLES AND EMERGENCY EQUIPMENT.

I ALSO HEREBY DEDICATE THE REAL PROPERTY DESCRIBED BELOW AS AN EASEMENT FOR PUBLIC PURPOSES. THE AREAS DESIGNATED AS "STORM DRAIN FACILITIES, ACCESS, AND MAINTENANCE OF STORM DRAIN FACILITIES AND APPURTENANCES THEREIN."

I ALSO HEREBY DEDICATE THE REAL PROPERTY DESCRIBED BELOW AS AN EASEMENT FOR PUBLIC PURPOSES. THE AREAS DESIGNATED AS "WATER LINE EASEMENT" OR "WLE" AS SHOWN UPON THIS MAP ARE FOR THE CITY OF SAN BRUNO FOR THE PURPOSE OF INSTALLATION, CONSTRUCTION, ACCESS, AND MAINTENANCE OF WATER LINES AND APPURTENANCES THEREIN.

THE REAL PROPERTY DESIGNATED AS "CEDAR BELLS LAKE LOT 20" AS SHOWN UPON THIS MAP IS A PRIVATE STREET FOR THE PURPOSE OF PRIVATE VEHICLE AND PEDESTRIAN ACCESS WAYS FOR THE BENEFIT OF THE LOTS IN THIS SUBDIVISION AND IS NOT DEDICATED TO THE PUBLIC. THIS AREA IS TO BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES, AND SAID AREAS OR STRIPS OF LAND TO BE KEPT OPEN AND FREE FROM BUILDINGS, LABELS, FENCES, AND RETAINING WALLS.

THE REAL PROPERTY DESIGNATED AS "PRIVATE STORM DRAIN EASEMENT" OR "PSE" AS SHOWN UPON THIS MAP IS FOR THE PURPOSE OF INSTALLATION, CONSTRUCTION, ACCESS, AND MAINTENANCE OF STORM DRAIN FACILITIES AND APPURTENANCES THEREIN FOR THE BENEFIT OF LOTS 1 THROUGH 14 IN THIS SUBDIVISION AND IS NOT DEDICATED TO THE PUBLIC. THIS AREA IS TO BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES, AND SAID AREAS OR STRIPS OF LAND TO BE KEPT OPEN AND FREE FROM BUILDINGS, LABELS, FENCES, AND RETAINING WALLS.

THE REAL PROPERTY DESIGNATED AS "PRIVATE PEDESTRIAN ACCESS EASEMENT" OR "PPE" AS SHOWN UPON THIS MAP IS FOR THE PURPOSE OF PEDESTRIAN ACCESS WAYS FOR THE BENEFIT OF THE LOTS IN THIS SUBDIVISION AND IS NOT DEDICATED TO THE PUBLIC. THIS AREA IS TO BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES, AND SAID AREAS OR STRIPS OF LAND TO BE KEPT OPEN AND FREE FROM BUILDINGS, LABELS, FENCES, AND RETAINING WALLS.

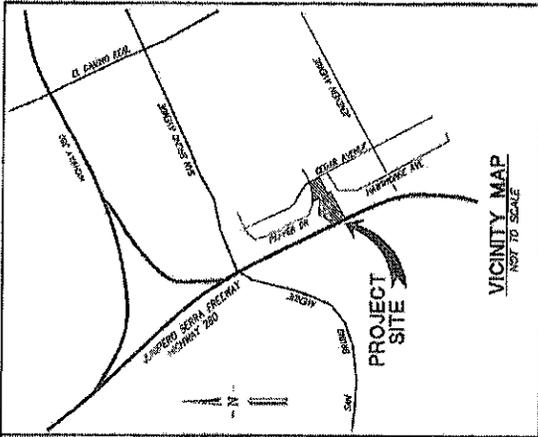
THE REAL PROPERTY DESIGNATED AS "LOT A" AND "LOT D" AS SHOWN UPON THIS MAP ARE COMMON AREAS FOR THE USE OF PEDESTRIAN ACCESS, STORM DRAINAGE, LANDSCAPING, AND PUBLIC UTILITIES. THIS AREA IS TO BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES, AND SAID AREAS OR STRIPS OF LAND TO BE KEPT OPEN AND FREE FROM BUILDINGS, LABELS, FENCES, AND RETAINING WALLS.

THE REAL PROPERTY DESIGNATED AS "LOT B" AS SHOWN UPON THIS MAP IS A COMMON AREA FOR THE USE OF PEDESTRIAN ACCESS, STORM DRAINAGE, LANDSCAPING, AND PUBLIC UTILITIES. THIS AREA IS TO BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES, AND SAID AREAS OR STRIPS OF LAND TO BE KEPT OPEN AND FREE FROM BUILDINGS, LABELS, FENCES, AND RETAINING WALLS.

THE REAL PROPERTY DESIGNATED AS "LOT C" AS SHOWN UPON THIS MAP IS A COMMON AREA FOR THE USE OF PEDESTRIAN ACCESS, STORM DRAINAGE, LANDSCAPING, AND PUBLIC UTILITIES. THIS AREA IS TO BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES, AND SAID AREAS OR STRIPS OF LAND TO BE KEPT OPEN AND FREE FROM BUILDINGS, LABELS, FENCES, AND RETAINING WALLS.

OWNER: LONAR HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION

DATE: _____ BY: DALE BELLY, VICE PRESIDENT



VICINITY MAP
NOT TO SCALE

OWNER'S ACKNOWLEDGEMENT

I, _____, 2011, BEFORE ME,
COUNTY OF CALIFORNIA

A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE FOREGOING STATEMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY ENJOYED THE SAME IN HIS/HER/THEIR UNFETTERED CAPACITY, AND THAT BY THE SIGNATURE(S) ON THE STATEMENT THE PERSON(S) OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE STATEMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND,
SIGNATURE _____
PRINTED NAME _____
COMMISSION NUMBER _____
COMMISSION EXPIRATION DATE _____
COUNTY OF PIERCE, PLACE OF BUSINESS _____

COUNTY RECORDER'S STATEMENT

FILE NO. _____ FEE \$ _____ FILED FOR RECORD ON THE _____ DAY
OF _____ 20____ AT _____ A.M./P.M. IN BOOK _____ OF MAPS, AT
PAGES _____ RECORDS OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, AT THE
REQUEST OF FIRST AMERICAN TITLE COMPANY.

MARK CHURCH
COUNTY RECORDER, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA

BY: DEPUTY COUNTY RECORDER

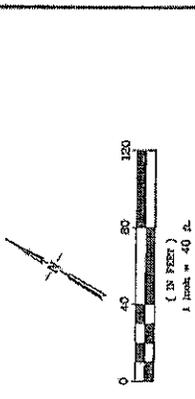
JOB NO. 10008

SHEET 1 OF 5 SHEETS

REFERENCES:
 (1) RECORD OF SURVEY, BOOK 24 ULS MAPS PAGE 59
 (2) MILLS PARK, MAP NO. 5, BOOK 33 OF MAPS PAGE 17

ABANDONMENT NOTE:
 PER SECTION 6868020 1/2 OF THE SUBDIVISION MAP ACT, THE FILING OF THIS MAP DOES HEREBY ABANDON THE STIPULE OVERSHOULDER ONLY, THE STIPULE, THE 15' STIPULE AND THE ZIPPERLINE AS SHOWN ON MILLS PARK, MAP NO. 5 AND MAPS PAGE 17) WITHIN THE BOUNDARY OF THIS MAP. SUCH ABANDONMENTS ARE THEREFORE NOT SHOWN HEREON.

EASEMENT NOTES:
 THIS SHEET SHOWS EXISTING EASEMENTS SEE SHEETS 4 AND 5 FOR NEW EASEMENTS
 (1) EXISTING EASEMENTS, RECORDED APRIL 21, 2009 AS INSTRUMENT NO. 107033, IN BOOK 3599, PAGE 288 OF OFFICIAL RECORDS TO BE OBTAINED BY SEPARATE INSTRUMENT
 (2) EXISTING EASEMENT, RECORDED NOVEMBER 10, 1990 AS INSTRUMENT NO. 107033, IN BOOK 3599, PAGE 288 OF OFFICIAL RECORDS TO BE OBTAINED BY SEPARATE INSTRUMENT
 (3) EXISTING EASEMENT, RECORDED NOVEMBER 1, 1989 AS INSTRUMENT NO. 107033, IN BOOK 3599, PAGE 288 OF OFFICIAL RECORDS TO BE OBTAINED BY SEPARATE INSTRUMENT



SUBDIVISION AREA
 THE AREA CONTAINED WITHIN THE SUBDIVISION BOUNDARY LINE SHOWN ON THIS MAP IS 1.81 ACRES (83,373 SQ.FT.)

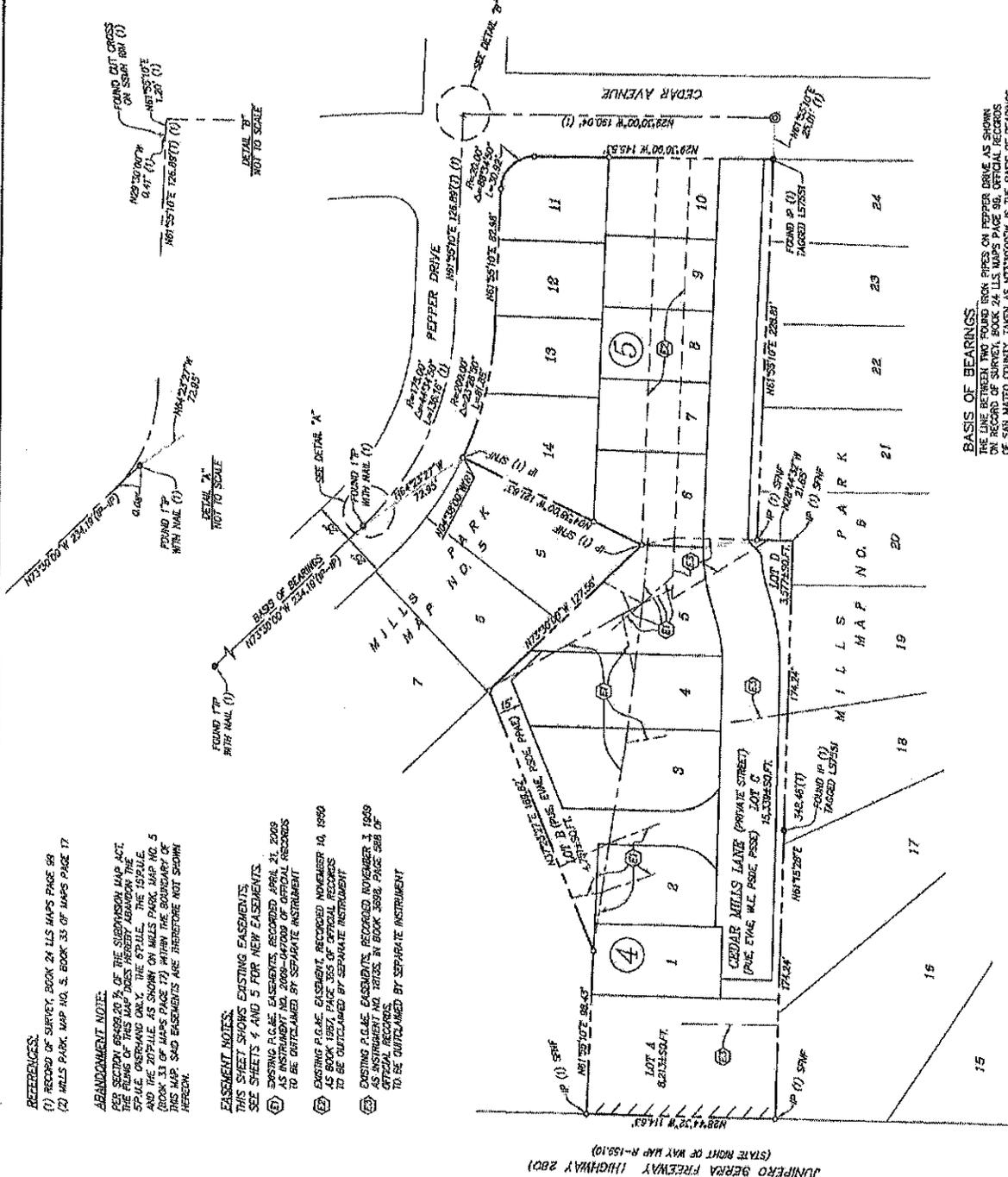
- LEGEND**
- SUBDIVISION BOUNDARY LINE
 - LOT LINE
 - - - EXISTING EASEMENT AS NOTED
 - - - NEW EASEMENT AS NOTED
 - MONUMENT LINE
 - MONUMENT THE LINE
 - EXISTING LOT LINE

- ⊙ STANDARD CITY MONUMENT TO BE SET, STAMPED ROE 22226
- ⊙ 3/4" IRON PIPE TO BE SET, STAMPED ROE 22781
- ⊙ P.U.E. PUBLIC UTILITY EASEMENT
- ⊙ E.V.A.E. EMERGENCY VEHICLE ACCESS EASEMENT
- ⊙ S.U.E. STORM DRAIN EASEMENT
- ⊙ W.L.E. WATER LINE EASEMENT
- ⊙ P.S.E. PRIVATE STORM DRAIN EASEMENT
- ⊙ P.S.E. PRIVATE SANITARY SEWER EASEMENT
- ⊙ P.A.C.E. PRIVATE PEDESTRIAN ACCESS EASEMENT
- ⊙ P.A.C.E. PRIVATE GAS AND ELECTRIC COMPANY EASEMENT
- ⊙ I.P. IRON PIPE TO IRON PIPE
- ⊙ E.A. EXISTING
- ⊙ R.P. RADIAL BEARING
- ⊙ T. TOTAL
- ⊙ S.F. SQUARE FEET
- ⊙ D.A. DATA
- ⊙ R.F. RECORDED DATA & REFERENCE
- ⊙ S.F. SEARCHED FOR, NOTHING FOUND
- ⊙ E.A. EXISTING REJUNCTIONMENT OF ADJUTERS RIGHTS OF ACCESS
- ⊙ S.F. SHEET COVERAGE
- ⊙ S.F. SHEET NUMBER

CEDAR MILLS SUBDIVISION

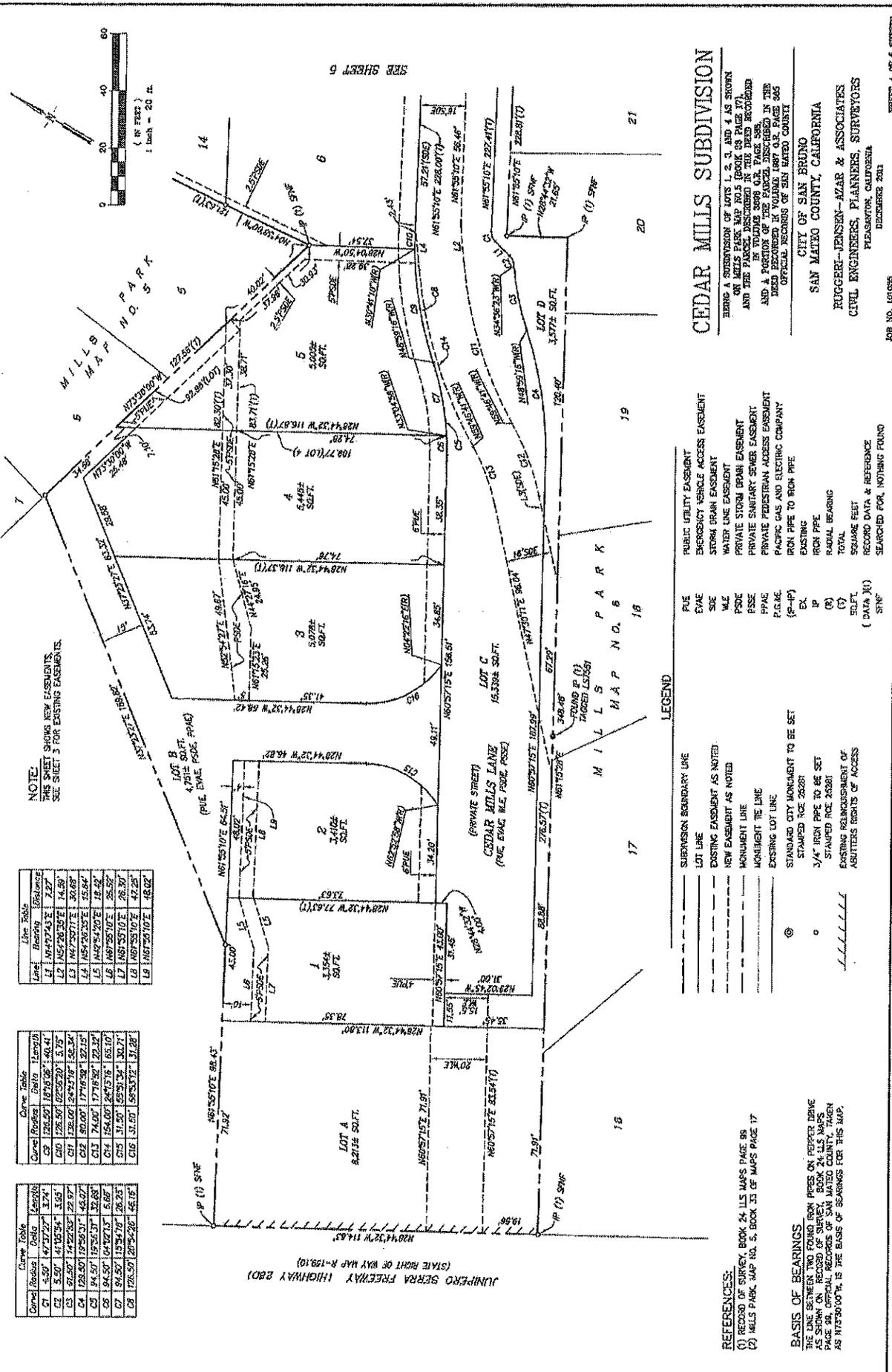
BEING A SUBDIVISION OF LOTS 1, 2, 3, AND 4 AS SHOWN ON MILLS PARK MAP NO. 5 (BOOK 33 PAGE 17), AND THIS PARCEL DESCRIBED IN THE DEED RECORDED IN VOLUME 1087 OF PAGE 385 AND A PORTION OF THE PARCEL SHOWN IN THE DEED RECORDED IN VOLUME 1087 OF PAGE 385 OFFICIAL RECORDS OF SAN MATEO COUNTY.

CITY OF SAN BRUNO
 SAN MATEO COUNTY, CALIFORNIA
 RUGGERI-JENSEN-AZAR & ASSOCIATES
 CIVIL ENGINEERS, PLANNERS, SURVEYORS
 PLEASANTON, CALIFORNIA
 DECEMBER 2011



BASIS OF BEARINGS
 THE LINE BETWEEN THE FOUND TOWN PINS ON PEPPER DRIVE AS SHOWN ON RECORD OF SURVEY, BOOK 24 ULS MAPS PAGE 59, OFFICIAL RECORDS OF SAN MATEO COUNTY, TAKEN AS N73°30'00"W, IS THE BASIS OF BEARINGS FOR THIS MAP.

JUNIPERO 96RPA FREEWAY (HIGHWAY 200)
 (STATE RIGHT OF WAY MAP R-159.10)



NOTE:
THIS SHEET SHOWS NEW EASEMENTS.
SEE SHEET 3 FOR EXISTING EASEMENTS.

Line	Bearing	Distance
L1	N67°51'02"E	7.227'
L2	N67°51'02"E	14.454'
L3	N67°51'02"E	14.454'
L4	N67°51'02"E	14.454'
L5	N67°51'02"E	14.454'
L6	N67°51'02"E	14.454'
L7	N67°51'02"E	14.454'
L8	N67°51'02"E	14.454'
L9	N67°51'02"E	14.454'

Curve	Radius	Delta	Length
C1	120.00'	167°10'00"	44.41'
C2	120.00'	167°10'00"	44.41'
C3	120.00'	167°10'00"	44.41'
C4	120.00'	167°10'00"	44.41'
C5	120.00'	167°10'00"	44.41'
C6	120.00'	167°10'00"	44.41'
C7	120.00'	167°10'00"	44.41'
C8	120.00'	167°10'00"	44.41'

Curve	Radius	Delta	Length
C1	120.00'	167°10'00"	44.41'
C2	120.00'	167°10'00"	44.41'
C3	120.00'	167°10'00"	44.41'
C4	120.00'	167°10'00"	44.41'
C5	120.00'	167°10'00"	44.41'
C6	120.00'	167°10'00"	44.41'
C7	120.00'	167°10'00"	44.41'
C8	120.00'	167°10'00"	44.41'

JUNIPERO SERRA FREEWAY (HIGHWAY 880)
(STATE RIGHT OF WAY MAP R-159.10)

CEDAR MILLS SUBDIVISION

BEING A SUBDIVISION OF LOTS 1, 2, 3, AND 4 AS SHOWN
ON MAPS RECORDED IN BOOK 24, PAGES 98
AND 99, BY TULLY & ASSOCIATES, SURVEYORS
AND A PORTION OF THE PARCEL DESCRIBED IN THE
OFFICIAL RECORDS OF SAN MATEO COUNTY
USED RECORDED IN VOLUME 1987 O.R. PAGE 245
OFFICIAL RECORDS OF SAN MATEO COUNTY

CITY OF SAN BRUNO
SAN MATEO COUNTY, CALIFORNIA
RUGGERI-JENSEN-AZAR & ASSOCIATES
CIVIL ENGINEERS, PLANNERS, SURVEYORS
PACIFIC GAS AND ELECTRIC COMPANY
IRON PIPE TO IRON PIPE
EXISTING
IRON PIPE
RURAL BEARING
TOTAL
SQUARE FEET
RECORD DATA & REFERENCE
SEARCHED FOR, NOTHING FOUND
DECEMBER 2011
JOB NO. 161655

- LEGEND
- SUBDIVISION BOUNDARY LINE
 - LOT LINE
 - EXISTING EASEMENT AS NOTED
 - NEW EASEMENT AS NOTED
 - MONUMENT LINE
 - MONUMENT THE LINE
 - EXISTING LOT LINE
 - STANDARD CITY MONUMENT TO BE SET
 - STAMPED IRON PIPE TO BE SET
 - 3/4" IRON PIPE TO BE SET
 - STAMPED IRON PIPE TO BE SET
 - EXISTING REINFORCEMENT OF ADJUTERS RIGHTS OF ACCESS
 - PUBLIC UTILITY EASEMENT
 - EMERGENCY VEHICLE ACCESS EASEMENT
 - STORM DRAIN EASEMENT
 - WATER LINE EASEMENT
 - PRIVATE STORM DRAIN EASEMENT
 - PRIVATE SEWERY SEWER EASEMENT
 - PRIVATE PEDESTRIAN ACCESS EASEMENT
 - PACIFIC GAS AND ELECTRIC COMPANY
 - IRON PIPE TO IRON PIPE
 - EXISTING
 - IRON PIPE
 - RURAL BEARING
 - TOTAL
 - SQUARE FEET
 - RECORD DATA & REFERENCE
 - SEARCHED FOR, NOTHING FOUND

REFERENCES:
(1) RECORD OF SURVEY, BOOK 24, PAGES 98
(2) MILLS PARK, MAP NO. 5, BOOK 33 OF MAPS PAGE 17

BASIS OF BEARINGS
THE LINE BETWEEN TWO FOUND IRON PIPES ON PEPPER DRIVE
BOOK 24, PAGES 98 AND 99, IS THE BASIS OF BEARINGS FOR THIS MAP.
AS N127°30'00"W IS THE BASIS OF BEARINGS FOR THIS MAP.



NOTE:
THIS SHEET SHOWS NEW EASEMENTS. SEE SHEET 3 FOR EXISTING EASEMENTS.

REFERENCES:
(1) RECORD OF SURVEY, BOOK 24 LIS MAPS PAGE 89
(2) MILLS PARK, MAP NO. 5, BOOK 33 OF MAPS PAGE 17

BASIS OF BEARINGS:
THE LINE BETWEEN TWO FOUND IRON PIPES ON PEPPER DRIVE, AS SHOWN IN THE SURVEY FROM 24 LIS MAPS PAGE 89, OFFICIAL RECORDS OF SAN MATEO COUNTY, TAKEN AS NORTH 00° 00' 00" W, IS THE BASIS OF BEARINGS FOR THIS MAP.

LEGEND

- SUBDIVISION BOUNDARY LINE
- LOT LINE
- - - EXISTING EASEMENT AS NOTED
- - - NEW EASEMENT AS NOTED
- - - MONUMENT LINE
- - - EXISTING LOT LINE

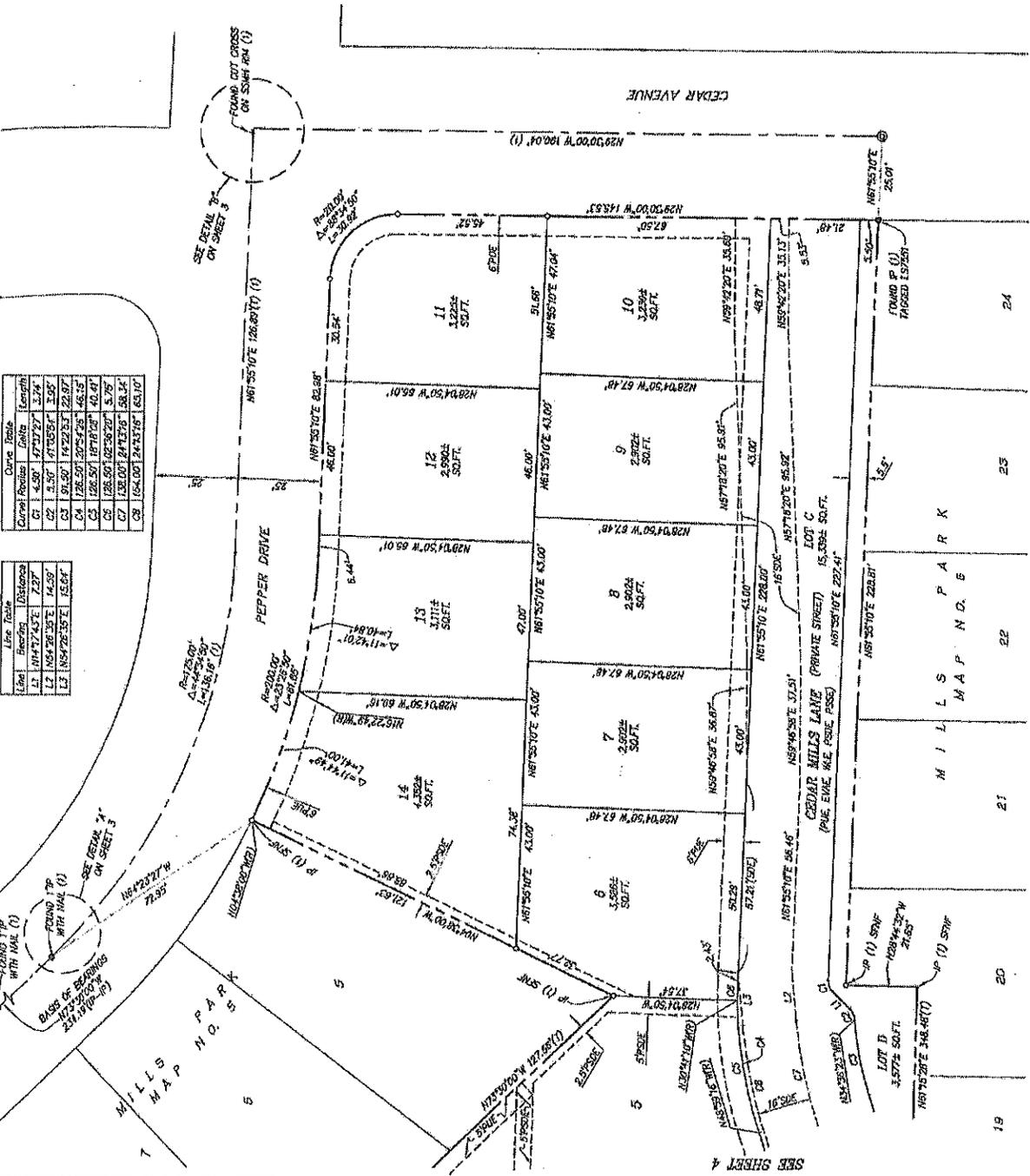
- ⊙ STANDARD CITY MONUMENT TO BE SET, STAMPED RICE 2508
- 3/4" IRON PIPE TO BE SET, STAMPED RICE 2508
- PUE PUBLIC UTILITY EASEMENT
- EV&E EMERGENCY VEHICLE ACCESS EASEMENT
- SIE SIDEWALK EASEMENT
- WLE WATER LINE EASEMENT
- PSSE PRIVATE STORM DRAIN EASEMENT
- PSSE PRIVATE SANITARY SEWER EASEMENT
- PE&E PRIVATE PEDESTRIAN ACCESS EASEMENT
- P&E&E PRIVATE PIPE AND ELECTRIC COMPANY EX. EXISTING
- RP IRON PIPE
- TP IRON PIPE
- RB&S RADIAL BEARING
- (R) TOTAL
- (T) TOTAL
- SQFT. SQUARE FEET
- (DATA X1) RECORD DATA & REFERENCE SEARCHED FOR, NOTHING FOUND
- SNP EXISTING REINFORCEMENT OF ADJUTERS RIGHTS OF ACCESS

CEDAR MILLS SUBDIVISION

BEING A SUBDIVISION OF LOTS 1, 2, 3, AND 4 AS SHOWN ON LETS PARK MAP NO. 5 (BOOK 33 PAGE 17), AND THE PART THEREOF SHOWN IN THE RECORD AND A PORTION OF THE PARCELS DESCRIBED IN THE RECORD SECURED IN VOLUME 1487 O.E. PAGE 506 OFFICIAL RECORDS OF SAN MATEO COUNTY

CITY OF SAN BRUNO
SAN MATEO COUNTY, CALIFORNIA
RUGGIEL-JENSEN-AZAR & ASSOCIATES
CIVIL ENGINEERS, PLANNERS, SURVEYORS
PLEASANTON, CALIFORNIA
DECEMBER 2011

SHEET NO. 501055 SHEET 5 OF 5 SHEETS



Curve Point	Chords	Lengths
C1	4.50'	47.9727'
C2	3.50'	41.0254'
C3	81.50'	1822.53'
C4	128.50'	2074.25'
C5	228.50'	4027.20'
C6	128.00'	2473.15'
C7	164.00'	2473.15'
C8	164.00'	2473.15'

Line	Bearing	Distance
L1	N104°27'43"E	7.23'
L2	N64°26'35"E	14.50'
L3	N54°26'35"E	15.64'

SEE SHEET 4