



**"The City With a Heart"**

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

## **AGENDA – SPECIAL MEETING CLOSED SESSION**

### **SAN BRUNO CITY COUNCIL**

**March 8, 2016**

**6:15 p.m.**

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

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

**1. CALL TO ORDER:**

**2. ROLL CALL:**

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

**4. CLOSED SESSION:**

Conference with Legal Counsel—Anticipated Litigation; Significant Exposure to Litigation pursuant to Government Code section 54956.9(d)(2): One Case

**5. ADJOURNMENT:**

The next regular City Council Meeting will be held on March 8, 2016 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.



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## **AGENDA**

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**March 8, 2016**

**7:00 p.m.**

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

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**1. CALL TO ORDER:**

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

**3. ANNOUNCEMENTS:**

- a. The Annual Pancake Breakfast and Easter Egg Hunt will be held on March 19, 2016, 9:00 to 11:00 a.m. at San Bruno City Park. The Easter Egg Hunt begins promptly at 11:00 a.m.
- b. The City of San Bruno will soon welcome Sister City Student Exchange Delegation from Narita, Japan. The Delegation will arrive in San Bruno on March 17, 2016 and will be in town through March 22, 2016.
- c. The City appreciates volunteer efforts of the Beautification Task Force to clean and improve the appearance of San Mateo Avenue in Downtown San Bruno.

**4. PRESENTATIONS:**

Present Proclamation Recognizing Vincent Carmine Hechim for his Extraordinary and Compassionate Efforts to Help other Children in Need.

**5. REVIEW OF AGENDA:**

**6. APPROVAL OF MINUTES:** Special Council Meeting of February 23, and Regular Council Meeting of February 23, 2016.

**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.

- a. **Approve:** Accounts Payable of February 16 and 22 and 29, 2016.
- b. **Approve:** Payroll of February 26, 2016
- c. **Accept:** Reconciliation of General Ledger to Bank Reports and the Investment Reports Dated January, 2016.

- d. **Waive:** Second Reading and Adopt Ordinance Amending and Replacing the Existing Development Plan for 1250 Grundy Lane.
- e. **Approve:** Letter of Support for the San Bruno Park School District's Big Lift Grant Application.

**8. PUBLIC HEARING:**

- 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. Adopt Resolution Approving Property Owner Notice and Protest Process for 2016-17 Garbage Rate Increase Proposed By Recology San Bruno.
- b. Receive the Mid-Year Financial Report as of December 31, 2015 and Adopt Resolution Approving a Mid-Year Amendment for the Fiscal Year 2015-16 Budget.
- c. Adopt Resolution Authorizing the City Manager to Execute a Contract with Eaton Pumps Sales and Service for Rehabilitation of the Corporation Yard Well in an Amount of \$230,000; Authorizing a Total Construction Budget with Contingencies in the Amount of \$264,500; and Appropriating \$91,500 in Water Capital Funds.
- d. Adopt Resolution Authorizing the City Manager to Execute a Contract with Bartle Wells Associates to Conduct a Water and Wastewater Rate Study in an Amount not to Exceed \$54,860.

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

Receive Annual Report from the Community Preparedness Committee.

**12. COMMENTS FROM COUNCIL MEMBERS:**

**13. CLOSED SESSION:**

**14. ADJOURNMENT:**

The next regular City Council Meeting will be held on March 22, 2016 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.



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## **MINUTES – SPECIAL MEETING CLOSED SESSION**

### **SAN BRUNO CITY COUNCIL**

**February 23, 2016**

**6:00 p.m.**

**1. CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on February 23, 2016 at San Bruno’s Senior Center, 1555 Crystal Springs Road, San Bruno, Ca in a special closed session meeting. The meeting was called to order at 6:00 p.m.

**2. ROLL CALL:**

Presiding was Mayor Ruane, Vice Mayor Marty Medina, Councilmembers Ibarra, Rico Medina and O’Connell. Recording by City Clerk Bonner.

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

**4. CLOSED SESSION:**

**Mayor Ruane** said they would be going into closed session for a Conference with Legal Counsel—Anticipated Litigation; Significant Exposure to Litigation pursuant to Government Code section 54956.9(d)(2): Two Cases with no reportable action.

**5. ADJOURNMENT:**

**Mayor Ruane** closed the meeting at 7:00 p.m. The next regular City Council Meeting will be held on February 23, 2016 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

Respectfully submitted for approval  
at the City Council Meeting of  
March 8, 2016

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Carol Bonner, City Clerk

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Jim Ruane, Mayor



**“The City With a Heart”**

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Marty Medina, Vice Mayor  
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Irene O’Connell, Councilmember

## **MINUTES SAN BRUNO CITY COUNCIL**

**February 23, 2016**

**7:00 p.m.**

**1. CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on February 23, 2016 at San Bruno’s Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The meeting was called to order at 7:00 p.m. **Mayor Ruane** thanked the garden club for the flower arrangement.

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

Presiding was Mayor Ruane, Vice Mayor Marty Medina, Councilmembers Ibarra, Rico Medina and O’Connell. **Harry Burrowes** led the pledge of allegiance. Recording by City Clerk Bonner.

**3. ANNOUNCEMENTS:**

**Mayor Ruane** reminded everyone that the Community Foundation Scholarship Program is now open. Information can be found on the San Bruno’s Community Foundation website or email scholarships at sbcf.org or call (650) 763-0775. They are giving out scholarships for graduating high school seniors into a two-year college or a four-year university.

**Mayor Ruane** said the improvements that have been made at the National Cemetery are very impressive and he invited everyone to take a look. He acknowledged Carolyn Livengood’s efforts to make this happen.

**4. PRESENTATIONS:** None.

**5. REVIEW OF AGENDA:** **Mayor Ruane** moved Item 11 to follow Item 8.

**6. APPROVAL OF MINUTES:** Special Council Meeting of February 9, and Regular Council Meeting of February 9, 2016, approved as submitted.

**7. CONSENT CALENDAR:**

a. **Approve:** Accounts Payable of February 8, 2016.

b. **Approve:** Payroll of February 12, 2016

c. **Waive:** Second Reading and Adopt Ordinance Authorizing the Implementation of a Community Choice Aggregation Program in San Bruno.

**M/S Rico Medina/Ibarra** to approve the consent calendar and passed with all ayes.

**8. PUBLIC HEARING:**

Hold Public Hearing, and take the Following Actions to Approve the Office Project at 1250 Grundy Lane and Associated Environmental Determination:

1. Adopt Resolution Adopting the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program.

2. Waive First Reading and Introduce an Ordinance Amending and Replacing the Existing Development Plan for 1250 Grundy Lane.

3. Adopt Resolution Approving the Installation of a Red Curb Along the North Side of Grundy Lane.

4. Adopt Resolution Approving a Planned Development Permit and an Architectural Review Permit for the Proposed Office Project at 1250 Grundy Lane.

**Associate Planner Neuebaumer** gave a power point presentation (with reference to the handouts) of the proposed development at 1250 Grundy Lane asked for questions.

**Councilmember O’Connell** asked how the traffic will work if there is going to be more than one tenant. **Neuebaumer** said all tenants will be subject to the traffic demand management plan. All tenants who occupy that building will be required to submit that plan to staff.

**Senior Project Manager Dean Wilcoxon, New Ground** expressed their appreciation for working with staff. He have been working with the San Francisco Police Credit Union for several years and this evening shows the light at the end of the tunnel. He gave a brief description of what their plans are.

**Mayor Ruane** opened the public hearing. No one wished to speak.

**M/S Rico Medina/Ibarra** to close the hearing and passed with all ayes.

**Councilmember Ibarra** introduced the resolution adopting the mitigated negative declaration and mitigation monitoring and reporting program and passed with a unanimous vote.

**M/S Ibarra/O’Connell** to waive the first reading and passed with all ayes.

**Councilmember Ibarra** introduced the ordinance amending and replacing the existing development plan for 1250 Grundy Lane.

**Councilmember Ibarra** introduced the resolution approving the installation of a red curb along the north side of Grundy Lane and passed with a unanimous vote.

**Councilmember Ibarra** introduced the resolution approving the planned development permit and architectural permit and passed with a unanimous vote.

**Janet Goodman, Project Manager** in response to Councilmember O’Connell’s request for a time line said they are working concurrently with the entitlement process for a plan review with staff with the hope that on April 7 a permit will be issued concurrent with the 30-day reading. She said construction will take about eighteen months.

11. Receive Annual Report from the Traffic Safety and Parking Committee (moved to follow Item 8.)

**Chair Jessica Barnes-Lopez** introduced the members of the committee. She explained the Traffic Safety and PC’s responsibilities. She went over the many projects the Committee has done over the last year and their plans for the next year.

**Mayor Ruane** thanked the committee for all they do.

## 9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:

**Neil Wild, Princeton Ave.** asked Council to look into reviewing the lateral sewer, which he had asked at a previous meeting. He talked about San Bruno flying solo when it came to having a fire chief and he didn’t understand how the City thought they could do that. He asked if there was a plan in place where we were planning to do something down the road. Finally, he talked about the streetlights. **City Manager Jackson** said the City did not choose to fly solo. That decision was reached by the Central County Fire Department. She said a letter went out to the Crestmoor 1 and

A portion of the Crestmoor 3 neighborhood that outlines our plan for repair and it is expected that work will be done within the next three months.

#### 10. CONDUCT OF BUSINESS:

a. Adopt Resolution Accepting the Crestmoor (Glenview) Neighborhood Phase III Utility Replacement Project as Complete and Authorizing Release of the Remaining Contract Retention Amount.

**Project Manager Burrowes** gave an overview of the staff report and asked for questions. He said there are adequate funds to complete all the remaining work in the neighborhood including the reconstruction of the streets, the sidewalks, curb and gutter, new street light system as well as the reconstruction of the Earl/Glenview Park.

**Councilmember Ibarra** said once contracts are awarded, there are a bunch of change orders. He asked how Phase 4 won't be similar. **Burrowes** said underground construction has the highest risk for change orders because you are dealing with conditions that cannot be seen. This next project is the surface improvement project, everything that can be seen. Any project this size will have change orders and that is why there will be a contingency in there to cover those.

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

b. Adopt Resolution Authorizing the City Manager to Execute a Four Year Contract with Peninsula Pump and Equipment, Inc. for Wastewater Pump Station Emergency and Specialty Repair Services in an Amount not to Exceed \$25,000 Annually.

**Public Services Deputy Director Burch** gave background and an overview of the staff report and asked for questions.

**Councilmember Rico Medina** asked what seven calls a year equate to. **Burch** said he didn't have the information regarding the cost, but they have stayed within the \$25,000 during the last few years.

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

c. Adopt Resolution Rejecting All Bids and Authorizing the Re-Advertisement of Bid for the Transit Corridor Pedestrian Connection Improvement Project Phase III.

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

**Councilmember Ibarra** asked how much was left from the grant. **Tan** said a total of \$265,000 was allocated for this project.

**Councilmember Rico Medina** introduced the resolution for adoption and passed with a unanimous vote.

d. Receive Report and Provide Direction to Staff Regarding a Response to the San Bruno Community Foundation Proposed Projects.

**City Manager Jackson** gave an overview of the staff report and highlighted the first three items and asked for questions.

**Councilmember Ibarra** reiterated he wanted to make the day in the park a true community day. He talked about the lighted crosswalk and asked we collaborate with other cities.

**Council** were in consensus on the first three items.

**Vice Mayor Marty Medina** recused himself from the fourth item as his home is within 500 feet of the proposed park.

**City Manager Jackson** gave an overview of the fourth item and asked for questions.

**Council** were in consensus on the fourth item, absent Vice Mayor Medina.

**Councilmember Rico Medina** suggested staff look for grants or opportunities with the foundation. He would also like to see in the 16-17 budget going forward that there are resources to keep it up.

**Mayor Ruane** appointed Councilmembers Rico Medina and O'Connell to a subcommittee and met with Council's consensus. He asked staff to prepare two new shovels.

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

Receive Annual Report from the Traffic Safety and Parking Committee (moved to follow Item 8.)

**12. COMMENTS FROM COUNCIL MEMBERS:** None.

**13. CLOSED SESSION:**

**14. ADJOURNMENT:**

Mayor Ruane closed the meeting at 8:23 p.m. The next regular City Council Meeting will be held on March 8, 2016 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

Respectfully submitted for approval  
at the City Council Meeting of  
March 8, 2016

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Carol Bonner, City Clerk

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Jim Ruane, Mayor

02/16/16

CITY OF SAN BRUNO  
WARRANT REGISTER  
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$138,224.14
003	ONE-TIME REVENUE	\$63.44
121	FEDERAL/STATE GRANTS	\$101.87
132	AGENCY ON AGING	\$2,479.76
133	RESTRICTED DONATIONS	\$3,386.90
190	DISASTER RECOVERY FUND	\$180.73
201	PARKS AND FACILITIES CAPITAL	\$11,600.00
203	STREET IMPROVE. PROJECTS	\$5,638.88
207	TECHNOLOGY CAPITAL	\$2,066.38
611	WATER FUND	\$13,641.57
621	STORMWATER FUND	\$2,488.17
631	WASTEWATER FUND	\$8,001.25
641	CABLE TV FUND	\$58,939.22
701	CENTRAL GARAGE	\$61.13
702	FACILITY MAINT. FUND	\$1,860.47
703	GENERAL EQUIPMENT REVOLVING	\$874.82
707	TECHNOLOGY DEVELOPMENT	\$682.74
711	SELF INSURANCE	\$15,912.98
880	PROJECT DEVELOP. TRUST	\$1,669.20
TOTAL FOR APPROVAL		\$267,873.65

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 159998 THROUGH 160117 INCLUSIVE, TOTALING IN THE AMOUNT OF \$267,873.65 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      2-22-16  
DATE

*T.a.*

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
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0000163 AIRPORT AUTO PARTS INC.	160001	2/16/2016	116.86
0017459 ALL CITY MANAGEMENT SVC.INC.	160002	2/16/2016	2,241.41
0018902 ALLGOOD DRIVING SCHOOL, INC.	160003	2/16/2016	32.00
0000372 ALLIED SECURITY ALARMS	160004	2/16/2016	345.00
0000082 AMERICAN MESSAGING	160005	2/16/2016	16.05
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0001965 ARISTA BUSINESS	160006	2/16/2016	21.47
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0000345 BAKER & TAYLOR BOOKS	160009	2/16/2016	3,890.42
0018688 BEST BEST & KRIEGER LLP	160010	2/16/2016	325.00
0106204 BLUE LINE CANINE LLC	160011	2/16/2016	250.00
0094759 BOB HULSMANN	160050	2/16/2016	50.00
0000378 BROADMOOR LANDSCAPE SUPPLY	160012	2/16/2016	217.63
0102737 BURKE, WILLIAMS & SORENSEN,LLP	160013	2/16/2016	63.44
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0014739 CAL-STEAM	160016	2/16/2016	121.73
0097050 CATHERINE YOUNG	160115	2/16/2016	75.00
0018977 CBS TELEVISION STATIONS	160017	2/16/2016	11,353.11
0017679 CDW GOVERNMENT, INC	160018	2/16/2016	575.17
0017284 CHEMSEARCHFE	160019	2/16/2016	386.95
0016324 CINTAS CORPORATION	160020	2/16/2016	766.68
0098588 CITY OF BURLINGAME	160021	2/16/2016	500.00
0000227 CITY OF SAN BRUNO	160022	2/16/2016	5,616.00
0097071 CRESCO EQUIPMENT RENTALS	160024	2/16/2016	1,175.50
0105811 CSAC EXCESS INSURANCE AUTHORITY	160033	2/16/2016	12,838.37
0018912 DASH MEDICAL GLOVES INC.	160026	2/16/2016	231.84
0093479 DEPARTMENT OF JUSTICE	160027	2/16/2016	864.00
0101178 DISCOUNT PLUMBING	160029	2/16/2016	8,000.00
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0018798 ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE	160088	2/16/2016	1,635.00
0018697 EVIDENT	160031	2/16/2016	80.00
0000046 EWING IRRIGATION PRODUCTS INC	160032	2/16/2016	196.37
0013683 F. FERRANDO & CO.	160034	2/16/2016	8,782.00
0000944 FEDEX	160035	2/16/2016	18.77
0106208 FLAHERTY BROTHERS CONSTRUCTION	160036	2/16/2016	8,500.00
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	160037	2/16/2016	6,346.02
0102869 FRANCHISE TAX BOARD	160038	2/16/2016	50.00
0097663 GAIL D. LEE	160057	2/16/2016	22.99
0105960 GARRATT CALLAHAN	160040	2/16/2016	1,200.07
0095666 GLOBAL TELECOM&TECHNOLOGY INC.	160041	2/16/2016	2,339.12
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	160103	2/16/2016	304.90
0106373 GRAFFITI PROTECTIVE COATINGS	160042	2/16/2016	8,994.00
0000162 GRAINGER	160043	2/16/2016	2,324.71
0095537 HARGENS, INC.	160045	2/16/2016	2,037.40
0000909 HERTZ EQUIPMENT RENTAL CORP.	160046	2/16/2016	4,459.99
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0105875 JETMULCH INC.	160051	2/16/2016	6,041.32
0097746 JOE VALIENTE	160109	2/16/2016	86.96

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Vendor Code & Name	Check #	Check Date	Amount
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0106010 MAINTENANCE DESIGN GROUP,LLC	160064	2/16/2016	3,100.00
0105907 MARGARITA SOYFERTIS	160094	2/16/2016	3,300.00
0106302 MATTHEW JONES	160052	2/16/2016	5,460.00
0102770 METLIFE	160065	2/16/2016	350.46
0016863 MIDWEST TAPE, LLC	160066	2/16/2016	54.03
0017233 MITY-LITE INC	160067	2/16/2016	9,146.62
0103600 MOMENTUM TELECOM, INC.	160068	2/16/2016	14,257.06
0000333 MOSS RUBBER & EQUIP. CORP.	160070	2/16/2016	396.39
0106374 NAHIDA HISHMEH	160047	2/16/2016	150.00
0018157 OCLC INC	160072	2/16/2016	352.19
0092263 OFFICE DEPOT INC	160073	2/16/2016	890.23
0018284 OFFICEMAX INC.	160074	2/16/2016	192.86
0016818 OUTDOOR CREATIONS INC	160075	2/16/2016	8,938.00
0000012 PACIFIC GAS & ELECTRIC	160076	2/16/2016	720.46
0103947 PACIFIC SKYLINE COUNCIL	160077	2/16/2016	304.00
0097109 PATRICK DANA	160025	2/16/2016	24.99
0001154 PENINSULA LIBRARY SYSTEM	160079	2/16/2016	9,595.94
0014961 PENINSULA UNIFORMS & EQUIPMENT	160080	2/16/2016	945.76
0102915 PRECISE PRINTING & MAILING	160082	2/16/2016	770.35
0097558 PURCHASE POWER	160083	2/16/2016	350.00
0000071 R & B COMPANY	160084	2/16/2016	1,202.02
0105850 RANEY PLANNING&MANAGEMENT INC.	160085	2/16/2016	1,669.20
0017712 RECALL SECURE DESTRUCTION SERVICES, INC.	160028	2/16/2016	102.53
0090749 RED WING SHOE STORE	160086	2/16/2016	230.53
0000229 REEVES CO., INC.	160087	2/16/2016	45.29
0000022 ROBERT LOUIE	160060	2/16/2016	213.20
0013581 ROVI GUIDES, INC.	160089	2/16/2016	9,843.20
0013598 SAN MATEO COUNTY SUPERIOR COURT	160023	2/16/2016	5,000.00
0099047 SAN MATEO CTY SHERIFF'S OFFICE	160090	2/16/2016	3,812.38
0018597 SAN MATEO DAILY JOURNAL	160091	2/16/2016	2,880.00
0098979 SHANAZ NIJEM	160071	2/16/2016	950.82
0018962 SHOE DEPOT INC.	160092	2/16/2016	426.56
0018214 SIGILLO SUPPLY INC.	160093	2/16/2016	922.07
0104222 STUART PARKS FORENSIC ASSOCIATES	160078	2/16/2016	650.00
0105796 SUNRISE FOOD DISTRIBUTOR INC.	160095	2/16/2016	79.76
0097503 SUSAN THOURSON	160100	2/16/2016	50.00
0018073 TEAMSTERS LOCAL 350	160096	2/16/2016	2,840.00
0106372 TERRACON CONSULTANTS INC.	160097	2/16/2016	2,600.00
0017659 THE CALIFORNIA CHANNEL	160098	2/16/2016	115.26
0018717 THE E GROUP LLC	160099	2/16/2016	300.00
0097449 THYSSENKRUPP ELEVATOR CORP.	160101	2/16/2016	417.81
0092084 TIMOTHY MAHON	160063	2/16/2016	101.87

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
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0017528 TRILITHIC INC.	160104	2/16/2016	527.40
0103095 TUTV	160105	2/16/2016	111.74
0000462 TVC COMMUNICATIONS L.L.C.	160106	2/16/2016	1,808.05
0018618 UNITED SITE SERVICES INC.	160107	2/16/2016	238.96
0099592 UNIVISION COMMUNICATIONS, INC.	160108	2/16/2016	6,293.98
0102988 VANTAGEPOINT TRANSFER AGENTS	160110	2/16/2016	10,513.42
0018771 VAVRINEK TRINE DAY & CO LLP	160111	2/16/2016	4,000.00
0095749 VERIZON WIRELESS	160112	2/16/2016	963.84
0106287 WATERWORKS - SOUTH BAY	160113	2/16/2016	475.00
0013841 WITMER-TYSON IMPORTS INC	160114	2/16/2016	600.00
0018242 ZAP MANUFACTURING INC.	160116	2/16/2016	350.80
0103399 ZUMAR INDUSTRIES, INC.	160117	2/16/2016	129.13
		<b>GrandTotal:</b>	<b>267,873.65</b>
		<b>Total count:</b>	<b>120</b>

02/22/16

CITY OF SAN BRUNO  
WARRANT REGISTER  
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$35,140.63
003	ONE-TIME REVENUE	\$2,884.96
121	FEDERAL/STATE GRANTS	\$7,000.00
122	SOLID WASTE/RECYCL.	\$147.15
132	AGENCY ON AGING	\$2,330.60
190	DISASTER RECOVERY FUND	\$56,904.99
201	PARKS AND FACILITIES CAPITAL	\$5,175.13
203	STREET IMPROVE. PROJECTS	\$146,127.21
611	WATER FUND	\$46,464.41
621	STORMWATER FUND	\$2,700.39
631	WASTEWATER FUND	\$1,166,594.18
641	CABLE TV FUND	\$57,271.94
701	CENTRAL GARAGE	\$1,815.07
702	FACILITY MAINT. FUND	\$11,345.35
707	TECHNOLOGY DEVELOPMENT	\$1,684.67
711	SELF INSURANCE	\$13,901.68
880	PROJECT DEVELOP. TRUST	\$5,760.00
891	S.B. GARBAGE CO. TRUST	\$446,010.54
TOTAL FOR APPROVAL		\$2,009,258.90

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 2 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 160118 THROUGH 160208 INCLUSIVE, TOTALING IN THE AMOUNT OF \$2,009,258.90 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,

 2-22-16  
FINANCE DIRECTOR                      DATE

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0018330 ADAMS CABLE EQUIPMENT, INC.	160118	2/22/2016	11,419.16
0000858 ADECCO EMPLOYMENT SERVICES	160119	2/22/2016	4,414.11
0103202 ADVANCED MOBILE COMMUNICATIONS	160120	2/22/2016	1,362.50
0001170 AIRGAS USA, LLC	160121	2/22/2016	288.15
0000163 AIRPORT AUTO PARTS INC.	160122	2/22/2016	108.45
0104542 ALTA LANGUAGE SERVICES, INC.	160123	2/22/2016	60.00
0001965 ARISTA BUSINESS	160125	2/22/2016	607.81
0016123 AT&T	160126	2/22/2016	117.63
0018363 AT&T LONG DISTANCE	160127	2/22/2016	22.36
0000345 BAKER & TAYLOR BOOKS	160128	2/22/2016	2,283.08
0104016 BANK OF SACRAMENTO	160129	2/22/2016	24,544.00
0102745 BAY AREA NEWS GROUP	160131	2/22/2016	1,848.64
0017624 BKF ENGINEERS	160132	2/22/2016	56,904.99
0018323 BSK ASSOCIATES	160133	2/22/2016	1,525.00
0016324 CINTAS CORPORATION	160136	2/22/2016	152.65
0000386 CITY OF SOUTH SAN FRANCISCO	160137	2/22/2016	666,659.65
0000508 CLEARLITE TROPHIES	160138	2/22/2016	1,946.75
0000169 COSTA'S / "JUST THINGS"	160141	2/22/2016	147.15
0098732 DAVID VAN WYTE	160199	2/22/2016	11.26
0100619 DAVID WALES	160203	2/22/2016	39.08
0099786 DOLORES DA COSTA	160142	2/22/2016	6.62
0018779 DUDLEY PERKINS CO	160143	2/22/2016	167.70
0000198 EBSCO SUBSCRIPTION SVCS.	160144	2/22/2016	40.00
0100725 EFRAIN ZULETA	160208	2/22/2016	21.57
0001707 EMPLOYMENT DEVELOPMENT DEPT	160145	2/22/2016	762.57
0106116 EVERBANK COMMERCIAL FINANCE, INC.	160139	2/22/2016	376.62
0000944 FEDEX	160148	2/22/2016	55.65
0018117 FLYERS ENERGY, LLC	160150	2/22/2016	8,595.24
0100066 GAVIN GLYNN	160151	2/22/2016	31.79
0016363 GCS ENVIRONMENTAL & EQUIPMENT SVC.	160147	2/22/2016	256.04
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	160194	2/22/2016	24.99
0017454 GOLDEN STATE FLOW MEASUREMENT	160153	2/22/2016	21,368.89
0000162 GRAINGER	160155	2/22/2016	53.83
0095966 GREATAMERICA FINANCIAL SVCS.	160156	2/22/2016	866.82
0097640 HECTOR SAINEZ	160186	2/22/2016	50.00
0097869 HUDSON BAYHILL OFFICE CTR LLC	160158	2/22/2016	602.12
0093171 IVO CARDELLI	160134	2/22/2016	50.00
0098271 JEFFREY GOMBIO	160154	2/22/2016	24.89
0000771 JT2 INTEGRATED RESOURCES	160159	2/22/2016	13,139.11
0018808 KAISER FOUNDATION HEALTH PLAN	160160	2/22/2016	656.00
0097136 KATHLEEN GUZMAN	160157	2/22/2016	29.05
0097000 KATHY ARBOLEDA	160124	2/22/2016	56.38
0000132 KELLY-MOORE PAINT CO INC.	160161	2/22/2016	34.48
0104994 KRON 4/BAY AREA NEWS STATION	160162	2/22/2016	16,506.73
0104424 LIDIA'S ITALIAN DELICACIES	160163	2/22/2016	2,010.00
0097507 LILY CORDERO	160140	2/22/2016	50.00
0091855 MARK REINHARDT	160164	2/22/2016	105.00
0000389 MATRISHA PERSON	160174	2/22/2016	1,344.85
0106107 MCGUIRE AND HESTER	160166	2/22/2016	466,335.65
0092285 MICROMARKETING LLC	160168	2/22/2016	50.96
0000210 OLE'S CARBURETOR &ELECTRIC INC	160169	2/22/2016	49.05
0000012 PACIFIC GAS & ELECTRIC	160170	2/22/2016	12,029.11
0097782 PATRICK MCMULLEN	160167	2/22/2016	113.60

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Vendor Code & Name	Check #	Check Date	Amount
0094941 PATRIOT CONSTRUCTION	160171	2/22/2016	492.00
0097106 PAUL WESTLUND	160205	2/22/2016	50.00
0001154 PENINSULA LIBRARY SYSTEM	160172	2/22/2016	410.65
0014961 PENINSULA UNIFORMS & EQUIPMENT	160173	2/22/2016	119.80
0103618 PETERSON POWER SYSTEMS, INC.	160175	2/22/2016	7,774.23
0106154 PIPELINE SAFETY COALITION	160176	2/22/2016	7,000.00
0106097 PMC	160177	2/22/2016	20,538.75
0000285 PREFERRED ALLIANCE, INC.	160178	2/22/2016	432.16
0105836 PRIMETIME PAPER & PROMOTIONS	160179	2/22/2016	496.00
0104869 PURSUIT NORTH	160180	2/22/2016	350.00
0013981 QUILL CORPORATION	160181	2/22/2016	23.96
0000175 RECOLOGY SAN BRUNO	160182	2/22/2016	446,010.54
0097064 RICHARD/TERESA RODONDI	160184	2/22/2016	39.69
0096458 RMC WATER AND ENVIRONMENT	160183	2/22/2016	3,002.50
0096988 ROBERT WALDVOGEL	160202	2/22/2016	50.00
0017949 SCOTT MARSHALL	160165	2/22/2016	395.00
0098129 SCOTT ZAYAC	160206	2/22/2016	44.53
0018461 SERRAMONTE FORD, INC.	160188	2/22/2016	69.31
0098030 SHRED-IT USA	160189	2/22/2016	57.45
0097079 SPRINT	160190	2/22/2016	371.22
0017036 STEVEN'S BAY AREA DIESEL SER., INC.	160130	2/22/2016	681.40
0105796 SUNRISE FOOD DISTRIBUTOR INC.	160191	2/22/2016	320.60
0018813 TANKO LIGHTING	160192	2/22/2016	137,241.98
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	160146	2/22/2016	2,581.00
0018083 THE CROSSING SAN BRUNO PROPERTY OWNERS ,	160187	2/22/2016	2,884.96
0018898 TJKM TRANSPORTATION CONSULTANT	160193	2/22/2016	960.00
0106378 TREMCO	160195	2/22/2016	13,078.88
0105824 TRIVAD, INC.	160196	2/22/2016	1,162.70
0106008 TYLER CHARLES	160135	2/22/2016	250.00
0098625 UPS	160197	2/22/2016	23.48
0016311 V & A CONSULTING ENGINEERS INC	160198	2/22/2016	2,688.00
0095749 VERIZON WIRELESS	160201	2/22/2016	3,253.76
0097199 VICTOR VAZQUEZ	160200	2/22/2016	400.00
0097800 VINOD KUMAR GODVARTY	160152	2/22/2016	16.82
0106289 WANDZIA ROSE	160185	2/22/2016	992.50
0104660 WEST YOST ASSOCIATES, INC.	160204	2/22/2016	11,274.10
0100184 WILLIAM J. FEISTER	160149	2/22/2016	350.00
0104033 ZCORUM, INC.	160207	2/22/2016	23,043.20
		<b>GrandTotal:</b>	<b>2,009,258.90</b>
		<b>Total count:</b>	<b>91</b>

02/29/16

CITY OF SAN BRUNO  
WARRANT REGISTER  
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$98,747.02
002	GENERAL FUND RESERVE	\$75.00
132	AGENCY ON AGING	\$1,598.94
133	RESTRICTED DONATIONS	\$3,417.10
201	PARKS AND FACILITIES CAPITAL	\$3,925.00
207	TECHNOLOGY CAPITAL	\$6,630.00
611	WATER FUND	\$21,203.57
621	STORMWATER FUND	\$949.04
631	WASTEWATER FUND	\$88,876.05
641	CABLE TV FUND	\$24,239.16
701	CENTRAL GARAGE	\$915.62
702	FACILITY MAINT. FUND	\$10,406.23
880	PROJECT DEVELOP. TRUST	\$7,396.28
891	S.B. GARBAGE CO. TRUST	\$40,000.00
TOTAL FOR APPROVAL		\$308,379.01

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 160209 THROUGH 160331 INCLUSIVE, TOTALING IN THE AMOUNT OF \$308,379.01 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

3-1-16  
DATE

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0001170 AIRGAS USA, LLC	160209	2/29/2016	200.39
0000163 AIRPORT AUTO PARTS INC.	160210	2/29/2016	104.10
0017459 ALL CITY MANAGEMENT SVC.INC.	160211	2/29/2016	2,156.20
0018976 ALPHA ANALYTICAL LAB. INC.	160212	2/29/2016	2,070.00
0102355 AMAZON	160213	2/29/2016	1,067.99
0001965 ARISTA BUSINESS	160214	2/29/2016	541.58
0014617 AT&T	160215	2/29/2016	13.22
0016123 AT&T	160216	2/29/2016	411.09
0017191 AT&T	160217	2/29/2016	2,290.04
0018007 AT&T	160218	2/29/2016	9,342.06
0018465 AT&T MOBILITY	160219	2/29/2016	46.50
0018583 AT&T MOBILITY	160220	2/29/2016	63.02
0000345 BAKER & TAYLOR BOOKS	160222	2/29/2016	1,107.27
0015628 BAY AREA TREE CO., INC.	160224	2/29/2016	8,575.00
0018315 BAYSIDE EQUIPMENT COMPANY	160225	2/29/2016	4,000.00
0000378 BROADMOOR LANDSCAPE SUPPLY	160226	2/29/2016	143.86
0098609 BRYAN MICHAELS	160281	2/29/2016	17.90
0018317 CANNON DESIGN GROUP	160227	2/29/2016	810.00
0017771 CARL WIND PHOTOGRAPHY	160228	2/29/2016	792.00
0017679 CDW GOVERNMENT, INC	160229	2/29/2016	308.98
0017843 CENTRAL COUNTY FIRE DEPT.	160230	2/29/2016	634.02
0106166 CHANGWEI YU-SCOTT	160331	2/29/2016	500.00
0016324 CINTAS CORPORATION	160231	2/29/2016	680.01
0016324 CINTAS CORPORATION	160232	2/29/2016	310.10
0098588 CITY OF BURLINGAME	160233	2/29/2016	3,388.50
0098588 CITY OF BURLINGAME	160234	2/29/2016	865.00
0001889 CITY OF REDWOOD CITY	160235	2/29/2016	525.00
0000386 CITY OF SOUTH SAN FRANCISCO	160236	2/29/2016	50.00
0018389 CONTRA COSTA COUNTY SHERIFF'S OFFICE	160238	2/29/2016	698.00
0000169 COSTA'S / "JUST THINGS"	160239	2/29/2016	49.05
0015857 COUNTY OF SAN MATEO	160241	2/29/2016	1,990.38
0014338 CREST/GOOD MANUFACTURING CO.	160242	2/29/2016	187.35
0018331 CSG CONSULTANTS INC.	160243	2/29/2016	8,317.33
0106160 DANIEL RONCO	160307	2/29/2016	594.30
0018188 DAU PRODUCTS	160244	2/29/2016	115.50
0105820 EAST BAY TIRE CO	160245	2/29/2016	161.48
0018804 ECMS, INC.	160246	2/29/2016	114.18
0018799 ECONOMIC&PLANNING SYSTEMS INC.	160247	2/29/2016	2,575.00
0017300 ENVIRONMENTAL HEALTH FEE	160249	2/29/2016	297.00
0094282 EXPRESS PLUMBING INC.	160250	2/29/2016	6,500.00
0000944 FEDEX	160251	2/29/2016	33.75
0017307 FINISHMASTER AUTO BODY	160253	2/29/2016	53.56
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	160254	2/29/2016	3,718.32
0102869 FRANCHISE TAX BOARD	160255	2/29/2016	50.00
0106327 FRED THAYER CARPETS	160256	2/29/2016	3,960.00
0018272 GALE/CENGAGE LEARNING	160257	2/29/2016	64.84
0105960 GARRATT CALLAHAN	160258	2/29/2016	1,897.67
0000162 GRAINGER	160260	2/29/2016	4,669.03
0017046 HAM RADIO OUTLET INC	160263	2/29/2016	113.39
0000909 HERTZ EQUIPMENT RENTAL CORP.	160265	2/29/2016	4,834.10
0106186 HIWAY SAFETY INC.	160266	2/29/2016	1,099.87
0105378 HOME MAID RAVIOLI COMPANY INC.	160267	2/29/2016	247.80
0018838 INFOSEND, INC.	160268	2/29/2016	5,756.69

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Vendor Code & Name	Check #	Check Date	Amount
0000291 IRENE M. O'CONNELL	160269	2/29/2016	90.55
0000581 IRVINE & JACHENS INC.	160270	2/29/2016	618.03
0096691 JESUS HERRERA	160264	2/29/2016	181.34
0097245 JOHN FIGONE	160252	2/29/2016	50.00
0000075 K-119 TOOLS OF CALIFORNIA INC.	160271	2/29/2016	37.60
0000132 KELLY-MOORE PAINT CO INC.	160272	2/29/2016	94.45
0106383 LAW OFFICE OF RICHARD D.GIVENS	160274	2/29/2016	800.00
0104424 LIDIA'S ITALIAN DELICACIES	160275	2/29/2016	1,092.50
0106381 LIGHTHOUSE LODGE & COTTAGES	160276	2/29/2016	2,238.70
0017026 LYNX TECHNOLOGIES, INC.	160277	2/29/2016	6,630.00
0018185 MARTY MEDINA	160279	2/29/2016	92.95
0097459 MEHDI GUETTARI	160262	2/29/2016	28.00
0102770 METLIFE	160280	2/29/2016	350.46
0106384 MICHAEL SALAZAR	160309	2/29/2016	92.95
0016863 MIDWEST TAPE, LLC	160282	2/29/2016	91.73
0096800 MOBILE CALIBRATION SVCS. LLC	160283	2/29/2016	229.08
0102832 MOORE IACOFANO GOLTSMAN, INC.	160284	2/29/2016	4,011.28
0000357 NATIONAL CABLE TV CO-OP, INC.	160285	2/29/2016	423.05
0018764 NATIONAL LEARNING CORP.	160286	2/29/2016	448.52
0097211 NAUNEET PRASAD	160297	2/29/2016	400.00
0015839 NOR-CAL SIGNS	160287	2/29/2016	1,798.84
0092263 OFFICE DEPOT INC	160288	2/29/2016	1,072.96
0018284 OFFICEMAX INC.	160289	2/29/2016	180.04
0000210 OLE'S CARBURETOR &ELECTRIC INC	160290	2/29/2016	74.66
0097567 ONE HOUR DRY CLEANING	160291	2/29/2016	260.70
0000012 PACIFIC GAS & ELECTRIC	160292	2/29/2016	19,525.25
0106110 PACIFIC OFFICE AUTOMATION	160293	2/29/2016	602.69
0106156 PENGUIN RANDOM HOUSE LLC	160294	2/29/2016	57.23
0018130 PITNEY BOWES INC.	160295	2/29/2016	54.65
0095538 POP MEDIA NETWORKS, LLC	160296	2/29/2016	1,561.81
0104869 PURSUIT NORTH	160298	2/29/2016	11,266.85
0000071 R & B COMPANY	160299	2/29/2016	273.28
0091044 R.A. METAL PRODUCTS, INC	160300	2/29/2016	565.00
0018729 RANGER PIPELINES INC.	160301	2/29/2016	322.38
0000175 RECOLOGY SAN BRUNO	160302	2/29/2016	40,000.00
0090749 RED WING SHOE STORE	160303	2/29/2016	309.01
0106380 REDUXIO SYSTEMS INC.	160304	2/29/2016	188.00
0095464 RICHARD GREGORY	160261	2/29/2016	50.00
0016729 RICOH AMERICAS CORPORATION	160305	2/29/2016	343.24
0103531 RICOH USA, INC.	160306	2/29/2016	61.80
0096684 RONILO MAGTIBAY	160278	2/29/2016	50.00
0106379 SAFETYLINE	160308	2/29/2016	85.84
0000569 SAN BRUNO AUTO CENTER, INC.	160310	2/29/2016	75.00
0094227 SAN MATEO COUNTY FIRE CHIEF'S ASSOC	160240	2/29/2016	103.47
0093465 SAN MATEO COUNTY SHERIFF	160311	2/29/2016	4,450.00
0017145 SAN MATEO LAWN MOWER SHOP	160312	2/29/2016	87.51
0098073 SAUNDRA BAGDON	160221	2/29/2016	50.00
0106068 SCOTT'S PPE RECON, INC.	160313	2/29/2016	76.31
0018962 SHOE DEPOT INC.	160315	2/29/2016	274.66
0098030 SHRED-IT USA	160316	2/29/2016	43.32
0017508 SOUTH CITY LUMBER AND SUPPLY	160317	2/29/2016	236.72
0017036 STEVEN'S BAY AREA DIESEL SER., INC.	160223	2/29/2016	421.60
0105796 SUNRISE FOOD DISTRIBUTOR INC.	160318	2/29/2016	258.64
0015671 TECHNOLOGY, ENGINEERING & CONSTRUCTION, II	160237	2/29/2016	1,000.00

Document group: komalley      Bank: apbank      05507660

Vendor Code & Name	Check #	Check Date	Amount
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	160248	2/29/2016	85.00
0103559 THE MLB NETWORK, LLC	160319	2/29/2016	1,960.42
0017133 TURBO DATA SYSTEMS INC	160320	2/29/2016	2,336.33
0018618 UNITED SITE SERVICES INC.	160321	2/29/2016	217.10
0102744 UNIVERSAL BUILDING SERVICES	160322	2/29/2016	4,816.00
0102865 UNIVERSAL SERVICE ADMINISTRATIVE CO.	160314	2/29/2016	5,458.09
0105133 UTILITY TELEPHONE, INC.	160323	2/29/2016	189.87
0102988 VANTAGEPOINT TRANSFER AGENTS	160324	2/29/2016	10,768.39
0100579 VERONICA GIESSNER	160259	2/29/2016	50.00
0106375 VIKING SANDBLASTING, INC.	160325	2/29/2016	3,200.00
0100200 VIRONEX TECHNICAL SERVICES	160326	2/29/2016	1,182.84
0103044 WATER ENVIRONMENT FEDERATION	160327	2/29/2016	297.00
0104660 WEST YOST ASSOCIATES, INC.	160328	2/29/2016	3,944.50
0000612 WESTVALLEY CONSTRUCTION CO.INC	160329	2/29/2016	80,428.40
0017917 WING WONG	160330	2/29/2016	500.00
0096693 WYLEN LAI	160273	2/29/2016	50.00
		<b>GrandTotal:</b>	<b>308,379.01</b>
		<b>Total count:</b>	<b>123</b>



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

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DATE: March 8, 2016  
TO: Honorable Mayor and Members of the City Council  
FROM: Angela Kraetsch, Finance Director  
SUBJECT: Payroll Approval

City Council approval of the City payroll distributed February 26, 2016 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,513,953.05 for bi-weekly pay period ending February 21, 2016 is attached.

**LABOR SUMMARY FOR PAY PERIOD ENDING : FEBRUARY 21, 2016**

<b>pyLaborDist</b>	<b>02/26/16</b>
Fund: 001 - GENERAL FUND	1,154,118.10
Fund: 122 - SOLID WASTE/RECYCL.	2,326.42
Fund: 190 - EMERGENCY DISASTER FUND	17,250.18
Fund: 203 - STREET IMPROVE. PROJECTS	8,897.35
Fund: 207 - TECHNOLOGY CAPITOL	40.67
Fund: 611 - WATER FUND	90,224.43
Fund: 621 - STORMWATER FUND	7,667.62
Fund: 631 - WASTEWATER FUND	79,502.14
Fund: 641 - CABLE TV FUND	94,165.62
Fund: 701 - CENTRAL GARAGE	11,331.49
Fund: 702 - FACILITY MAINT.FUND	28,255.71
Fund: 707 - TECHNOLOGY DEVELOPMENT	17,336.52
Fund: 711 - SELF INSURANCE	2,836.80
<b>Total</b>	<hr/> 1,513,953.05



**CITY OF SAN BRUNO**  
**Portfolio Summary**  
**January 31, 2016**

Investments	CUSIP	Book Value	Interest Rate	Maturity Date	% of Portfolio
<b>Investment Pools:</b>					
Local Agency Investment Fund		\$ 14,344,690.76	0.28%		11%
Glenview Fire Local Investment Fund		3,052,003.23	0.28%		2%
San Mateo County Pool		24,478,690.28	0.90%		19%
<b>Total Investment Pools</b>		<b>41,875,384.27</b>			<b>32%</b>
<b>Federal Agency Bonds:</b>					
Federal Home Loan Mortgage Corp	3134G6ZX4	1,000,000.00	0.85%	August 25, 2017	1%
Federal Home Loan Bank Notes	3130A5HT9	1,000,000.00	0.75%	August 28, 2017	1%
Federal Home Loan Mortgage Corp	3134G5AU9	2,000,000.00	1.19%	December 26, 2017	2%
Federal Home Loan Bank	3130A6UA3	1,000,000.00	1.10%	December 29, 2017	1%
Federal Home Loan Bank	3130A5SW0	1,000,000.00	1.05%	January 22, 2018	1%
Federal Home Loan Mortgage Corp	3134G7FK2	1,000,000.00	1.10%	March 23, 2018	1%
Federal Home Loan Banks	3130A5S59	1,000,000.00	1.10%	March 29, 2018	1%
Federal Home Loan Mortgage Corp	3134G6U43	1,000,000.00	1.15%	May 25, 2018	1%
Federal Home Loan Bank	3130A5SP5	1,000,000.00	1.25%	July 20, 2018	1%
Federal Home Loan Mortgage Corp	3134G8D30	1,000,000.00	1.38%	December 28, 2018	1%
Federal Farm Credit Bank	3133EFBQ9	1,000,000.00	1.37%	December 30, 2019	1%
<b>Total Federal Agency Bonds</b>		<b>12,000,000.00</b>			<b>9%</b>
<b>Municipal Bonds:</b>					
Cal State Federal Taxable	13063CKL3	2,015,100.00	2.22%	May 1, 2019	2%
<b>Total Municipal Bonds</b>		<b>2,015,100.00</b>			
<b>Money Market:</b>					
U.S. Government Money Market	23380W525	5,229,547.65	0.01%		4%
<b>Total Money Market</b>		<b>5,229,547.65</b>			
<b>Custodial Account:</b>					
City of San Bruno as Temporary Custodian		68,485,454.49	0.01%		53%
<b>Total Custodial Account</b>		<b>\$ 68,485,454.49</b>			
<b>TOTAL INVESTMENTS</b>		<b>\$ 129,605,486.41</b>			<b>100%</b>

2/29/2016 4:15:31PM

City of San Bruno

Through period: 7

Through January 2016

	Cash	Investments	Fund Total	
001	GENERAL FUND	90,876.28	53,791.34	144,667.62
002	GENERAL FUND RESERVE	9,028,094.64	0.00	9,028,094.64
003	ONE-TIME REVENUE	1,108,331.44	0.00	1,108,331.44
004	NEW CAP IMPROV/ONE-TIME INITIATIVE RSRV	7,193,542.78	0.00	7,193,542.78
101	GAS TAX	722,988.26	0.00	722,988.26
102	MEASURE A TRANSPORTATION TAX	1,569,075.40	0.00	1,569,075.40
103	STREET SPECIAL REVENUE	312,420.09	0.00	312,420.09
104	TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00
111	POLICE ASSET FORFEITURE	64,050.92	0.00	64,050.92
112	SAFETY AUGMENT. -PROP.172	0.00	0.00	0.00
113	POLICE SPECIAL REVENUE	89,074.25	0.00	89,074.25
114	TRAFFIC SAFETY GRANT	62,158.57	0.00	62,158.57
121	FEDERAL/STATE GRANTS	6,546.45	0.00	6,546.45
122	SOLID WASTE/RECYCL.	267,492.04	0.00	267,492.04
123	LIBRARY SPECIAL REVENUE	180,421.93	0.00	180,421.93
131	IN-LIEU FEES	3,552,808.27	0.00	3,552,808.27
132	AGENCY ON AGING	(27,550.84)	0.00	(27,550.84)
133	RESTRICTED DONATIONS	1,179,375.04	0.00	1,179,375.04
134	ED JOHNSON BEQUEST FUND	26,176.68	0.00	26,176.68
135	GLENVIEW FIRE DONATIONS	0.00	0.00	0.00
136	EMERGENCY DISASTER RESERVE	3,052,003.23	0.00	3,052,003.23
151	SUCCESSOR AGENCY TO THE SB RDA - OPS	0.00	0.00	0.00
152	CITY OF SB AS SUCCESSOR HOUSING AGENCY	327,008.00	0.00	327,008.00
153	RDA OBLIGATION RETIREMENT FUND	571,939.26	1,114,918.26	1,686,857.52
190	DISASTER RECOVERY FUND	720,003.91	0.00	720,003.91
201	PARKS AND FACILITIES CAPITAL	1,492,943.58	0.00	1,492,943.58
203	STREET IMPROVE. PROJECTS	3,122,821.26	0.00	3,122,821.26
207	TECHNOLOGY CAPITAL	207,487.87	0.00	207,487.87
251	SUCCESSOR AGENCY TO THE SB RDA - CAPIT/	0.00	0.00	0.00
302	LEASE DEBT SERVICE	495,478.09	0.76	495,478.85
351	SUCCESSOR AGENCY TO THE SB RDA -2000 CC	0.00	0.00	0.00
611	WATER FUND	10,224,350.66	0.00	10,224,350.66
621	STORMWATER FUND	1,408,564.79	0.00	1,408,564.79
631	WASTEWATER FUND	11,451,759.19	2.13	11,451,761.32
641	CABLE TV FUND	(7,856,534.15)	200.00	(7,856,334.15)
701	CENTRAL GARAGE	637,932.63	0.00	637,932.63
702	FACILITY MAINT.FUND	811,117.28	0.00	811,117.28
703	GENERAL EQUIPMENT REVOLVING	5,049,814.52	0.00	5,049,814.52
707	TECHNOLOGY DEVELOPMENT	231,952.50	0.00	231,952.50
711	SELF INSURANCE	2,041,227.58	91,118.50	2,132,346.08
870	SAN BRUNO COMMUNITY FOUNDATION	69,729,017.18	0.00	69,729,017.18
880	PROJECT DEVELOP. TRUST	105,907.07	0.00	105,907.07
891	S.B. GARBAGE CO. TRUST	332,718.46	0.00	332,718.46
	<b>Grand Total:</b>	<b>129,583,395.11 *</b>	<b>1,260,030.99</b>	<b>130,843,426.10</b>

## \* Reconciliation of Pooled Cash &amp; Investments to Portfolio Book Value

Investment Portfolio Value	\$129,605,486.41
Cash on hand - Checking Accounts	1,772,843.84
Payroll and Accounts Payable Outstanding Checks	(1,944,961.10)
Deposits in Transit	150,025.96
General Ledger Cash Balance as of January 31, 2016	\$129,583,395.11

Totals are through period: 7

Page: 1



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** March 8, 2016

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

**FROM:** David Woltering, Community Development Director  
Matt Neuebaumer, Associate Planner

**SUBJECT:** Waive Second Reading and Adopt Ordinance Amending and Replacing the Existing Development Plan for 1250 Grundy Lane

**BACKGROUND:**

The City Council held a public hearing, waived the first reading and introduced the attached ordinance amending and replacing the existing Development Plan for 1250 Grundy Lane on February 23, 2016. The ordinance is presented now for second reading and adoption. Should the Council waive the second reading and adopt the ordinance at this meeting, the ordinance would go into effect 30 days after the second reading on April 7, 2016.

The ordinance would amend the existing Development Plan to allow the development of an office building. The existing P-D Zoning District Development Plan currently allows for a restaurant use, but does not allow for office use. Therefore, the Development Plan associated with existing P-D Zoning District classification must be amended to allow for the proposed office use. The Regional Office General Plan designation together with the existing P-D Zoning District classification allow for the City Council to consider and approve the office use and allow for more flexibility in site design, floor area ratio, as well as other aspects of the development. As such, the associated ordinance includes the applicable development standards (height, floor area, lot coverage, setbacks, and parking requirements) for the proposed office building.

The City Council also granted other approvals on February 23, 2016 to allow the construction of a 67,586 square foot three-story office building with 215 parking spaces on the subject property, contingent upon the formal adoption of the ordinance being considered for second reading under this agenda item. There were no additional comments from the City Council that required further research or modifications to the proposed project. The proposed three-story office building would serve as the new Administration building for the SF Police Credit Union. The other approvals granted by the City Council include resolutions approving/adopting the following:

- A Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program.

- The installation of red curbing along the north side of Grundy Lane.
- A Planned Development Permit and an Architectural Review Permit.

The project site is approximately 1.7 acres in total area (74,300 square feet) and is located on Grundy Lane within the Bayhill Office Park. The greater Bayhill Office Park contains 1.5 million square feet of office space. The subject property is bounded generally by Interstate 380 to the north, Grundy Lane to the south, Cherry Avenue to the west, and Elm Avenue to the east. There-story office buildings surround the subject property to the west, east, and south of the subject site. The subject property was previously developed with an 8,300 square foot restaurant (TGIF). The former restaurant was constructed in 1979, but was vacant for approximately five years prior to being demolished in May 2014.

The Architectural Review Committee reviewed this proposal on November 12, 2015 and the Planning Commission reviewed the proposal on January 19, 2016. The Planning Commission unanimously adopted all resolutions recommending the City Council approve the project.

### **Environmental Assessment**

In accordance with the California Environmental Quality Act (CEQA), the City contracted with Raney Planning & Management, Inc. (Environmental Consultant) for the preparation of a draft Initial Study/Mitigated Negative Declaration. The study included a detailed traffic study (prepared by Crane Transportation Group), and analysis of the required elements (air quality, noise, public services, etc.). The draft Initial Study/Mitigated Negative Declaration was open for public review for one month from November 24, 2015 to December 23, 2015, per CEQA requirements.

During the public review period of the Draft Initial Study/Mitigated Negative Declaration, the City did not receive written comments from the public agencies. However, Caltrans requested a copy of the Mitigation Monitoring and Reporting Program (MMRP) and the Transportation Demand Management (TDM) Plan. Staff has since provided a copy of the MMRP and TDM Plan to Caltrans.

The Draft Initial Study/Mitigated Negative Declaration determined that the proposed project would not have a significant effect on the environment with the implementation of mitigation measures. Mitigation measures are included for the following elements; air quality, biological resources, cultural resources, geology and soils, hazards and hazardous materials, noise, and transportation/circulation. The mitigation measures are located within the IS/MND, MMRP, and are included as conditions of approval.

### **Conclusion**

The project would be the most significant new development in the Bayhill Office Park in many years and would visually enhance the existing site. The project would enhance the Bayhill Office Park by developing a site that has remained vacant for five years. Staff finds that the proposed project is consistent with the design and scale of the surrounding office buildings in the Bayhill Office Park. Additionally, the proposed project is consistent with the General Plan Land Use Designation of Regional Office.

Next Steps

If the City Council approves the second reading and adopts the attached ordinance, the ordinance would go into effect 30 days after the second reading (April 7, 2016). The applicant submitted construction documents and working drawings for Building Division plan check in February 2016, and it is anticipated that a building permit would be issued in April of 2016, shortly after the ordinance would go into effect. It is anticipated that construction would last approximately 18-24 months, with occupancy expected in the second quarter of 2018.

**FISCAL IMPACT:**

The applicant submitted a deposit to cover staff and consultant costs in processing this application. The improvements to the site would increase the value of the site and increase property tax.

**ALTERNATIVES:**

1. Do not approve the proposed ordinance.
2. Propose changes to the ordinance.

**RECOMMENDATION:**

Waive Second Reading and Adopt Ordinance Amending and Replacing the existing Development Plan for 1250 Grundy Lane.

**DISTRIBUTION:**

None

**ATTACHMENTS:**

1. Location Map, Site Photos
2. Ordinance Amending and Replacing the Existing Development Plan  
Exhibit A: Development Plan and Findings of Consistency with General Plan

**DATE PREPARED:**

March 4, 2016

**REVIEWED BY:**

City Manager \_\_\_\_\_

# Location Map & Site Photos

1250 Grundy Lane  
020-011-290





1250 Grundy Lane



1250 Grundy Lane



**(Adjacent Property to the East – 1100 Grundy Lane)**



**(Adjacent Property to the West – 1000 Cherry Avenue)**

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO  
AMENDING AND REPLACING THE DEVELOPMENT PLAN FOR 1250  
GRUNDY LANE (APN 020-011-090)**

**WHEREAS**, in 1979, the City Council, by Ordinance No. 1325, amended the Zoning Ordinance to reclassify certain real property comprising of 1.7 acres located on Grundy Lane with a street address of 1250 Grundy Lane, San Bruno, California (APN 020-011-090), to allow at that time for the construction of a free-standing restaurant; and

**WHEREAS**, NewGround, Inc. ("Applicant") submitted an application for the certain 1.7 acre site located at 1250 Grundy Lane in the City of San Bruno and more particularly described as Assessor's Parcel Numbers 020-011-090 ("Property"); and

**WHEREAS**, the Applicant desires to develop a 67,586 square foot three-story office building on the Property with 215 parking spaces ("Project"); and

**WHEREAS**, in order to develop the Project, the Applicant has submitted an application to the City of San Bruno for approval of the following: (1) an amendment to the existing Development Plan; (2) a Planned Development Permit; and (3) an Architectural Review Permit; and

**WHEREAS**, on **January 19, 2016**, the Planning Commission conducted a duly notice public hearing and on said date the public hearing was opened, held and closed, and the Planning Commission recommended that the City Council adopt an Ordinance amending the existing Development Plan replacing Ordinance No. 1325, including the Amended Development Plan by Resolution No. 2016-02; and

**WHEREAS**, a notice of public hearing was mailed on **February 12, 2016** and duly published in the San Mateo Daily Journal on **February 13, 2016**, and the City Council held a public hearing on **February 23, 2016** and on said date the public hearing was opened, held and closed; and

**WHEREAS**, on **February 23, 2015**, the City Council of the City of San Bruno, conducted a duly notice public hearing pursuant to Section 65353 of the California Government Code and has passed Resolution 2016-XX adopting the Draft Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the development of the proposed Project.

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

**Section 1.** The City Council of the City of San Bruno finds as follows:

- a. That said amendment is in general conformance with the general plan and that the public convenience and general welfare require adoption of the proposed amendment;
- b. The proposed P-D District Zoning Change can be substantially completed within the time schedule submitted by the applicant;
- c. Each unit of development, as well as the total development, can exist as an independent development capable of creating an environment of sustained desirability and stability or adequate assurance that such objective will be attained;
- d. The land uses proposed will not be detrimental to the present or potential surrounding uses but will have a beneficial effect which would not be achieved through other districts;

- e. The streets and thoroughfares proposed are suitable and adequate to carry anticipate traffic, and increased densities will not generate traffic in such amounts as to overload the street network outside the P-D District;
- f. Any proposed commercial development can be justified economically at the location proposed and will provide adequate commercial facilities for the area;
- g. Any exceptions from the standard district requirements are warranted by the design of the project and amenities incorporated in the development plan;
- h. The area surrounding the development can be planned and zoned in coordination and substantial compatibility with the proposed development and the P-D District uses proposed are in conformance with the general plan of the city.

**Section 2.** The San Bruno City Council hereby amends and replaces Ordinance No. 1325 and approves the Amended Development Plan, with the development standards set forth in **Exhibit A**.

**Section 3. Validity.** The City Council of the City hereby declares that should any section, paragraph, sentence or work of this code as adopted and amended herein be declared of any reason to be invalid, it is the intent of the City Council of the City that it would have passed all other portions or provisions of this Ordinance independent of the elimination here from any such portion or provision as may be declared invalid.

**Section 4.** The Ordinance shall go into effect thirty (30) days after the date of its passage and adoption. On its effective date, this Ordinance shall amend and replace Ordinance No. 1325.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Jim Ruane, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Carol Bonner, City Clerk

\_\_\_\_\_  
City Attorney  
Marc Zafferano

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Ordinance No. \_\_\_\_ was introduced on \_\_\_\_, 2016 and adopted at a regular meeting of the San Bruno City Council on \_\_\_\_, 2016, by the following vote.

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

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

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

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

**EXHIBIT A**  
**DEVELOPMENT PLAN**  
**1250 GRUNDY LANE (APN 020-011-090)**

**Project Data:**

- Zoning: P-D (Planned Development)
- General Plan: Regional Office
- Project Area: 1.7 Acres (74,300 square feet)
- Assessors' Parcel Number: 020-011-090
- Total Building Square Footage: 68,000 square feet.
- FAR: .92
- Building Coverage: 25,500 square feet = 34.3%
- Maximum Height: 50'-0"
- Minimum Setbacks:
  - o Front – 30'-0"
  - o Rear – 70'-0"
  - o Right Side – 13'-0"
  - o Left Side – 30'-0"
- Number of Stories: 3 stories, with two levels of subgrade parking

**Permitted Uses:**

Administrative, Professional, and General office. Retail Credit Union Branch.

**Parking:**

- 168 subgrade parking spaces
- 47 surface parking spaces
- 215 total parking spaces.

**Minor adjustments from standards stated herein may be approved or conditionally approved by the Community Development Director in accordance with Section 12.96.190 (P-D Planned Development District) of the San Bruno Municipal Code.**

### **Findings of Consistency with General Plan**

The proposed project, which includes the construction of a 67,586 square foot three-story office building with 215 parking spaces at 1250 Grundy Lane is consistent with the goals and programs found in the City's General Plan adopted March 24, 2009 as follows:

#### **Land Use Element**

Land Use Policy LUD-51: Promote construction of professional and administrative offices on existing surface parking lots in Bayhill Office Park.

Land Use Policy LUD-52: Allow ancillary commercial uses – such as cafes, health clubs, dry cleaners, sundries, etc – in Bayhill Office Park, to serve employee needs.

Land Use Policy LUD-53: Require new office development in Bayhill Office Park to provide alternative transportation, such as shuttle to the BART and Caltrain stations, preferential carpool parking, bicycle storage facilities, and bus shelters.



Jim Ruane  
Mayor

March 8, 2016

Re: Letter of Support for the San Bruno Park School District's Big Lift Grant Application

To whom it may concern,

The City of San Bruno has long been engaged in partnership with San Bruno Park School District (SBPSD) for the benefit of San Bruno youth, most especially in the areas of library and recreation services. At the heart of our Community is the welfare of its children.

SBPSD is modeling the way for educating the whole child. Through innovative grants to bring health services to the school community and a thriving pre-school program sensitive to the rich diversity in our City, SBPSD's leadership is immersed in building partnerships that embrace and enhance the education of San Bruno youth.

The San Bruno City Council is delighted to support SBPSD's Big Lift grant application. The goal of the grant proposal to work diligently with our children at an early age to inspire in them a love of reading and learning that results in reading level proficiency by grade three is admirable and absolutely doable, from our perspective, with grant funding. Currently, San Bruno's library services provide numerous programs for children that are reading-learning centered and offered in collaboration with the District including hosting school visits to the library, working with pre-school youth, story time for infants, a homework center and much more.

A Big Lift grant to SBPSD would not only enable SBPSD to expand its delivery of creative ideas and programs to motivate reading at an early age, it would validate this community's long standing belief that we are the "City with a Heart" and our children are at the heart of our City.

On behalf of the San Bruno City Council, thank you for considering San Bruno Park School District's application for a Big Lift grant.

Sincerely,

Jim Ruane  
Mayor



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** March 8, 2016

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

**FROM:** Angela Kraetsch, Finance Director

**SUBJECT:** Adopt Resolution Approving Property Owner Notice and Protest Process for 2016-17 Garbage Rate Increase Proposed by Recology San Bruno

### BACKGROUND

The City's franchise agreement with Recology San Bruno became effective July 1, 1998 and expires on June 30, 2019, with one option to extend to June 30, 2024. According to this agreement, Recology is entitled to annual rate adjustments based on a Detailed Rate Year analysis every two to three years and Interim Rate Year analysis other years. The last rate adjustment of 1.652% was effective on July 1, 2015 and was part of an Interim Rate Year analysis.

On February 1, 2016 Recology requested a Detailed Rate Year adjustment in accordance with their franchise agreement with the City. The proposed rate adjustment is 1.82% and would be effective July 1, 2016. The detailed rate calculation includes forecasted costs for labor, vehicles, depreciation, disposal, and other expenses as directed by the franchise agreement. The requested adjustment uses as its base, the audited financial statements for the fiscal year ended September 2015. Various inflation-based indices (Consumer Price Index, Motor Vehicle Index, and national Consumer Price Index) are applied to the audited cost figures to forecast the revenue requirements for fiscal year 2016-17. Recycling revenues are also forecasted and used to offset the higher cost of operations. City staff vetted the proposed increase by verifying that all projections were in line with the franchise agreement, compared prior year numbers to Recology San Bruno's audited financial statements, and verified that calculations were correct.

It is important to note that the detailed rate calculation also includes the estimated lower landfill costs that are anticipated as a result of switching disposal sites from the Hay Road landfill to the Ox Mountain landfill as approved by the City Council on January 26, 2016. The forecasted savings from switching disposal sites is approximately \$122,000. This cost savings reduced the proposed rate adjustment from 3.66% (calculated before savings) to the recommended adjustment of 1.82% (after savings of \$122,000).

*Da.*

Staff is recommending the City use a public hearing and protest procedure consistent with Proposition 218. Proposition 218 was approved by the voters in 1996 and establishes legal requirements for imposing or increasing property-related taxes, assessments, fees, and charges. The applicability of Proposition 218 to garbage rate adjustments is not yet legally established. In abundance of legal caution and to assure broad-based information to property owners on the proposed rates, the process can be followed for the upcoming Recology rate adjustment.

## DISCUSSION

In accordance with the Franchise Agreement, Recology requested an adjustment totaling 1.82%. Based on the proposed rate adjustment, charges for a 32-gallon residential toter will increase by \$0.51, from \$28.19 to \$28.70. Examples of the proposed rate change for other services include:

	Existing Rate	Rate 7/1/16
<b>Residential</b>		
32-gallon toter	\$28.19	\$28.70
64-gallon toter	\$56.38	\$57.41
96-gallon toter	\$84.57	\$86.11
<b>Commercial</b>		
64-gallon toter, 1 per week	\$71.64	\$72.94
1-yard container, 1 per week	\$150.37	\$153.11

Solid waste collection and disposal rates vary among San Mateo County cities based on several factors. Costs for service can depend upon the frequency of recycling collection, organics composting, ratio of residential and commercial customers, and unique operational constraints in some jurisdictions. The following is a listing of current monthly rates in fourteen nearby locales for a residential 32-gallon toter:

Atherton	\$55.00	Daly City	\$24.10
Hillsborough	50.80	Colma	28.71
Pacifica	33.82	Brisbane	30.15
Belmont	35.17	Burlingame	23.85
San Carlos	31.18	Menlo Park	23.40
South San Francisco	30.30	San Mateo	21.09
Millbrae	31.47	Foster City	22.00
<b>San Bruno (Proposed)</b>	<b>28.70</b>		

The public hearing and protest procedures consistent with Proposition 218 are well established and provide for notice to be provided to property owners 45 days in advance of a public hearing following which the City Council can act to approve the rate increase. Only if written protests are received from a majority of property owners would the proposed rate increase be disallowed. The following schedule outlines the City's implementation of the proposed process for considering the proposed rate adjustment.

March 8:	City Council directs staff to include 45-day notice to property owners
March 22:	Notices mailed / start 45-day period
May 10:	City Council holds public hearing, considers any protests, takes

- action to introduce new rate ordinances for first reading, end of 45-day protest period
- May 24: City Council conducts second reading and takes action to adopt new rates by ordinance
- July 1: New 2016-17 rate increases become effective

The action proposed for consideration at this time is review of the proposed rates and the property owner notice. No action on the proposed rate increases will occur until May when a public hearing on the proposed rates will be scheduled.

### **FISCAL IMPACT**

The amount and explanation of the proposed rate adjustment is detailed in the discussion section of this report.

### **ALTERNATIVES**

1. Recology San Bruno is entitled to a detailed rate year adjustment in 2016-17. The City Council may direct that the proposed adjustment be amended using other factors in its determination.
2. Do not proceed with the process to adopt new rates at this time.

### **RECOMMENDATION**

Adopt Resolution Approving Property Owner Notice and Protest Process for 2016-17 Garbage Rate Increase Proposed by Recology San Bruno

### **ATTACHMENTS**

1. Resolution
2. Notice of Proposed Rate Increases

### **DATE PREPARED**

February 24, 2016

### **REVIEWED BY**

\_\_\_\_\_ CM

**RESOLUTION NO. 2016-\_\_\_\_\_**

**RESOLUTION APPROVING PROPERTY OWNER NOTICE AND PROTEST  
PROCESS FOR 2016-17 GARBAGE RATE INCREASE PROPOSED  
BY RECOLOGY SAN BRUNO**

**WHEREAS**, the existing Franchise Agreement for Integrated Waste Management Services with Recology San Bruno became effective on July 1, 1998, and

**WHEREAS**, Recology San Bruno has requested a Detailed Rate Year adjustment in accordance with the Franchise Agreement, and

**WHEREAS**, Recology San Bruno has requested a change in rate using the format specified in section 7.4 of the Franchise Agreement between the City of San Bruno and Recology San Bruno, which calculates to 1.82%, and

**WHEREAS**, in the abundance of legal caution and to assure broad-based information to property owners on the proposed rates, a notice of the rate increase will be distributed to all property owners, and

**WHEREAS**, the public hearing will be scheduled following circulation of the notice to property owners for a period of not less than 45 days on the garbage rate increase requested by Recology San Bruno in their letter dated February 1, 2016 as part of the notice and protest process.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of San Bruno approves the property owner notice and protest process for 2016-17 garbage rate increase proposed by Recology San Bruno.

I hereby certify that foregoing Resolution No. 2016-\_\_ was introduced and adopted by the San Bruno City Council at a regular meeting on March 8, 2016 by the following vote:

AYES:

NOES:

ABSENT:

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

## NOTICE OF PROPOSED RATE INCREASES TO Recology San Bruno's Garbage and Recycling Rates



The San Bruno City Council is considering Recology San Bruno's request for an increase to garbage and recycling service monthly charges. Property owners are being notified of this proposed rate increase. A public hearing will be held by the City Council on May 10, 2016 to hear protests on the proposed rate increase. Written protests related to the proposed new rates may be submitted no later than the conclusion of the public hearing.

Recology has requested the rate adjustment in accordance with its Franchise Agreement with the City to be effective July 1, 2016. The net calculation for 2016-17 is 1.82%.

For more information about the proposed garbage rate increases, the City Council Staff Report authorizing the

distribution of this notice and the Prop 218 notification process, please visit

[www.sanbruno.ca.gov/finance\\_main.html](http://www.sanbruno.ca.gov/finance_main.html) and click on "Proposed Rate Increase" or call (650) 616-7086.

### Rate increase approval process

The City Council will hold a public hearing on Tuesday, May 10, 2016 at 7:00 p.m. at the San Bruno Senior Center, 1555 Crystal Springs Road. At the hearing, the City Council will consider public comments, as well as written protests against the proposed garbage rate increase. If you wish to file a written protest, please mail or hand deliver a letter or postcard to: Garbage Rate Protest, City of San Bruno, Office of the City Clerk, 567 El Camino Real, San Bruno, CA 94066. A written protest must include the name of the property owner or Recology customer submitting the protest, the signature of that person, and the street address or Assessor's Parcel Number (APN) of the service location for which the protest is submitted. If written protests are received with respect to a majority of the parcels of real property served by Recology in the City, then the City Council cannot approve Recology's request. To be considered by the City Council, a protest letter or postcard must be received by the City no later than the conclusion of the public hearing on May 10, 2016.

## Proposed Increase for Recology San Bruno's Garbage and Recycling Rates for 2016-17

	Current Residential Rate	Monthly Rate Effective July 1, 2016
<b>Residential (1-3 Units)</b>		
Weekly Refuse and Recycling Services, including the green cart		<b>1.82%</b>
Toter - 20 gallon	\$ 21.86	\$ 22.26
Toter - 32 gallon	\$ 28.19	\$ 28.70
Toter - 64 gallon	\$ 56.38	\$ 57.41
Toter - 96 gallon	\$ 84.57	\$ 86.11
Low Income 32 gallon	\$ 21.15	\$ 21.53
Each additional 32 gallon	\$ 28.19	\$ 28.70
Additional 96 gallon green waste	\$ 8.53	\$ 8.69
Extra Bag Service (approximately 32 gallon) – per pick up	\$ 13.25	\$ 13.49
<b>Multi-Unit Residential (4+ Units)</b>		
Weekly Refuse and Recycling Services		
Bins, Cans & Carts (4-99 units) – per unit	\$ 28.19	\$ 28.70
Bins (100+ units) – per unit	\$ 26.78	\$ 27.27
Bin Rental - 1 yard	\$ 35.45	\$ 36.10
Bin Rental - 2 yard	\$ 41.15	\$ 41.90
<i>Saturday service will be charged at a rate of 1.5 times the regular weekday rate</i>		
<b>Debris Boxes</b>		
Includes Delivery and Pickup		
4 yard mini (per day)		\$ 188.82
6 yard mini (per day)		\$ 238.52
7 yard debris (1-5 business days)		\$ 457.14
16 yard debris (1-5 business days)		\$ 506.79
20 yard debris (1-5 business days)		\$ 556.52
25 yard debris (1-5 business days)		\$ 695.60
25 yard debris recyclables only		\$ 397.48
30 yard debris (1-5 business days)		\$ 806.91
Debris box hold-over (after 5th day)		10% of rate/day
Compacted Garbage (per yard)		\$ 56.62
<b>Key/Lock Service</b>		
Additional monthly charges of the following will be applied on each use of a key (including key, keypad, combination lock, automatic door opener, or any other entry mechanism) required to open a lock or to enter or leave the premises, additional monthly charge of:		
1 per week		\$ 10.38
2 per week		\$ 20.76
3 per week		\$ 31.14
4 per week		\$ 41.52
5 per week		\$ 51.90
Saturday		\$ 15.57
<b>Inside Pull-Out Service</b>		
0-25 feet		\$ 9.07
<b>Excess Disposal/Overflowing Container Penalty</b>		
Per occurrence		\$ 14.75

## 2016-17 Proposed Garbage, Recycling and Organics Program Rates

Commercial Container Monthly Rate – Effective July 1, 2016 (1.82%)

Pickup/Week	1 yard	2 yard	3 yard	4 yard	6 yard	32-gal Toter	64-gal Toter	96-gal Toter
<b>Regular Container Monthly Rate</b>								
1 x per	\$ 153.11	\$ 306.09	\$ 426.53	\$ 525.21	\$ 722.62	\$ 36.47	\$ 72.94	\$ 109.42
2 x per	\$ 306.22	\$ 612.18	\$ 853.07	\$ 1,050.42	\$ 1,445.23			
3 x per	\$ 459.33	\$ 918.27	\$ 1,279.60	\$ 1,575.62	\$ 2,167.85			
4 x per	\$ 612.44	\$ 1,224.37	\$ 1,706.14	\$ 2,100.83	\$ 2,890.47			
5 x per	\$ 765.53	\$ 1,530.46	\$ 2,132.67	\$ 2,626.04	\$ 3,613.08			
Sat. pickups	\$ 229.66	\$ 459.13	\$ 639.80	\$ 787.81	\$ 1,083.91			
Extra pickup	\$ 35.34	\$ 70.62	\$ 98.41	\$ 121.21	\$ 166.74			
Bin Rental	\$ 36.10	\$ 41.90	\$ 45.71	\$ 49.04	\$ 52.66			

<b>Organics Container Monthly Rate</b>								
1 x per	\$ 114.83	\$ 229.55	\$ 319.91	\$ 393.92	\$ 541.96	\$ 27.37	\$ 54.74	\$ 82.11
2 x per	\$ 229.67	\$ 459.11	\$ 639.82	\$ 787.84	\$ 1,083.91			
3 x per	\$ 344.50	\$ 688.66	\$ 959.72	\$ 1,181.76	\$ 1,625.87			
4 x per	\$ 459.33	\$ 918.21	\$ 1,279.63	\$ 1,575.68	\$ 2,167.83			
5 x per	\$ 574.16	\$ 1,147.77	\$ 1,599.54	\$ 1,969.61	\$ 2,709.79			
Sat. pickups	\$ 172.25	\$ 344.35	\$ 479.86	\$ 590.87	\$ 812.95			
Extra pickup	\$ 26.50	\$ 52.96	\$ 73.81	\$ 90.90	\$ 125.06			
Bin Rental	\$ 27.06	\$ 31.42	\$ 34.29	\$ 36.79	\$ 39.51			



### Celebrate Earth Day – Come to the FREE Compost Give Away!

**Saturday, May 14th, 2016**

**8:00am – 11:00am**

**San Bruno Park, Beckner Shelter Parking Area**

*(Drive along roadway behind the City Pool)*

Join us for our second "BYOB – Bring Your Own Bucket"  
event and receive nutrient rich compost.

San Bruno residents are welcome to take home a free bucket  
of compost to help enrich their gardens while learning  
about the benefits of composting!



For more information, please call Recology San Bruno at  
**650-583-8536** or visit us online at [recologysanbruno.com](http://recologysanbruno.com)



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** March 8, 2016

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

**FROM:** Angela Kraetsch, Finance Director

**SUBJECT:** Receive the Mid-Year Financial Report as of December 31, 2015 and Adopt Resolution Approving a Mid-Year Amendment for the Fiscal Year 2015-16 Budget

### **BACKGROUND:**

The City Council approved the 2015-16 Operating and Capital Improvement Program Budgets on June 23, 2015. The City's budget is the annual plan and resource allocation that guides and ensures the implementation of City Council policies and priorities. The budget implements the vision and direction for the broad range of services that meet the needs of the community in accordance with City Council policy.

This financial review as of December 31, 2015 provides the mid-year budget update to the City Council for the current fiscal year. Analysis of the revenues collected and all expenditures through December 31, 2015 measures the level of adherence to the established resource allocation plan.

The purpose of the City's Mid-Year budget review is to:

- Provide a reconciliation of the expected and actual General Fund balance for Fiscal Year 2015-16.
- Conduct a review of City funds to identify and recommend budgetary changes if needed.

### **DISCUSSION:**

The attached 2015-16 Mid-Year Financial Report as of December 31, 2015 provides the revenue and expenditure summary for the General Fund, Enterprise Funds, and Internal Service Funds.

### **FISCAL IMPACT:**

The Mid-Year Financial Report as of December 31, 2015 provides the City Council with a periodic update on the 2015-16 budget.

*A.B.*

The proposed budget amendment adjusts revenues for the City's 2015-16 Budget and is summarized as follows:

<b>General Fund</b>	<b>Revenue Increase / (Decrease)</b>
Property Tax	\$ 300,000
Transient Occupancy Tax (TOT)	100,000
Business License Tax	(400,000)
<b>Net Impact to Budget</b>	<b>\$ -</b>

There is no net impact to the General Fund for the adjustments shown above. However, this will bring the budget more in line with actual revenue received. These adjustments are explained in more detail in the attached Mid-Year Financial Report.

**ALTERNATIVES:**

Do Not Adopt Resolution Amending the Fiscal Year 2015-16 Budget.

**RECOMMENDATION:**

Receive Mid-Year Financial Update Report as of December 31, 2015 and Adopt Resolution Approving a Mid-Year Amendment for the Fiscal Year 2015-16 Budget.

**ATTACHMENTS:**

1. Resolution
2. Mid-Year Financial Report as of December 31, 2015

**DATE PREPARED:**

February 26, 2016

**REVIEWED BY:**

\_\_\_\_ CM

**RESOLUTION NO. 2016-\_\_\_\_\_**

**RESOLUTION APPROVING MID-YEAR BUDGET AMENDMENT FOR THE FISCAL YEAR  
2015-16 BUDGET**

**WHEREAS**, the City prepares and adopts its budgets with the intent of providing a planned policy program for City services and a financial system to carry out the planned program of services; and

**WHEREAS**, the City Council adopted the Fiscal Year 2015-16 Budget on June 23, 2015; and

**WHEREAS**, the City Council may amend the budget as necessary to account for changing conditions; and

**WHEREAS**, amendments for revenues and expenditures impacting the various funds should be approved consistent with the operating requirements and previous City Council actions and consistent with the information provided with the Mid-Year Financial Report received by the City Council on March 8, 2015:

<b>General Fund</b>	<b>Revenue Increase / (Decrease)</b>
Property Tax	\$ 300,000
Transient Occupancy Tax (TOT)	100,000
Business License Tax	<u>(400,000)</u>
<b>Net Impact to Budget</b>	<b>\$ -</b>

**NOW THEREFORE**, the City Council of the City of San Bruno hereby resolves to amend the Fiscal Year 2015-16 Budget and that specific revenue and/or expenditure line items enumerated are hereby amended.

—o0o—

I hereby certify that foregoing Resolution No. 2016-\_\_\_\_\_ was introduced and adopted by the San Bruno City Council at a regular meeting on March 8, 2016 by the following vote:

AYES:

NOES:

ABSENT:

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



# Quarterly Financial Report

## Mid-Year Budget Report for Fiscal Year 2015-16

### OVERVIEW

This report summarizes the City's overall budget status for the fiscal year through December 31, 2015. Except as noted below, revenues and operating expenditures are generally on target based on the updated budget for the Mid-Year.

**Adjusted Budgets:** The budget numbers reflected in this report include the adjustments for carryovers and City Council approved budget amendments.

### GENERAL FUND

With 50% of the year complete, General Fund revenues are lower than at the same time as the prior year at 45% (the majority of this decrease is due to the Triple Flip "unwind" and a lower payment in Business License revenue, both decreases are explained in more detail on the following page) and expenditures are on track at 49%.

General Fund Balance	Budget	YTD Actual	%
Revenues	\$40,564,105	\$18,368,789	45%
Revenue – Carryovers & One-time	704,349		
Total Revenues	41,268,454		
Total Expenditures	41,268,454	\$20,173,913	49%

**Revenues:** The majority of General Fund revenue comes from taxes in six different categories. Property Tax, Sales Tax, Transient Occupancy Tax (TOT), Motor Vehicle License Fees (VLF), Regulatory (Cardroom) Fee, and Business Tax account for 68% of the General Fund revenue. When comparing actual revenues received to the prior year, current fiscal year revenues are down 4% or \$734,345 (see table on following page).

Any significant variances are noted on the next page.

### Mid-Year – Current Fiscal Year

Revenues	Current Budget	YTD Actual	%
Property Tax	\$ 7,966,000	\$ 4,312,754	54%
Sales Tax	8,113,031	2,017,402	25%
TOT	3,069,097	1,522,872	50%
Motor Vehicle License Fees	3,915,000	2,017,245	52%
Regulatory Fee	1,737,283	867,848	50%
Business Tax	2,973,000	1,866,329	63%
Franchise Fees	1,891,133	717,559	38%
Use of Money & Property	1,445,801	741,591	51%
Allocations & Other Revenues	3,657,223	1,665,199	46%
Departmental Revenues	5,796,537	2,639,990	46%
<b>Total</b>	<b>\$ 40,564,105</b>	<b>\$ 18,368,789</b>	<b>45%</b>

### Mid-Year - Prior Fiscal Year

Revenues	Amended Budget	YTD Actual	%
Property Tax	\$ 7,363,565	\$ 4,067,495	55%
Sales Tax	7,670,911	2,835,338	37%
TOT	2,500,000	1,417,151	57%
Motor Vehicle License Fees	3,400,000	1,891,571	56%
Regulatory Fee	1,685,962	847,290	50%
Business Tax	3,204,640	2,365,387	74%
Franchise Fees	1,800,444	716,608	40%
Use of Money & Property	1,431,399	834,850	58%
Allocations & Other Revenues	3,213,420	1,519,389	47%
Departmental Revenues	5,329,638	2,608,055	49%
<b>Total</b>	<b>\$ 37,599,979</b>	<b>\$ 19,103,134</b>	<b>51%</b>

By comparing the YTD prior year revenue to the current YTD revenue we can see an overall decrease of 4% as shown on the table below.

**Comparison of Actual YTD Revenue to Prior YTD Revenue**

Revenues	YTD Actual	YTD Prior Year	Increase/Decrease	%
Property Tax	\$ 4,312,754	\$ 4,067,495	\$ 245,259	6%
Sales Tax	2,017,402	2,835,338	(817,936)	-29%
TOT	1,522,872	1,417,151	105,721	7%
Motor Vehicle License Fees	2,017,245	1,891,571	125,674	0%
Regulatory Fee	867,848	847,290	20,558	2%
Business Tax	1,866,329	2,365,387	(499,058)	-21%
Franchise Fees	717,559	716,608	951	0%
Use of Money & Property	741,591	834,850	(93,259)	-11%
Allocations & Other Revenues	1,665,199	1,519,389	145,810	10%
Departmental Revenues	2,639,990	2,608,055	31,935	1%
<b>Total</b>	<b>\$ 18,368,789</b>	<b>\$ 19,103,134</b>	<b>\$ (734,345)</b>	<b>-4%</b>

- **Property Tax** – The City receives the majority of its property tax revenue in December and April. This revenue is showing an increase of \$245,259 when compared to the prior year and is at 54%. Staff is recommending increasing this budget by **\$300,000**.
- **Sales Tax** - Sales tax is showing a decline of \$817,936 when compared to the prior year. Approximately \$700,000 of this decrease is due to a timing difference related to the end of the Triple Flip. On July 1, 2004 the Triple Flip was established to create a dedicated revenue stream for the State issued Economic Recovery Bonds. The Triple Flip decreased the local rate from 1 percent to .75 percent. The remaining .25 percent was replaced by property taxes and was received in December and April of each year. Beginning on January 1, 2016 the City will once again be receiving the full 1 percent local rate.

As part of the Triple Flip “unwind”, the City received a partial payment of \$206,000 in December and will receive a final true-up payment of approximately \$1.2 million at the end of the fiscal year. Staff will continue to monitor this revenue source to determine if an adjustment should be made in the Third Quarter Report.

Sales tax is less than 50% due to only receiving four months of revenue at mid-year. There is a

two month lag time in the receipt of this revenue source.

- **Transient Occupancy Tax (TOT)** – This revenue source is showing an increase of \$105,721 or 7% over the prior year. TOT revenue reflected in this report covers the months of July through November, December’s TOT is received in January. With only five months of revenue received, this line item is at 50% of budget. Staff is recommending that this revenue budget be increased by **\$100,000**.
- **Business Tax** – Business taxes are billed and paid at the beginning of the fiscal year, which explains the high percentage received year-to-date. This revenue is lower than the prior year by \$499,058 due to a lower payment received from one of the City’s larger businesses. Staff is recommending that this line item be decreased by **\$400,000** at this time and will evaluate if an additional decrease will be needed in the Third Quarter Report.
- **Use of Money and Property** – Use of Money and Property consists of interest earnings from the City’s investments and property rentals. The decrease in this revenue is due to the reduction in the Cable equity transfer allocation and lower investment earnings.

**Expenditures:** Operating costs are on target for the Mid-Year as summarized by type below:

Expenditures by Type	Budget	YTD Actual	%
Salaries and Benefits	\$ 30,209,942	\$ 14,957,885	50%
Supplies and Materials	4,616,869	2,243,417	49%
Other Charges	4,773,844	2,125,967	45%
Capital Purchases	1,227,212	626,354	51%
Debt Service and Trans	440,587	220,290	50%
<b>Total</b>	<b>\$ 41,268,454</b>	<b>\$ 20,173,913</b>	<b>49%</b>

The key variance “by type” is in Other Charges (shown above).

1. Other Charges are lower than budget due to payments for Fire Shared Services are paid on a quarterly (Central County Fire Department) and annual (City of Millbrae) basis. The second quarter invoice from CCFD was received in

the third quarter. The final invoice from the City of Millbrae has not been received. On November 24, 2015, the City Council approved the appointment of an interim Fire Chief and interim Battalion Chief. Staff has reallocated the budget of \$146,697 from “other charges” to “part-time salaries” to accurately reflect budget to actual expenditures.

Departmental operating expenditures are also on target as summarized by the following:

Expenditures by Department	Budget	YTD Actual	%
City Council	\$ 178,024	\$ 74,007	42%
City Clerk	292,782	119,414	41%
City Treasurer	78,815	36,398	46%
City Attorney	452,547	170,924	38%
City Manager	942,724	391,845	42%
Human Resources	457,854	111,335	24%
Finance	2,045,012	879,960	43%
Police	15,705,587	8,140,991	52%
Fire	9,714,972	4,963,540	51%
Public Services	3,256,275	1,610,650	49%
Community Development	3,106,939	1,372,685	44%
Community Services	7,862,602	3,830,825	49%
Non-Departmental	(2,825,679)	(1,528,661)	54%
<b>Total</b>	<b>\$ 41,268,454</b>	<b>\$ 20,173,913</b>	<b>49%</b>

Both the City Attorney and Human Resources departments are below 50% due to staffing vacancies. Overall departments are at 49% at December 31, 2015.

**ENTERPRISE FUNDS**

Fund	Revenue Budget	Revenue Actuals	%	Expenditure Budget	Expenditure Actuals	%
Water Fund	\$ 13,732,268	\$ 6,402,288	47%	\$ 25,119,062	\$ 9,354,210	37%
Wastewater Fund	15,820,430	7,424,360	47%	26,754,518	6,190,302	23%
Stormwater Fund	903,500	340,452	38%	1,555,848	308,809	20%
Cable Fund	10,584,058	4,571,580	43%	12,547,997	4,725,972	38%

**Water Fund:** The Water Fund reports an unrestricted net position of \$13,587,056 at the beginning of fiscal year 2015-16. Of this balance, \$11,386,794 is allocated for budgeted CIP projects. Current expenditures (Operating and CIP) at Mid-Year equals \$9,354,210 or 37% of budget. This is below 50% because CIP projects are in various stages of completion. The estimated ending fund balance in this Fund is \$2,200,262.

**Wastewater Fund:** The Wastewater Fund ended the 2014-15 fiscal year with an unrestricted net position of

\$11,745,080. A large portion of this balance, \$10,934,088, is allocated for budgeted CIP projects. At Mid-Year total expenditures are \$6,190,302 or 23% of budget. This is below 50% because CIP projects are in various stages of completion. The estimated ending fund balance for the Wastewater Fund is \$810,992.

**Stormwater Fund:** Stormwater fees are collected through the County property tax roll and received in December and April. Current expenditures at Mid-Year are \$308,809 or 20% of budget. Revenues are below 50% of budget but are outpacing expenditures by approximately \$32,000.

**Cable Fund:** The Cable Fund has a beginning unrestricted net position of (\$7,966,603). Revenues are below 50% due to the approved rate increase not taking effect until September. The budget was prepared with the assumption that the increase would take effect on July 1, 2015. With 50% of the year complete, expenditures are at 38%. On February 9, 2016, a study session was held to discuss the status of the Cable Fund. Council directed staff to reduce the amount of the franchise fee that is paid to the General Fund in the fiscal year 2016-17 Budget, to bring a proposed rate increase with an effective date of July 1, 2016 to the City Council for approval, and to gradually reduce the equity transfers over the next four years by \$200,000. In addition, staff is pursuing lease financing options for the upcoming purchase of Cable fiber to the home equipment and will be presenting this to the City Council in March for approval. These are the first steps in working towards building a positive fund balance in the Cable Fund.

**INTERNAL SERVICE FUNDS**

Internal Service Funds are used to account for the financing of goods and services provided by one department to other departments on a cost reimbursement basis. Revenues are transferred from the budgeted departments to the Internal Service Funds on a monthly basis therefore, the revenues in all Internal Service Funds are at 50% of budget.

Expenditures by Fund	Budget	Actual	%
Central Garage	\$ 657,852	\$ 269,599	41%
Facility Maintenance	1,239,698	547,847	44%
Technology	714,517	343,959	48%
Self-Insurance	1,988,353	1,784,979	90%

**Central Garage:** The beginning fund balance in the Central Garage Fund is \$552,445. With 50% of the year complete, current expenditures are \$269,599 or 41%.

**Facility Maintenance Fund:** This Fund ended the 2014-15 fiscal year with a fund balance of \$721,505. Expenditures for the Mid-Year equal \$547,847 or 44%. The estimated ending fund balance for this fund is \$636,505.

**Technology Development Fund:** This Fund reports a fund balance of \$156,079 at the beginning of fiscal year 2015-16. Mid-Year expenditures are \$343,959 which is 48% of budget. The estimated ending fund balance in this Fund is \$163,079.

**Self-Insurance Fund:** This Fund ended the 2014-15 fiscal year with a fund balance of (\$180,516). Expenditures at Mid-Year equal \$1,784,979 or 90%. This is above 50% due to the up-front payment of premium costs. The estimated ending fund balance is (\$140,516). Staff will continue to monitor this fund and determine if additional funding is available in the Third Quarter to address the negative fund balance.

# Fund Balance / Net Position

All Funds Budget

2015-16 Mid-Year Budget Update Report

	Audited		Adopted			Adopted		Estimated Available Fund Balance / Net Position June 30, 2016
	Average Fund Balance / Net Position July 1, 2015		Budgeted Revenues	Adjustment to Revenues	FY 2014-15 Carryovers	Budgeted Appropriations	Adjustments to Appropriations	
<b>General Fund</b>								
001 General Fund	\$ 1,688,263	\$ 40,553,105	\$ 188,263	\$ 11,000	\$ 40,069,190	\$ 1,011,000	\$ 983,915	
002 General Fund Reserve (25% of Appropriations)	9,993,720	45,355	-	-	-	-	10,039,075	
003 General Fund - One-Time Revenue	220,248	900,000	-	-	-	-	1,120,248	
004 General Fund - Capital Improvement Reserve	7,193,543	-	-	-	1,291,375	-	5,902,168	
<b>Total General Fund</b>	<b>\$ 19,095,774</b>	<b>\$ 41,498,460</b>	<b>\$ 188,263</b>	<b>\$ 11,000</b>	<b>\$ 41,360,565</b>	<b>\$ 1,011,000</b>	<b>\$ 18,045,406</b>	
<b>Special Revenue Funds:</b>								
101 Gas Tax	\$ 676,022	\$ 943,946	\$ -	\$ -	\$ 1,351,500	\$ -	\$ 268,468	
102 Measure A Transportation Tax	2,449,733	957,520	-	-	1,469,350	1,414,530	523,373	
103 Street Special Revenue	311,731	1,000	-	-	-	-	312,731	
111 Police Asset Forfeiture	58,314	200	-	-	-	-	58,514	
113 Citizens Option for Public Safety (COPS)	16,471	100,000	-	-	100,000	-	16,471	
114 Traffic Safety Grant	62,021	-	-	-	-	-	62,021	
121 Federal/State Grants	(21,919)	90,000	-	-	-	90,000	(21,919)	
122 Solid Waste	246,975	82,626	-	-	76,920	-	252,681	
123 Library Special Revenue	202,761	800	-	-	39,000	-	164,561	
131 In-Lieu Fees	3,544,969	16,500	-	-	43,500	-	3,517,969	
132 Agency on Aging	(45,251)	183,405	-	-	183,405	-	(45,251)	
133 Restricted Donations	932,356	114,920	7,134	-	49,829	-	990,313	
136 Emergency Disaster Reserve	3,046,728	7,800	-	-	-	-	3,054,528	
152 Successor Housing Agency	331,652	-	-	-	-	-	331,652	
190 Emergency Disaster Recovery	1,584,903	-	10,176,378	5,243,037	8,248,907	-	(11,597,345)	
<b>Total Special Revenue Funds</b>	<b>\$ 13,397,466</b>	<b>\$ 2,498,717</b>	<b>\$ 10,183,512</b>	<b>\$ 5,243,037</b>	<b>\$ 11,562,411</b>	<b>\$ 1,504,530</b>	<b>\$ (2,111,233)</b>	

# Fund Balance / Net Position

All Funds Budget

2015-16 Mid-Year Budget Update Report

	Audited Available Fund Balance / Net Position July 1, 2015		Adopted			Adopted		Estimated Available Fund Balance / Net Position June 30, 2016
	Budgeted Revenues	Adjustment to Revenues	FY 2014-15 Carryovers	Budgeted Appropriations	Adjustments to Appropriations			
<b>Capital Project Funds:</b>								
201 Parks and Facilities Capital	\$ 1,583,453	\$ -	\$ 1,387,187	\$ 1,030,000	\$ -	\$ 196,266		
203 Street Improvement	2,462,883	4,131,925	6,428,289	3,119,350	-	166,519		
207 Technology Capital	284,182	-	276,785	90,500	-	7,397		
Total Capital Project Funds	\$ 4,330,518	\$ 4,131,925	\$ 8,092,261	\$ 4,239,850	\$ -	\$ 370,182		
<b>Debt Service Fund</b>								
302 Debt Service	\$ -	\$ 1,214,212	\$ -	\$ 1,214,212	\$ -	\$ -		
Total Debt Service Fund	\$ -	\$ 1,214,212	\$ -	\$ 1,214,212	\$ -	\$ -		
<b>Enterprise Funds:</b>								
611 Water	\$ 13,587,056	\$ 13,732,268	\$ 14,206,260	\$ 10,513,492	\$ 399,310	\$ 2,200,262		
621 Stormwater	1,493,001	903,500	544,848	1,011,000	-	840,653		
631 Wastewater	11,745,080	15,820,430	8,953,138	17,771,380	30,000	810,992		
641 Cable TV	(7,966,604)	10,584,058	1,843,244	10,704,753	-	(9,930,543)		
Total Enterprise Funds	\$ 18,858,533	\$ 41,040,256	\$ 25,547,490	\$ 40,000,625	\$ 429,310	\$ (6,078,636)		
<b>Internal Service Funds</b>								
701 Central Garage	\$ 552,445	\$ 624,370	\$ -	\$ 657,852	\$ -	\$ 518,963		
702 Facility Maintenance	721,505	1,154,698	-	1,169,698	70,000	636,505		
703 General Fund Equipment Replacement	6,805,642	440,587	191,917	395,000	423,000	6,249,312		
707 Technology	156,079	668,517	-	668,517	46,000	163,079		
711 Self Insurance	(180,516)	1,978,353	-	1,988,353	-	(140,516)		
Total Internal Service Funds	\$ 8,055,155	\$ 4,866,525	\$ 191,917	\$ 4,879,420	\$ 539,000	\$ 7,427,343		
Grand Total All Funds	\$ 63,737,446	\$ 95,358,020	\$ 44,203,443	\$ 103,257,083	\$ 3,483,840	\$ 17,653,062		



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** March 8, 2016

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

**FROM:** Jimmy Tan, Acting Public Services Director/City Engineer  
Jim Burch, Public Services Deputy Director

**SUBJECT:** Adopt Resolution Authorizing the City Manager to Execute a Contract with Eaton Pumps Sales and Service for Rehabilitation of the Corporation Yard Well in an Amount of \$230,000; Authorizing a Total Construction Budget with Contingencies in the Amount of \$264,500; and Appropriating \$91,500 in Water Capital Funds

### BACKGROUND:

The City's water supply comes from three different sources, groundwater produced from the City's wells, wholesale water purchased from San Francisco Public Utilities (SFPUC), and retail surface water purchased from the North Coast County Water District (NCCWD). During 2015, San Bruno's active wells produced 63% of total water used, with 46% supplied from SFPUC and 1% from the North Coast County Water District.

The City of San Bruno operates five groundwater wells that extract, filter, treat, and pump water into the distribution system. Of these five wells, three are currently active, and two are inactive. Inactive wells include the Commodore Well that is awaiting construction of a new well and the Corporation Yard Well which recently became inactive due to mechanical system failures in February 2016.

The best management practices for well facility rehabilitation and maintenance were included in the Water Master Plan identify that well equipment has a design useful life of 20-25 years, and wells have a design useful life of 50 years. The adopted Water Master Plan recommends rehabilitation of underground well infrastructure every 10 years, replacement of filtration media every 10 years, and inspection and evaluation of pumps and motors every five years, with replacement as needed.

Well rehabilitation has long been part of the Capital Improvement Program (CIP) including the adopted 2015-16 CIP budget. In previous years, well rehabilitation was completed on a per facility basis with the Corporation Yard Well rehabilitated in 2009 and Lions Field Well in 2008. After adoption of the Master Plan, the well rehabilitation program was reevaluated with well facilities considered as part of a whole system, rather than as individual facilities. The evaluation resulted in a comprehensive well rehabilitation schedule for each of the four active wells. Once replacement of the Commodore Well is completed, it will be included in the City's well rehabilitation schedule.

*J.C.*

**DISCUSSION:**

Consistent well rehabilitation is critical to prevent service interruption and for consistent and efficient water production. Preventative well rehabilitation and scheduled inspections minimize the number of emergency repairs and service interruptions. As a well ages, groundwater production decreases as parts become less efficient. Decrease in production requires the City to purchase more costly water from the SFPUC.

To reflect the water industry's best management practices, which are incorporated in the Water Master Plan and the Capital Improvement Program, staff developed a schedule to rehabilitate one well each year. Rehabilitation of the Corporation Yard Well is now a priority and is proposed to be completed by August 2016. The tentative rehabilitation schedule for the remaining wells are the Lions Field Well during 2016-17, the City Park Well during 2017-18, and the Forest Lane Well during 2018-19. Fiscal Year 2019-20 will begin a four to five year cycle of facility inspections and filter replacements followed by another four to five year rehabilitation schedule.

Currently, the City does not have a well rehabilitation and repair contract and has relied on contractors to make individual emergency repairs as needed. Emergency repair amounts were approximately \$30,000 in 2013-14, \$25,000 in 2014-15, and no emergency repairs during 2015-16 in anticipation of the proposed contract repairs. The proposed contract will complete rehabilitation of the Corporation Yard Well. Staff will present to Council a comprehensive well rehabilitation program consisting of schedule, scope and estimated costs as part of the 2016-17 budget process.

In compliance with the State Contract Code and the City's local purchasing regulations, on January 11, 2016, a Request for Proposals was issued, posted on the City's website, and advertised in the *San Mateo Daily Journal* newspaper. Two contractors attended the mandatory pre-proposal site visit and the City received one formal proposal.

To determine the contract award, the City reviewed the submitted proposal based on qualifications, references, and ability to complete the work as requested, and fairness of labor and equipment rates. After reviewing the proposal and checking references, the proposal from Eaton Pumps Sales and Service of Woodland, California, demonstrated that they met all of the requirements outlined in the Request for Proposals, are a certified and fully licensed water facility repair contractor, have a history of completing similar projects with a consistent and quality level of service, and their rates are reasonable. Previous work experience by Eaton Pumps Sales and Service includes projects for the San Jose Water Company, Santa Clara Valley Water District, and the City of Woodland, California Water Division. Eaton Pumps Sales and Service has previously provided well repair services for the City of San Bruno and the City has been pleased with their responsiveness and their consistent quality of work.

Project work for the Corporation Yard Well is anticipated to be completed by August 2016. There is no public impact during the construction of the facilities as it is located within the City's Corporation Yard.

**FISCAL IMPACT:**

The proposed cost for the Corporation Yard Well rehabilitation and repair services with Eaton Pumps Sales and Services is estimated to not exceed \$230,000. A construction contingency budget of \$34,500 is included for unforeseen items during the rehabilitation. The project will be funded with \$173,000 remaining in the Well Rehabilitation CIP budget and \$91,500 in additional Water Capital Fund appropriations.

**ALTERNATIVES:**

1. Delay well rehabilitation to a later time. This will leave the Corporation Well inactive with only three of five wells active and the City will purchase more costly San Francisco Public Utilities wholesale water to offset the difference in well production. There is a loss to the system of approximately 400,000 to 450,000 gallons of water per day while the Corporation Yard Well is inactive.

**RECOMMENDATION:**

Adopt resolution authorizing the City Manager to execute a contract with Eaton Pumps Sales and Service for rehabilitation of the Corporation Yard Well in an amount of \$230,000; authorizing a total construction budget with contingencies in the amount of \$264,500; and appropriating \$91,500 in Water Capital Funds.

**ATTACHMENTS:**

1. Resolution
2. Approved 2015-16 Well Rehabilitation CIP Budget Description

**REVIEWED BY:**

\_\_\_\_\_ CM

RESOLUTION NO. 2016- \_\_\_\_

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH EATON PUMPS SALES AND SERVICE FOR REHABILITATION OF THE CORPORATION YARD WELL IN AN AMOUNT OF \$230,000; AUTHORIZING A TOTAL CONSTRUCTION BUDGET WITH CONTINGENCIES IN THE AMOUNT OF \$264,500; AND APPROPRIATING \$91,500 IN WATER CAPITAL FUNDS**

**WHEREAS**, as a water production and distribution provider, the City of San Bruno Water Division must perform significant facility rehabilitation at proscribed intervals for wells and pump stations to function properly; and

**WHEREAS**, best management practices recommend that water production providers maintain a well rehabilitation program, which was incorporated into the adopted Water Master Plan, and has been part of the Capital Improvement Program for many years, including the adopted 2015-16 Capital Improvement Program Budget; and

**WHEREAS**, a well rehabilitation repair program includes rehabilitating underground well infrastructure every ten years, replacing filtration media every ten years, and inspecting and evaluating pumps and motors every five years; and

**WHEREAS**, the Corporation Yard Well sustained mechanical failure in February 2016 and is currently inactive, a qualified contractor is required to complete rehabilitation and repairs at this well facility; and

**WHEREAS**, the City issued a Request for Proposals in compliance with State Contract Code and local purchasing regulations and received one proposal, and evaluated the proposal based on technical expertise and fairness of costs; and

**WHEREAS**, the City determined that Eaton Pumps Sales and Service of Woodland, California demonstrated they meet all the requirements outlined in the Request for Proposals, are fully licensed and certified to repair water facility infrastructure, with extensive experience completing well rehabilitation projects for agencies including the San Jose Water Company, Santa Clara Valley Water District, and the City of Woodland, California Water Division; and

**WHEREAS**, project construction is estimated to be completed by August 2016; and

**WHEREAS**, the total project amount, including construction contingency, is \$264,500, with \$173,000 remaining in the Well Rehabilitation Capital Improvement Project budget; and

**WHEREAS**, additional funds need to be appropriated to the Well Rehabilitation Capital Improvement Program project in the amount of \$91,500 from the Water Capital Fund.

**NOW, THEREFORE, BE IT RESOLVED** that the San Bruno City Council authorizes the City Manager to execute a contract with Eaton Pumps Sales and Service for rehabilitation of the Corporation Yard Well in an amount of \$230,000; authorizing a total

construction budget with contingencies in the amount of \$264,500; and appropriating \$91,500 in Water Capital Funds.

Dated: March 8, 2016

ATTEST:

\_\_\_\_\_  
Carol Bonner, City Clerk

-o0o-

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 8th day of March 2016 by the following vote:

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

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

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

## Well Rehabilitation Program

<u>PROJECT INFORMATION</u>	
Origination Year: 2009-10	Project Number: 84707
Projected Completion Date: On-going Program	
Total Project Cost: \$ 210,000	

**Project Description:**

The program provides a comprehensive preventative maintenance program for all five of the City's wells. The three main tasks at each well include rehabilitating underground well infrastructure every 10 years, replacing filtration media every 10 years, and inspecting and evaluating pumps and motors every 5 years.

**2014-15 Status:**

No significant capital rehabilitation improvements occurred during the fiscal year.

**2015-16 Work Plan:**

This program will be managed under future operating budgets, with only significant capital improvements included in the Capital Improvement Program.

**Project Appropriations:**

**Current Year Appropriations:**

Funding Source	Prior Approp.	Estimated Prior Expense	Estimated Carryover Approp.	2015-16 Funding Request	2015-16 Total Funds Available	Total Project Cost
Water Capital	210,000	36,464	173,536	0	173,536	210,000
<b>Total</b>	<b>210,000</b>	<b>36,464</b>	<b>173,536</b>	<b>0</b>	<b>173,536</b>	<b>210,000</b>

**Five-Year Work Program Appropriations:**

Funding Source	2015-16	2016-17	2017-18	2018-19	2019-20	Total Request
Water Capital	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



City Council Agenda Item  
Staff Report

CITY OF SAN BRUNO

DATE: March 8, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Jimmy Tan, Acting Public Services Director/City Engineer  
Angela Kraetsch, Finance Director

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Contract with Bartle Wells Associates to Conduct a Water and Wastewater Rate Study in an Amount Not to Exceed \$54,860

**BACKGROUND:**

The City of San Bruno is charged with providing water and wastewater services for all San Bruno residents and businesses. Funded solely by ratepayers, the Water and Wastewater Enterprise funds account for all operational and capital expenditures necessary to operate, maintain and improve these critical utility systems. On July 24, 2012, the City Council approved a schedule of utility rates for five fiscal years, with the last increase going into effect July 1, 2016. These rates were based on a model that estimated the amount of revenue required for all operating and capital improvement costs for ten years. Staff recommends a reevaluation of the rate model to ensure an accurate estimation of the amount of revenue needed to cover capital and operating costs for a new ten year capital improvement forecasting cycle. Proceeding with a rate study now will allow the City enough time to ensure that a new rate model can be finalized and brought before the City Council for approval prior to the expiration of the current five year model.

**DISCUSSION:**

The City Council adopted resolutions accepting the 2012 updated Water System Master Plan and the 2014 updated Sewer System Master Plan at their meetings on March 12, 2013 and February 25, 2014, respectively. The City also developed a 10 year prioritized Capital Improvement Program (CIP) Work Plan which coordinates the projects identified in the separate utility master plans into sequenced, bundled construction packages to satisfy regulatory deadlines and replacement of aging infrastructure. The study will determine the appropriate water and wastewater rates to cover capital and operating costs for the necessary upgrades. In order to successfully deliver the goals and planned improvements of the Master Plans and 10 year Work Plan, the rate study will allow the City to ensure the priorities set forth can be financially achieved.

On April 10, 2015, staff published a rate study request for proposals on the City's website and received the following three proposals:

<u>Firm</u>	<u>Cost Proposal</u>
Bartle Wells Assoc.	\$44,860 + \$10,000 optional services
Rafetelis Financial Consultants, Inc.	\$68,745
NBS	\$134,930

*10.d.*

Based on a comprehensive review of the submitted proposals, staff determined the project team from Bartle Wells Associates as the most qualified to provide a comprehensive analysis of the existing water and wastewater rates, update the City's existing model, explore alternatives, and assist staff in accurately communicating the rate changes to the City Council and community. Bartle Wells is also the most familiar with City operations and financial structure, as they provided the financial analysis for the previous rate study in 2012. The firm has also conducted similar studies for nearby cities such as San Carlos, San Mateo, and Woodside.

Bartle Wells' proposal includes a base proposal amount not to exceed \$44,860 as well as a \$10,000 contingency for optional services. At the City's discretion, the City may request Bartle Wells to perform additional analyses or other services outside of the base scope, or use the funds for additional meetings, presentations, documents, etc. Bartle Wells will not use the contingency unless additional scope of work outside the base scope is requested and authorized by the City.

The base scope of work includes:

- Data collection, including operating budgets, capital plans, customer consumption data, etc.;
- Develop ten year water and sewer financial plans to establish forecasts and projections to analyze potential rate models and alternatives;
- Develop several rate adjustment alternatives, taking into account various financial and capital improvement alternatives for the City Council's consideration;
- Present findings to the City Council and City Council Subcommittees; and
- Compile a draft and final report.

Staff anticipates that the scope of work will be completed in time to establish a five year rate model that would go into effect on July 1, 2017 through FY 2021-22.

**FISCAL IMPACT:**

The amount of \$80,000 to cover the cost of the rate study is included in the City's Fiscal Year 2015-16 Operating Budget with funding of \$40,000 from each of the Water and Wastewater Funds. The contract cost of \$54,860 will be split evenly between the Water and Wastewater Funds.

**ALTERNATIVES:**

1. Direct further review of submitted proposals for selection of different firm from the current proposals.
2. Reject current proposals and issue another Request for Proposals.

**RECOMMENDATION:**

Adopt resolution authorizing the City Manager to execute a contract with Bartle Wells Associates to conduct a water and wastewater rate study in an amount not to exceed \$54,860

**DISTRIBUTION:**

1. None

**ATTACHMENTS:**

1. Resolution

**DATE PREPARED:**

February 25, 2016

**REVIEWED BY:**

\_\_\_\_\_ CM

RESOLUTION NO. 2016- \_\_\_\_

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH BARTLE WELLS ASSOCIATES TO CONDUCT A WATER AND WASTEWATER RATE STUDY IN AN AMOUNT NOT TO EXCEED \$54,860**

**WHEREAS**, funded solely by ratepayers, the Water and Wastewater Enterprise funds account for all operational and capital expenditures necessary to operate, maintain and improve these critical systems at a high level of service; and

**WHEREAS**, the City completed both Water and Sewer Master Plans and developed a 10 year prioritized Work Plan which identified improvement projects to satisfy regulatory deadlines and replacement of aging infrastructure; and

**WHEREAS**, the rate study will determine the appropriate water and wastewater rates to cover the capital and operating costs which will enable the City to move forward with the City's Council's commitment to rehabilitate and replace aging and deficient infrastructure; and

**WHEREAS**, the City issued a request for proposals from qualified consultants on April 10, 2015; and

**WHEREAS**, Bartle Wells Associates was determined to be most qualified to conduct a rate study that will provide a comprehensive analysis of existing water and wastewater rates; and

**WHEREAS**, the City has negotiated a scope of work with Bartle Wells Associates for a base proposal amount of \$44,860 with an additional \$10,000 contingency for optional services for a total amount not to exceed \$54,860; and

**WHEREAS**, the FY 2015-16 Operating Budget includes funding of \$80,000 for preparation of the rate study with funding of \$40,000 from each of the Water and Wastewater funds.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council authorizes the City Manager to execute a contract with Bartle Wells Associates to conduct a water and wastewater rate study in an amount not to exceed \$54,860.

Dated: March 8, 2016

ATTEST:

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Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 8th day of March 2016 by the following vote:

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

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

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