"The City With a Heart"

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

MINUTES

SAN BRUNO CITY COUNCIL

April 12, 2016

7:00 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on April 12, 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. **City Manager Jackson** led the pledge of allegiance. Recording by City Clerk Bonner.

3. ANNOUNCEMENTS:

Mayor Ruane announced:

a. Operation Clean Sweep will be held on Saturday, May 7, 9:00 a.m. to 1:00 p.m. at San Bruno City Park, register at www.sanbruno.ca.gov. **Councilmember O'Connell** showed aprons that would be given to those who come to Operation Clean Sweep. She encouraged everyone to come out and help clean-up the City. There will be a BBQ lunch at the end of the clean-up.

b. The American Cancer Society's Relay for Life will be held on Saturday, April 23 at Capuchino High School in San Bruno beginning at 9:00 a.m.

4. PRESENTATIONS:

a. **Mayor Ruane** read a Proclamation for National Dispatcher Appreciation Week to the dispatchers of San Bruno which was presented by Councilmember Rico Medina and was received by Michael Cook who thanked the City.

b. **Mayor Ruane** read a Proclamation Declaring April 17 – 23 as West Nile Virus and Mosquito and Vector Control Awareness Week which was presented by Vice Mayor Marty Medina to Robert Riechel who thanked the City.

c. **Mayor Ruane** read a Proclamation Declaring April 23, 2016 as Relay for Life Day in San Bruno which was presented by Councilmember Ibarra and received by Robert Riechel who thanked the Mayor and Council for recognizing Relay for Life.

5. REVIEW OF AGENDA: Councilmember Ibarra asked 10.f. to be moved forward; **Mayor Ruane** moved the item to 10.a.

6. APPROVAL OF MINUTES: Regular Council Meeting of March 22, 2016 and Special Council Meeting of March 29, 2016, approved as submitted.

7. CONSENT CALENDAR:

a. **Approve:** Accounts Payable of March 14, 21, 28 and April 4 2016.

b. **Approve:** Payroll of March 25, 2016.

c. **Accept:** Reconciliation of General Ledger to Bank Reports and the Investment Reports Dated February, 2016.

d. **Adopt:** Resolution Authorizing the City Manager to Execute Amendment #2 for Electrical Facilities Operation and Maintenance Cost Distribution between Caltrans and the City of San Bruno for Addition of Pedestrian Safety Enhancements at Santa Lucia Avenue and El Camino Real.

e. **Adopt:** Resolution Rejecting All Bids and Authorizing the Re-Advertisement of Bid for the Sidewalk Repair Project.

f. **Adopt:** Resolution Authorizing the City Manager to Execute a Contract with Professional Land Services (PLS) in the Amount of $65,105 for Surveying Services for Monument Restoration in the Crestmoor Neighborhood.

g. **Adopt:** Resolution Authorizing the Purchase of Cable Television High Definition Set-Top Boxes and High Definition Digital Video Recorder (HD/DVR) Set-Top Boxes in the Amount of $61,491.

Vice Mayor Medina pulled Item 7.e.

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

Vice Mayor Medina said he wanted the public to understand there is a program to fix the sidewalks and asked the Public Services Director to explain the sidewalk repair project.

Public Services Director Tan said two bids were received and they were 22% higher than the Engineer's estimate. Because of that, staff is recommending Council to reject the bids and rebid the project. The City as part of the CA Streets and Highway's Code and the City's Muni Code, the City replaces sidewalks where they are adjacent to City trees and the residents are encouraged to utilize the City's contractors so they will have a better unit price/rate. Residents are notified and the encroachment fee is waived. **Vice Mayor Medina** said 616-7075 is the number for residents to call if there is a trip hazard on their sidewalk or at a property they observe needs repair.

City Manager Jackson said under the CA Streets and Highway's Code and the City's Municipal Code, residents are responsible for the sidewalks that adjoins their private property and under our City's code, the City takes responsibility for that damage that is directly associated with a street tree, that is a tree located in the public right-of-way. There are many locations where that is not the case and this program offers the opportunity for the City to address areas where the code makes it our responsibility; i.e., tree related damage but also to allow residents to take the opportunity to take advantage of a contractor to be in their area and to address the sidewalk that is their responsibility.

Vice Mayor Medina said the encroachment fee is waived (about $300 to $400) and the work is inspected by a City inspector so a citizen doesn't have to worry about dealing with a contractor.

Councilmember Ibarra asked about the liability. **City Attorney Zafferano** said there is potential liability for the property owner for not having addressed those items in front of their property.

Councilmember Rico Medina said staff advised him the hard cost is $362 for the rebidding; however, the work does not have to be redone because it has already been done once by staff, so it is a very nominal cost for staff time which is not included in the $362. He understood this would come back in August. **City Manager Jackson** said Council's action to reject all of the bids allows staff to directly negotiate with the contractor who is qualified to perform the work. She said they anticipate being able to do that well before the end of the summer.

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

8. PUBLIC HEARING:

a. Hold Public Hearing and Waive First Reading and Introduce an Ordinance Amending Chapter 7.20 of the Municipal Code, Adopting Speed Zone Changes, Maintaining Crystal Springs Road Speed Limit at 25 mph and Approving Engineering and Traffic Survey.

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

Mayor Ruane opened the Public Hearing. No one wished to speak

M/S Rico Medina/Ibarra to close the public hearing

Councilmember Rico Medina asked if this could be done in house and asked staff to get back to him with the information.

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

Councilmember Ibarra introduced the ordinance amending Chapter 7.20 of the Municipal Code, Adopting Speed Zone Changes, Maintaining Crystal Springs Road Speed Limit at 25 mph and Approving Engineering and Traffic Survey and passed with a unanimous vote.

b. Hold Public Hearing and Adopt Resolution Amending the Master Fee Schedule for 2016-17 Establishing Fees for Municipal Services.

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

Community Services Director Burns said the fee increases were nominal in response to **Councilmember Ibarra's** question and added our programs are the most affordable as can be seen in the enrollment levels.

Councilmember Rico Medina noted a charge under the athletic field lights of $25.00 an hour for the use of the field as well as the lights and asked if it actually covers the cost. **Burns** concurred on the charge but said it was not a full-cost recovery. She said the lights are on a timer and in Category 3, these are service organizations and community groups and this category is very heavily subsidized.

Councilmember Rico Medina said at the Bellaire Community Center we are charging the same as some other facilities at the Recreation Center and is this comparable? **Burns** said there are two meeting rooms there, it is fully enclosed and heated with restroom facilities in the Bellaire Firehouse and she considered it comparable.

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

M/S Rico Medina/Ibarra to waive the first reading and passed with all ayes.

Councilmember Ibarra introduced the resolution amending the Master Fee Schedule for 2016-17 Establishing Fees for Municipal Services and passed with a unanimous vote.

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

10. CONDUCT OF BUSINESS:

Receive Report and Provide Direction Regarding a Monetary Contribution to the 76th Annual Posy Parade. (Moved f. forward.)

Councilmember Ibarra excused himself from this item because of his involvement with the Lion's Club.

City Manager Jackson gave an overview of the staff report in which the Lion's Club has requested the City's financial participation and asked for questions.

Mel Phillips, Cherry Avenue gave the background of Lions, particularly the Lions in San Bruno. He said they put together the Posy Parade, they provide food baskets for the schools and they provide glasses for young children. The Club has purchased a scanner to detect eye problems in children. He said he expects this to be the largest parade the City has experienced. He said every dollar donated to the Lions comes back to the community.

Mayor Ruane asked when the City has given them money toward the Posy Parade? **Phillips** said in years gone by the City has donated to them. **Mayor Ruane** said there have been no funds budgeted for this.

Vice Mayor Marty Medina saw no problem in funding.

Councilmember O'Connell said if there were some one-time money, she would like to see it funded.

City Manager Jackson said there was no money set aside.

Councilmember Rico Medina said the Lions Club has done many things throughout the community. He wanted to see where the money is going to come from.

Council suggested they seek funding from the Community Foundation.

a. Adopt Resolution Adopting the Updated Sanitary Sewer Management Plan.

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

Vice Mayor Marty Medina asked for clarification on the privately owned sewer laterals as to whether it has to be reported or it doesn't. **Burch** said the recommendation since 2006, or even before, is they ask for voluntary reporting on any SSO. The laterals which are owned by a private home owner or even a business, staff still reports those.

Vice Mayor Marty Medina asked if the $14,500 charged could be done in house? **Burch** said it could be looked into; however, the consulting firm has specific knowledge of what the Water Board requires and how it should be written and how we should craft our reporting and training to meet the requirements.

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

b. Adopt Resolution Increasing the Construction Budget for the 2015 Street Rehabilitation Project by $515,800 and Appropriating $257,900 from Measure A and $257,900 from Gas Tax Funds Due to Unforeseen Site Conditions Change Orders.

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

Vice Mayor Medina asked how the change orders were charged. **Tan** said on a time and material basis.

Vice Mayor Medina said as a previous inspector to the City, he was always frustrated by the weather conditions; i.e., the rain. He proposed a moratorium in the winter months. He said he did not believe the contingency should be increased that much because we will primarily laying slurry, a mixture of sand and oil.

City Manager Jackson pointed out the project contingency is being protected in the recommendation that staff is making in order to avoid coming back again.

Councilmember Ibarra said being able to keep up with the deterioration is frustrating. He said he wanted us to be sure that we have done everything we can to avoid a surprise like this so we can either plan for it or adjust what streets we do.

City Manager Jackson said NCE was hired specifically to deal with the questions that have been raised. Pot-holing was done in order to anticipate and evaluate what kind of soil deficiencies might exist. She said the due-diligence is done up front, potentially they could do more. She said the needs far outweigh the resources.

Councilmember Ibarra said he is looking at Phase II and he is in a neighborhood where they are going to get some slurries but it has been nine months to a year where a lot of the cracks have been sealed. He asked if those cracks that have been sealed are good or was it in anticipation of a slurry. **Tan** said the contractor did the sealing of all the streets at the end of last year and that is something that will have to be looked at to see if it is adequate before the slurry seal is applied.

Councilmember Rico Medina said when the streets are being done he would like the contractor to be cognoscente of when the work will take place. If there is a delay all should be notified and it should be done in a timely fashion. He said when these reports are done, he would like them to show what work was done and when was the last time work was done on that street.

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

c. Adopt Resolution Approving the Installation of Red Curb Striping within the Area bound by Tanforan Avenue, Herman Street, Huntington Avenue and I-380 to Provide Access for Emergency Services; near the Lunardi's Market Driveway on Glenview Drive to Provide Access for a PG&E Gas Regulation Isolation Valve; and in front of 1070 San Mateo Avenue.

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

Councilmember Ibarra said he thought this was valid; however, there is a lot more that needs to be done in that neighborhood. Parking and safety are big issues with a lot of violations. He expressed his wish that the Traffic, Safety and Parking Committee do more.

Councilmember Ibarra also mentioned providing access for PG&E and said he did not believe it needed to come this far. **Tan** said access to the streets came from the Fire Department. He said they had a meeting where 20 to 25 people showed up regarding the parking survey. He said there were mixed messages from no parking restrictions to restricted parking permits. **Councilmember Ibarra** said he would like to see limited parking, at least six hours. He asked to be notified when the next meeting will take place. **City Manager Jackson** pointed out the Director was referencing the Council's subcommittee on surface infrastructure. She said staff will be in contact to talk about this as well as plans for the 2016 pavement resurfacing program.

Vice Mayor Marty Medina said during the last campaign, he noted there were numerous parking problems with cars that are not being moved enough. He said public safety is an issue and we need to take control of the parking situations in San Bruno.

Esperanza Torres said two red zones are proposed and she suggested one of them be across the street.

Councilmember Rico Medina said this is an ongoing problem. He said he actually witnessed a fire truck making a turn and it was tight. Maybe Bayshore Circle could be addressed again.

Fire Chief Downing said it has always been an issue. He said last year they borrowed Belmont's truck while our truck was being repaired. They drove many areas in the City that were not

accessible which prompted his department to work with Public Services to see if they could come up with some solutions. Addressing Esperanza Torres' request, he said they could look at it and see if it could be changed to the other side.

Councilmember Rico Medina asked this be clearly communicated in the neighborhood and it be clearly defined.

Councilmember Ibarra introduced the resolution for adoption with the caveat that the area be looked at that was proposed and passed with a unanimous vote.

d. Receive Report on Crestmoor Neighborhood Upper Sanitary Sewer Replacement Program and Adopt Resolution Approving an Increase in the Contract Amount of $282,578 for the Phase V – Upper Sewer Lateral Project with JMB Construction, Inc.

Project Manager Burrows gave an overview of the staff report and asked for questions.

Councilmember Ibarra said if $3.5 million dollars was budgeted, why are you asking for the extra money. **Burrows** said the overall program was $3.5 million dollars but the amount the City authorized for this Phase 5 was $1,816,000. With these change orders they anticipate increasing the amount to $2,980,000.

Councilmember Rico Medina asked if we did not take into account that there was at least one that couldn't be done or not have it marked with the PG&E lines? He also asked if notices had been sent out these folks. **Burrows** said they had not. **Councilmember Rico Medina** said there needs to be a deadline. He asked if JMB was asked to replace the entire line of every home to our specifications, the guidelines and the practices which were agreed to in the bid process. **Burrows** said every line has been inspected, both Public Works as well as the Building Department Inspectors and the videos are reviewed by our staff? JMB has to correct anything they did wrong and the City still has retention if they don't perform the remedial work to our satisfaction.

Vice Mayor Marty Medina asked for the time frame. **Burrows** said the sewer lateral project is essentially complete. The installation of the 211 laterals has occurred. They are in the process of determining the final remedial work that needs to be done. He said he anticipated bringing back an item for Council in roughly 60 days for closeout of the Phase 5 project. The last major portion of the construction of the neighborhood, the surface improvements, sidewalks, new streets and new street lights; that project is currently out to bid (scheduled for April 28 and to be brought before Council on May 10.) That project will last approximately ten months in duration, so it is scheduled for first quarter of next year for completion. 185 days have been scheduled for that project and there is a bid alternate for cold in place recycling which will drastically reduce the amount of time necessary for the street construction.

Mayor Ruane asked for a turn-key date for the whole neighborhood. **Burrows** said the anticipated replacement of the Glenview Park should take three to five months. **Burrows** said the whole project should be complete by second or third quarter of next year.

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

e. Adopt Resolution Authorizing the City Manager to Execute an Agreement with Maze & Associates for Financial Audit Services for Three Years Beginning with the Fiscal Year Ending June 30, 2016 in the Total Amount of $141,371.

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

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

f. Moved to first item under Conduct of Business.

g. Schedule Study Session Meetings to Review the Proposed Fiscal Year 2016-17 Annual Operating and Capital Improvement Program Budget.

City Manager Jackson asked Council to pick three dates to be available for Study Sessions for Review of the Budget.

Council agreed on June 7 and June 8 as the dates for the Study Session.

11. REPORT OF COMMISSIONS, BOARDS & COMMITTEES:

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION:

14. ADJOURNMENT:

Mayor Ruane closed the meeting at 9:13 p.m. The next regular City Council Meeting will be held on April 26, 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
April 26, 2016

Carol Bonner

Carol Bonner, City Clerk

Jim Ruane

Jim Ruane, Mayor