

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

June 28, 2016

6:00 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 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 agendaized pursuant to State Law.

4. CLOSED SESSION:

- a. Conference with Legal Counsel - Existing Litigation pursuant to Government Code Section 54956.9(d)(1) (2 Cases): Evans v. City of San Bruno and San Bruno Committee for Economic Justice v. City of San Bruno.
- b. Conference with Legal Counsel, Anticipated Litigation, Initiation of Litigation per Government Code Section 54956.9(d)(4) (1 Case).

5. ADJOURNMENT:

The next regular City Council Meeting will be held on June 28, 2016 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

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

AGENDA

SAN BRUNO CITY COUNCIL

June 28, 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:

Residents are reminded to use caution and adhere to all regulations when using safe and sane fireworks during the July 4th holiday. All Violations will be vigorously enforced.

4. PRESENTATIONS:

5. REVIEW OF AGENDA:

6. APPROVAL OF MINUTES: Special Study Session of June 8, 2016 and Regular Council Meeting with Special Study Session of June 14, 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 June 13 and 20, 2016.

b. **Approve:** Payroll of June 3, 2016.

c. **Adopt:** Resolution Approving Amendment #2 to Employment Agreement Between the City of San Bruno and Marc Zafferano, City Attorney.

d. **Adopt:** Resolution Authorizing the City Manager to Execute a Stormwater Treatment Measures Maintenance Agreement for the San Francisco Police Credit Union Project at 1250 Grundy Lane.

8. PUBLIC HEARING:

a. Hold Public Hearing and Adopt Resolution Adopting the City of San Bruno 2015 Urban Water Management Plan.

b. Hold Public Hearing and Adopt Resolution Approving the 2016-17 Operating and the 2016-21 Capital Improvement Program Budget; and Adopt Resolution Approving the City's Appropriations Limit (Gann Limit) for 2016-17.

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 the San Bruno Community Foundation 2016-2017 Budget.
- b. Adopt Resolution Authorizing the City Manager to Execute an Agreement with the San Bruno Community Foundation to Reimburse the City for City Attorney Services.
- c. Receive Report on the El Camino Real and Angus Avenue Intersection Improvements Project and Provide Direction to Staff.

11. REPORT OF COMMISSIONS, BOARDS & COMMITTEES:

Receive Annual Report from the Citizens Crime Prevention Committee.

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION:

14. ADJOURNMENT:

The next regular City Council Meeting will be held on July 12, 2016 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

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

MINUTES

SAN BRUNO CITY COUNCIL - SPECIAL MEETING

June 8, 2016

6:00 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on June 8, 2016 at San Bruno's City Hall, 567 El Camino Real, Room 115, San Bruno, CA. The Council meeting was called to order at 6:00 p.m.

2. ROLL CALL/PLEDGE OF ALLEGIANCE:

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. CONDUCT OF BUSINESS:

Mayor Ruane said they would Conduct a Study Session to Review the Proposed 2016-17 Operating and Capital Improvement Program Budgets with no reportable action coming from the meeting. With the exception of Public Services, each of the Departments did a presentation. This Study Session is scheduled to continue following the next regular Council meeting of June 14, 2016.

5. ADJOURNMENT:

Mayor Ruane closed the meeting at 8:30 p.m. The next regular City Council Meeting will be held on June 14, 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
June 28, 2016

Carol Bonner, City Clerk

Jim Ruane, Mayor

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

MINUTES SAN BRUNO CITY COUNCIL

June 14, 2016

7:00 p.m.

1. **CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on June 14, 2016 at San Bruno's Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The Council 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 Rico Medina and O'Connell. Councilmember Ibarra was excused with notice. **City Clerk Bonner** led the pledge of allegiance. Recording by City Clerk Bonner.

3. **ANNOUNCEMENTS:** None.

4. **PRESENTATIONS:**

Mayor Ruane gave an Introduction and Recognition of the San Bruno Police Explorers. **Officer Scott Rogge** gave a description of what San Bruno Police Explorers do. Each of the eight explorers volunteered more than 169.5 hours since April 30. **Officer Colin Page** introduced the six explorers who attended this evening's meeting.

5. **REVIEW OF AGENDA:** No changes.

6. **APPROVAL OF MINUTES:** Special Closed Session of May 24, 2016 and Regular Council Meeting of May 24, 2016, approved as submitted.

7. **CONSENT CALENDAR:**

a. **Approve:** Accounts Payable of May 23, 31 and June 6, 2016.

b. **Approve:** Payroll of May 20, 2016.

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

d. **Authorize:** Fireworks Stand Permits for 2016 Upon Finding that the Non-Profit Organizations Meet Requirements of Resolution 2008-59 and Ordinance No. 1700.

e. **Accept:** Resignation from Traffic Safety & Parking Committee Member and Citizens Crime Prevention Committee Member. Declare Vacancy and Direct the City Clerk to Initiate the Process for Appointment of a New Member.

Vice Mayor Marty Medina pulled Item 7.e.

M/S O'Connell/Rico Medina to approve the remainder of the Consent Calendar and passed with all ayes, **Councilmember Ibarra** excused with notice.

Councilmember Rico Medina wanted to go on record that he was not in favor, supporting nor approving the three Meyers Nave items on the accounts payable registers; however, he approved the remainder of the warrants.

Vice Mayor Marty Medina said for those applicants and anyone interested in serving on the Traffic Safety & Parking Committee and or the Citizens Crime Prevention Committee, if an application has already been submitted, there is no need to apply again. There will be another round of interviews if those applicants wish to attend; however, it is not necessary. He encouraged everyone interested to apply.

M/S Rico Medina/O'Connell to approve Item 7.e. and passed with all ayes, Councilmember Ibarra excused with notice.

8. PUBLIC HEARING:

9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:

Ryan Mrsny, Kains Ave stated these questions are for the City Council. Not the City Manager nor the City Attorney. I wish the City Council to answer since you are the ones that voted to sell our land to OTO Development. My questions are in regards to the petition to overturn the Council's decision to sell our property to OTO Development.

- Is the Council aware that the 3250 signatures from registered San Bruno voters are more than any council member has received in any contested election? With the exception of Vice Mayor Medina who ran on a platform to get a better deal for our land and voted against the sale terms to OTO Development.
- If the Council believes this deal is so good for San Bruno why is the Council unwilling to let the voters ratify or overturn your decision?
- Was this decision authorized with a vote or did the City Attorney act arbitrarily to deny the residents a vote?
- Did the council discuss the fact the lawsuit being brought will cost far more in legal bills for the residents to pay than simply allowing it to come to a vote?
- How much will in legal costs will you spend of our money to deny our right to vote in court?
- Will the Council publicize the Court date of July 28, 2016, on the City's website? If not, why not?
- Did the Council take into account the sale of the long-derelict building at the corner of San Bruno Avenue and Huntington in January, 2016? This is two months before the vote to sell the Crossing property. The abandoned bank building sold for over \$3 million which is \$195 a square foot. This is more than three times the sale price of the Crossing property.

10. CONDUCT OF BUSINESS:

a. Receive Report and Direct Staff to Cancel a Regular City Council Meeting during the Month of August 2016.

City Manager Jackson said every year the City Council considers cancelling a meeting in August. Council agreed to cancel the first meeting in August. Councilmember Ibarra absent with notice.

b. Adopt Resolution Authorizing Application to the City and County Association of Governments (C/CAG) to Prepare a Comprehensive Parking Management Plan for Downtown San Bruno.

Long Range Planning Manager Sullivan gave an overview of the staff report and asked for questions.

Vice Mayor Marty Medina asked if the parking could be extended into problematic areas; i.e., further east on the avenues, Linden, Poplar, Elm. **Sullivan** said the reason it was going up to Walnut is to consider the train station area. He wasn't certain how far it could go out, but said they would look into it with this budget.

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

c. Adopt Resolution Accepting the Olympic Pump Station and Force Main Project as Complete, Authorizing the Filing of a Notice of Completion with the San Mateo County Recorder's Office, and Authorizing Release of the Construction Contract Retention in the Amount of \$129,173.

Public Services Director Tan gave an overview of the staff report and acknowledged **Wing Wong** who was the Project Manager on this project and asked for questions.

d. Receive Oral Report on the City's Progress and Results Regarding Sanitary Sewer Maintenance and Operation.

Deputy Director of Maintenance and Operations Burch gave a presentation on some of the enhancements, improvements and successes regarding the Wastewater division. **Wastewater Manager Bosch** provided an overview of the operational changes and adjustments to their maintenance practices and will provide details of how these improvements have led to an ongoing reduction in sso's (sanitary sewer overflows). **City Manager Jackson** shared comments made by the Baykeeper's and their positive reaction to the way the City has handled their sso's.

Burch talked about the sewer program partnership with Service Line Warranties. Letters went out this week.

Mayor Ruane complimented and congratulated all the staff and the divisions involved in this.

Councilmember O'Connell asked if they needed more grinders. **Burch** said the newly designed pump stations are a clear effort and the grinders are designed into them.

Vice Mayor Marty Medina asked if they are required to video pretty much the majority of the City by Baykeeper's decree or agreement? **Bosch** said they are required to revisit their video every line segment/every pipe every five years. **Vice Mayor Marty Medina** asked if the video truck is utilized every single day. **Bosch** said four days a week and they are between fourteen and eighteen line segments a week.

Vice Mayor Marty Medina said in the budget study session we need to find out if we are on target? Does the videoing need to be increased being there are eighteen miles of sewer lines in San Bruno. **Bosch** said there are eighty-five miles. He said they are going to install the reinspection which is currently being worked on.

Vice Mayor Marty Medina asked if the spot repairs are subcontracted out. **Bosch** said mostly contracted out. **Vice Mayor Marty Medina** asked how much money the bio-amp has saved. **Bosch** said the bacterial is \$386 a month and they only have it in one station and it is equational.

11. REPORT OF COMMISSIONS, BOARDS & COMMITTEES:

12. COMMENTS FROM COUNCIL MEMBERS:

Mayor Ruane welcomed Greg Rubens who is filling in for our City Attorney.

Councilmember Rico Medina said he attended Capuchino's Graduation Ceremony on May 27 and was asked to speak at Parkside's eighth grade graduation last Thursday. He congratulated the class of 2016 and wished them the best.

Councilmember O'Connell said there will be a Florida Park planning meeting on Wednesday June 22 at 6:30 p.m. at the Bay Area Entrepreneur Center, 458 San Mateo Ave.

13. CLOSED SESSION:

14. STUDY SESSION:

Mayor Ruane said they would close this meeting to conduct a Study Session to Review the Proposed 2016-17 Operating and Capital Improvement Program Budget. The Study Session lasted until 10:00 p.m. There was no reportable action; however, a lot of questions that will be answered before the June 28 meeting.

15. ADJOURNMENT:

Mayor Ruane closed the meeting at 8:20 with a moment of silence for Skip Henderson and the 49 people who died in Florida. He said the next regular City Council Meeting will be held on June 28, 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
June 28, 2016

Carol Bonner, City Clerk

Jim Ruane, Mayor

06/13/16

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$69,402.94
122	SOLID WASTE/RECYCL.	\$1,134.00
132	AGENCY ON AGING	\$2,799.31
203	STREET IMPROVE.PROJECTS	\$129,460.32
611	WATER FUND	\$169,841.09
621	STORMWATER FUND	\$6,676.21
631	WASTEWATER FUND	\$94,745.40
641	CABLE TV FUND	\$104,875.69
701	CENTRAL GARAGE	\$30,649.54
702	FACILITY MAINT. FUND	\$8,373.22
707	TECHNOLOGY DEVELOPMENT	\$1,933.05
711	SELF INSURANCE	\$2,434.99
880	PROJECT DEVELOP. TRUST	\$475.80
TOTAL FOR APPROVAL		\$622,801.56

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 162245 THROUGH 162384 INCLUSIVE, TOTALING IN THE AMOUNT OF \$622,801.56 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,
MAYOR

MAYOR

DATE

6/13/16
lb

6/13/2016 3:56:27PM

City of San Bruno

Document group: komalley Bank: apbank 05507660

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0000163 AIRPORT AUTO PARTS INC.	162249	6/13/2016	932.12
0099203 ALEX LAPIZ	162304	6/13/2016	5000
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0016123 AT&T	162254	6/13/2016	948.50
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0106155 BANK OF MARIN	162256	6/13/2016	5,801.16
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0105271 BOTTOM LINE/PERSONAL	162259	6/13/2016	39.00
0105908 BRANDON COLAR	162273	6/13/2016	280.00
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0096798 BUSINESS PRODUCTS & SUPPLIES	162262	6/13/2016	726.65
0017679 CDW GOVERNMENT, INC	162263	6/13/2016	479.92
0017284 CHEMSEARCHFE	162265	6/13/2016	386.95
0106039 CHRISTOPHER WETTSTEIN	162380	6/13/2016	2990.00
0016324 CINTAS CORPORATION	162266	6/13/2016	608.97
0016324 CINTAS CORPORATION	162267	6/13/2016	270.97
0102572 CINTAS FIRE PROTECTION	162268	6/13/2016	5,731.23
0106048 CIT	162269	6/13/2016	426.88
0000227 CITY OF SAN BRUNO	162270	6/13/2016	769.57
0013595 CITY OF SAN BRUNO	162271	6/13/2016	852.98
0000386 CITY OF SOUTH SAN FRANCISCO	162272	6/13/2016	79,173.19
0104552 COLIN PAGE	162326	6/13/2016	76.49
0097071 CRESCO EQUIPMENT RENTALS	162276	6/13/2016	210.33
0099040 DAIRASSY GOMEZ SANCHEZ	162346	6/13/2016	750.00
0106160 DANIEL RONCO	162340	6/13/2016	179.40
0018449 DARLENE WONG	162381	6/13/2016	500.00
0106080 DATALINK CORPORATION	162277	6/13/2016	52,765.34
0106442 DAVID WONG	162382	6/13/2016	500.00
0093479 DEPARTMENT OF JUSTICE	162278	6/13/2016	622.00
0101178 DISCOUNT PLUMBING	162279	6/13/2016	4,500.00
0013683 F. FERRANDO & CO.	162281	6/13/2016	5,487.00
0094501 FERNANDO CONTRERAS	162274	6/13/2016	55.00
0013714 FIRST NATIONAL BANK	162282	6/13/2016	422.5
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	162283	6/13/2016	2,159.22
0018117 FLYERS ENERGY, LLC	162284	6/13/2016	8,811.94
0018272 GALE/CENGAGE LEARNING	162285	6/13/2016	35.20
0016876 GAMA TROPHIES AND GIFTS	162286	6/13/2016	65.40
0105960 GARRATI CALLAHAN	162287	6/13/2016	2,692.84
0095666 GLOBAL TELECOM&TECHNOLOGY INC.	162288	6/13/2016	2,061.50
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	162369	6/13/2016	304.90
0016154 GOETZ BROTHERS SPORTING GOODS	162289	6/13/2016	2,005.06
0000162 GRAINGER	162291	6/13/2016	269.15
0018948 GRAND LEADER MARKET	162292	6/13/2016	625.00
0017900 GREAT LAKES DATA SYSTEMS INC	162293	6/13/2016	1,650.00
0000909 HERTZ EQUIPMENT RENTAL CORP.	162295	6/13/2016	3,017.11

Document group komalley Bank apbank 05507660

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0103336 HUB INTERNATIONAL SERVICE INC.	162298	6/13/2016	681.56
0106350 INTEGRITY CONSTRUCTION	162300	6/13/2016	276.00
0104018 INTERSTATE TRAFFIC CONTROL PRODUCTS.INC.	162370	6/13/2016	17384
0095730 JOSEPH A. ORTIZ	162323	6/13/2016	85.93
0000075 K-119 TOOLS OF CALIFORNIA INC.	162301	6/13/2016	251.98
0096379 KAREN OJAKIAN	162320	6/13/2016	653.90
0000132 KELLY-MOORE PAINT CO INC.	162302	6/13/2016	75.62
0018561 LANCE BAYER	162303	6/13/2016	1,500.00
0100696 LEONARD INIGUEZ	162299	6/13/2016	132.00
0018777 LEXISNEXIS RISK DATAMANAGEMENT	162337	6/13/2016	141.30
0104424 LIDIA'S ITALIAN DELICACIES	162305	6/13/2016	2,615.00
0091101 LIEBERT CASSIDY WHITMORE	162306	6/13/2016	56.00
0016034 LINDA RUSSELL	162341	6/13/2016	1,683.50
0093274 LINDSTROM CO	162307	6/13/2016	5000.00
0018177 LOWE'S	162308	6/13/2016	2,359.41
0100674 LUDMERAKER	162250	6/13/2016	76.27
0093976 LUISA GRAHAM	162290	6/13/2016	95.00
0106443 MARIAN PAPAGEORGIU	162327	6/13/2016	276.00
0017927 MATTHEW BENDER & CO INC.	162309	6/13/2016	241.00
0096714 MAXCOM	162310	6/13/2016	3,916.18
0106044 MAYCROFT INVESTIGATION AGENCY	162311	6/13/2016	800.00
0016041 METROMOBILE COMMUNICATIONS	162312	6/13/2016	276.75
0106061 MICHAEL COOK	162275	6/13/2016	151.51
0092285 MCROMARKETING LLC	162313	6/13/2016	24.98
0016863 MIDWEST TAPE, LLC	162314	6/13/2016	100.57
0000333 MOSS RUBBER & EQUIP. CORP.	162315	6/13/2016	122.23
0104730 MUNICIPAL EMERGENCY SERVICES	162316	6/13/2016	75.75
0000357 NATIONALCABLE TV CO-OP, INC.	162317	6/13/2016	2,429.96
0092263 OFFICE DEPOT INC	162318	6/13/2016	167.38
0018284 OFFICEMAX INC.	162319	6/13/2016	114.42
0000210 OLE'S CARBURETOR&ELECTRIC INC	162321	6/13/2016	1,084.75
0097567 ONE HOUR DRY CLEANING	162322	6/13/2016	302.10
0000012 PACIFIC GAS & ELECTRIC	162324	6/13/2016	22,536.55
0106110 PACIFIC OFFICE AUTOMATION	162325	6/13/2016	672.55
0106156 PENGUIN RANDOM HOUSE LLC	162328	6/13/2016	73.58
0106269 PENINSULA PET RESORT INC.	162329	6/13/2016	220.50
0103515 PENINSULA POWER WASH	162330	6/13/2016	6,450.00
0098995 PENINSULA TRANSMISSION	162331	6/13/2016	688.18
0014961 PENINSULA UNIFORMS & EQUIPMENT	162332	6/13/2016	606.95
0091040 PG&E	162333	6/13/2016	582.19
0016770 PRAXAIR DISTRIBUTION INC -192	162334	6/13/2016	134.85
0000071 R & B COMPANY	162335	6/13/2016	7,798.57
0103531 RICOH USA, INC.	162336	6/13/2016	576.24
0096458 RMC WATERAND ENVIRONMENT	162338	6/13/2016	6,925.50
0096772 ROBERT MIGUEL	162339	6/13/2016	500.00
0106441 S.F. BAY SECTION, CWEA	162342	6/13/2016	80.00
0096659 SAN BRUNO PET HOSPITAL	162343	6/13/2016	179.99
0018597 SAN MATEO DAILY JOURNAL	162344	6/13/2016	1,134.00
0017145 SAN MATEOLAWN MOWER SHOP	162345	6/13/2016	126.82
0106241 SCOTT SMITHMATUNGOL	162353	6/13/2016	144.00
0018461 SERRAMONTE FORD, INC.	162347	6/13/2016	508.75
0102917 SFPUC FINANCIAL SERVICES	162348	6/13/2016	2,525.00

6/13/2016 3:56:27PM

City of San Bruno

Document group: komalley

Bank: apbank

05507660

Vendor Code & Name	Check#	Check Date	Amount
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0098030 SHRED-IT USA	162351	6/13/2016	47.65
0099001 SIONE TUPARATA	162371	6/13/2016	276.00
0092291 ST. ROBERT'S CHURCH	162354	6/13/2016	200.00
0017036 STEVEN'S BAYAREA DIESEL SER., INC.	162257	6/13/2016	5,703.98
0105796 SUNRISE FOOD DISTRIBUTOR INC.	162355	6/13/2016	79.80
0106093 SUPPLIESOUTLET.COM	162356	6/13/2016	116.99
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0101086 T-MOBILE	162367	6/13/2016	96.45
0018813 TANKO LIGHTING	162358	6/13/2016	117,774.65
0017672 TED CHAPMAN	162360	6/13/2016	105.00
0096616 TENNANT SALES AND SERVICE CO.	162361	6/13/2016	2,175.09
0106030 TERRY SMERDEL	162352	6/13/2016	400.00
0103559 THE MLB NETWORK, LLC	162362	6/13/2016	1,926.22
0000424 THE URBAN FARMER STORE	162363	6/13/2016	199.24
0100826 THOMPSON BUILDERS CORPORATION	162364	6/13/2016	110,222.14
0097449 THYSSENKRUPP ELEVATOR CORP.	162365	6/13/2016	496.00
0097449 THYSSENKRUPP ELEVATOR CORP.	162366	6/13/2016	417.81
0106351 TOM'S HOUSE OF HYDRAULICS	162368	6/13/2016	14,905.50
0096003 TRACI DOS SANTOS	162280	6/13/2016	61.10
0001362 TV GUIDE MAGAZINE, LLC	162372	6/13/2016	225.99
0106008 TYLER CHARLES	162264	6/13/2016	280.00
0018618 UNITED SITE SERVICES INC.	162373	6/13/2016	194.20
0106439 URBAN FUTURES, INC.	162374	6/13/2016	2,925.00
0105133 UTILITY TELECOM, INC.	162375	6/13/2016	614.65
0106287 W.A.TERWORKS - SOUTH BAY	162376	6/13/2016	475.00
0104233 WAVE	162377	6/13/2016	8,822.50
0104660 WEST YOST ASSOCIATES, INC.	162378	6/13/2016	7,090.00
0000612 WESTVALLEY CONSTRUCTION CO. INC	162379	6/13/2016	28,995.73
0104033 ZCORUM, INC.	162383	6/13/2016	28,342.55
0103399 ZUMAR INDUSTRIES, INC.	162384	6/13/2016	836.37

GrandTotal: 622,801.56

Total count: 140

06/20/16

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$131,974.79
121	FEDERAL/STATE GRANTS	\$3,500.00
122	SOLID WASTE/RECYCL	\$151.07
132	AGENCY ON AGING	\$1,738.17
133	RESTRICTED DONATIONS	\$1,474.00
190	DISASTER RECOVERY FUND	\$23.38
203	STREET IMPROVEPROJECTS	\$280,280.70
611	WATER FUND	\$21,334.16
621	STORMWATER FUND	\$27.26
631	WASTEWATER FUND	\$46,232.04
641	CABLE TV FUND	\$361,227.16
701	CENTRAL GARAGE	\$13.08
702	FACILITY MAINT. FUND	\$8,180.06
707	TECHNOLOGY DEVELOPMENT	\$250.64
880	PROJECT DEVELOP. TRUST	\$1,241.79
TOTAL FOR APPROVAL		\$857,648.30

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 162385 THROUGH 162496 INCLUSIVE, TOTALING IN THE AMOUNT OF \$857,648.30 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.

CTFULLY SUBMITTED,

/a-?!-/h
DATE

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check#	Check Date	Amount
0018484 ACME SURPLUS STORE	162385	6/20/2016	111.50
0106435 ACTION TOWING & ROAD SVC. INC.	162386	6/20/2016	240.00
0103202 ADVANCED MOBILE COMMUNICATIONS	162387	6/20/2016	408.51
0000163 AIRPORTAUTO PARTS INC.	162388	6/20/2016	15.45
0017459 ALL CITY MANAGEMENT SVC.INC.	162389	6/20/2016	2,284.19
0000372 ALLIED SECURITY ALARMS	162390	6/20/2016	1,255.50
0018976 ALPHA ANALYTICAL LAB. INC.	162391	6/20/2016	1,368.00
0000082 AMERICAN MESSAGING	162392	6/20/2016	16.04
0016123 AT&T	162393	6/20/2016	592.12
0018363 AT&T LONG DISTANCE	162394	6/20/2016	16.05
0099204 ATIF MERAJ	162441	6/20/2016	651.00
0105649 ATLAS PLUMBING AND ROOTER	162395	6/20/2016	16,000.00
0102745 BAY AREA NEWS GROUP	162397	6/20/2016	760.82
0106204 BLUE LINE CANINE LLC	162398	6/20/2016	250.00
0094055 BRIAN WEATHERS	162491	6/20/2016	79.55
0000378 BROADMOORLANDSCAPESUPP~	162400	6/20/2016	99.51
0100237 BULLSEYE PLUMBING	162401	6/20/2016	3,150.00
0016324 CINTAS CORPORATION	162404	6/20/2016	296.78
0098588 CITY OF BURLINGAME	162405	6/20/2016	3,361.50
0018911 COMCAST CABLE COMMUNICATIONS	162407	6/20/2016	27,949.80
0104508 COMCAST SPORTSNET CALIFORNIA	162408	6/20/2016	23,266.32
0015857 COUNTY OF SAN MATEO	162410	6/20/2016	1,914.38
0017533 CUTIERS EDGE	162411	6/20/2016	109.46
0106011 CWEA-SFBS	162412	6/20/2016	260.00
0018188 DAU PRODUCTS	162413	6/20/2016	935.50
0101178 DISCOUNT PLUMBING	162414	6/20/2016	16,600.00
0099205 ELISA PATIERSON	162454	6/20/2016	139.00
0106116 EVERBANK COMMERCIAL FINANCE, INC.	162409	6/20/2016	376.62
0000944 FEDEX	162418	6/20/2016	23.38
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	162419	6/20/2016	7,575.10
0017720 FOX TELEVISION STATIONS, INC.	162420	6/20/2016	12,281.46
0102869 FRANCHISE TAX BOARD	162421	6/20/2016	50.00
0091439 GEOFFREY CALDWELL	162403	6/20/2016	500.00
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	162482	6/20/2016	114.96
0018864 GMA NETWORK INC.	162422	6/20/2016	1,836.70
0099887 GRACIA VASQUEZ	162488	6/20/2016	50.00
0000162 GRAINGER	162424	6/20/2016	199.29
0095966 GREATAMERICA FINANCIAL SVCS.	162425	6/20/2016	577.50
0105378 HOME MAID RAVIOLI COMPANY INC.	162428	6/20/2016	449.10
0018261 INTL MEDIA DISTRIBUTION, LLC	162429	6/20/2016	4,212.72
0106450 IRON MOUNTAIN	162430	6/20/2016	102.53
0016347 JEFFREY MADONICH	162440	6/20/2016	1,630.20
0000075 K-119 TOOLS OF CALIFORNIA INC.	162431	6/20/2016	527.41
0000132 KELLY-MOORE PAINT CO INC.	162432	6/20/2016	325.81
0101866 KIDZ LOVE SOCCER	162433	6/20/2016	6,108.70
0000317 L.N. CURTIS & SONS	162434	6/20/2016	866.55
0105752 LEVEL 3 COMMUNICATIONS, LLC	162435	6/20/2016	4,527.96
0104424 LIDIA'S ITALIAN DELICACIES	162436	6/20/2016	675.00
0091101 LIEBERT CASSIDY WHITMORE	162437	6/20/2016	40.00
0093274 LINDSTROM CO	162438	6/20/2016	2,500.00
0106454 LUIS HERRERA	162427	6/20/2016	600.00
0017026 LYNX TECHNOLOGIES, INC.	162439	6/20/2016	455.00
0102770 METLIFE	162442	6/20/2016	350.46

Document group: komalley Bank apbank 05507660

Vendor Code & Name	Check#	Check Date	Amount
0015875 MG MEDIA S.A.R.L	162443	6/20/2016	161.36
0099220 MICHAEL BARBIERI	162396	6/20/2016	18.36
0106216 MICHAEL CLARKE	162406	6/20/2016	500.00
0100146 MICHELE BRAZIL	162399	6/20/2016	70.00
0106173 MOFFATI & NICHOL	162444	6/20/2016	27,121.00
0000357 NATIONAL CABLE TV CO-OP, INC.	162445	6/20/2016	256826.80
0018692 NHK COSMOMEDIAAMERICA, INC.	162446	6/20/2016	787.50
0092263 OFFICE DEPOT INC	162448	6/20/2016	457.20
0018284 OFFICEMAX INC.	162449	6/20/2016	63.20
0097567 ONE HOUR DRY CLEANING	162450	6/20/2016	130.50
0105208 ORATECH CONTROLS, INC.	162451	6/20/2016	400.00
0000012 PACIFIC GAS & ELECTRIC	162452	6/20/2016	18,873.68
0000101 PACIFIC NURSERIES	162453	6/20/2016	151.07
0106133 PAMELA GRADNEY	162423	6/20/2016	9.75
0016241 PENINSULA BUILDING MATERIALS	162455	6/20/2016	584.24
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	162473	6/20/2016	432.00
0106154 PIPELINE SAFETY COALITION	162456	6/20/2016	3,500.00
0018094 PLAYBOY ENTERPRISES, INC.	162457	6/20/2016	53.94
0095538 POP MEDIA NETWORKS, LLC	162458	6/20/2016	775.70
0102915 PRECISE PRINTING & MAILING	162459	6/20/2016	3,638.94
0094851 PROJECT READ	162460	6/20/2016	3,000.00
0105863 RAOUL EPLING	162417	6/20/2016	115.32
0017059 RESCUE ROOTER	162461	6/20/2016	8,800.00
0099224 ROBERT NORLING	162447	6/20/2016	128.76
0013581 ROVI GUIDES, INC.	162462	6/20/2016	10,087.83
0099217 ROXANA ZORRILLA	162496	6/20/2016	530.00
0099212 ROY HERNANDEZ	162426	6/20/2016	100.00
0097866 SAN BRUNO PARK & RECREATION	162463	6/20/2016	1,000.00
0104691 SAN FRANCISCO FENCERS CLUB	162464	6/20/2016	516.80
0092148 SAN MATEO CTY LAW ENFORCEMENT TRAINING M	162415	6/20/2016	550.00
0099047 SAN MATEO CTY SHERIFF'S OFFICE	162465	6/20/2016	2,341.80
0106241 SCOTT SMITHMATUNGOL	162472	6/20/2016	2,852.99
0106068 SCOTT'S PPE RECON, INC.	162467	6/20/2016	348.00
0018962 SHOE DEPOT INC.	162469	6/20/2016	200.00
0098030 SHRED-IT USA	162470	6/20/2016	57.45
0017676 SIEMENS INDUSTRY, INC.	162471	6/20/2016	1,960.00
0097079 SPRINT	162474	6/20/2016	296.48
0102921 ST. FRANCIS ELECTRIC, LLC	162475	6/20/2016	261,284.57
0014233 STATE CONTROLLER'S OFFICE	162476	6/20/2016	219.84
0105796 SUNRISE FOOD DISTRIBUTOR INC.	162477	6/20/2016	498.75
0017802 SUPPLYWORKS	162478	6/20/2016	1,234.65
0096932 TASC	162479	6/20/2016	303.09
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	162416	6/20/2016	2,342.00
0017659 THE CALIFORNIA CHANNEL	162480	6/20/2016	114.68
0106347 THOMAS SARFIELD	162466	6/20/2016	139.20
0106449 TIMOTHY E SENKIR	162468	6/20/2016	4,800.00
0017748 TIMOTHY J WALLACE	162481	6/20/2016	500.00
0103095 TUTV	162483	6/20/2016	123.82
0000019 U.S. POSTMASTER	162484	6/20/2016	3,200.00
0102744 UNIVERSAL BUILDING SERVICES	162485	6/20/2016	4,674.00
0099592 UNIVISION COMMUNICATIONS, INC.	162486	6/20/2016	6,143.92
0102988 VANTAGE POINT TRANSFER AGENTS	162487	6/20/2016	11,219.99
0095749 VERIZON WIRELESS	162489	6/20/2016	2,136.54
0104256 VIBO MUSIC CENTER	162490	6/20/2016	115.20

Positive Pay Listing
City of San Bruno

Documentgroup komailey Bank: apbank 05507660

VendorCode & Name	Check#	Check Date	Amount
0104028 VICTOR CACERES	162402	6/20/2016	400.00
0104660 WEST YOST ASSOCIATES, INC.	162493	6/20/2016	59,161.06
0000612 WESTVALLEY CONSTRUCTION CO.INC	162494	6/20/2016	323.89
0104704 WHITLOCK & WEINBERGER TRANSPORTATION INC	162492	6/20/2016	1,685.00
0013841 WITMER-TYSON IMPORTS INC	162495	6/20/2016	500.00
		GrandTotal	857,648.30
		Total count:	112

**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 28, 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 June 3, 2016 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,440,890.74 for bi-weekly pay period ending May 29, 2016 is attached.

LABOR SUMMARY FOR PAY PERIOD ENDING: MAY 29, 2016

pyLaborDist	06/03/16
Fund: 001 - GENERAL FUND	1,070,614.64
Fund: 121 - FEDERAL STATE GRANTS	4,477.38
Fund: 122 - SOLID WASTE/RECYCL.	2,198.76
Fund: 190 - EMERGENCY DISASTER FUND	12,539.46
Fund: 201 - PARKS AND FACILITIES CAPITAL	117.62
Fund: 203-STREETIMPROVE.PROJECTS	6,058.01
Fund: 207 - TECHNOLOGY CAPITAL	16.27
Fund: 611 -WATER FUND	96,617.87
Fund: 621 - STORMWATER FUND	12,256.20
Fund: 631 - WASTEWATER FUND	76,041.66
Fund: 641 - CABLE TV FUND	99,178.46
Fund: 701 - CENTRAL GARAGE	11,601.51
Fund: 702 - FACILITY MAINT.FUND	30,102.56
Fund: 707 - TECHNOLOGY DEVELOPMENT	14,087.85
Fund: 711 - SELF INSURANCE	4,982.49
Total	1,440,890.74

RESOLUTION NO. 2016- _

RESOLUTION APPROVING AMENDMENT #2 TO EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SAN BRUNO AND MARC ZAFFERANO, CITY ATTORNEY

WHEREAS, the City of San Bruno and Marc Zafferano entered into a three-year employment agreement for city attorney services on February 7, 2011, and then entered into an annually renewable employment agreement for the continuation of those services on July 22, 2014, and

WHEREAS, Section 5(a) of the July 22, 2014 agreement provides for an annual base salary of \$209, 188, and Sections 5(a) and 5(c) authorize the City Council to adjust the city attorney's salary and benefits; and

WHEREAS, on March 24, 2015, the City Council approved Amendment #1 to the employment agreement, which provided a 3% raise to an annual base salary of \$215,658 retroactive to February 11, 2015;

WHEREAS, the City Council desires to provide the city attorney with a 3% raise in annual base salary to \$222, 133, retroactive to February 7, 2016.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of San Bruno hereby authorizes the Mayor to execute on behalf of the City, the attached Amendment #2 to the employment agreement between the City of San Bruno and Marc Zafferano dated July 22, 2014.

---oOo---

AYES: COUNCILMEMBERS: _

NOES: COUNCILMEMBERS: _

ABSENT: COUNCILMEMBERS: _

Carol Bonner, City Clerk

**AMENDMENT #2 TO EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SAN BRUNO
AND MARC ZAFFERANO, CITY ATTORNEY**

1. This Amendment modifies the employment agreement between the City of San Bruno and Marc Zafferano, City Attorney, dated July 22, 2014 and supersedes Amendment #1 to that agreement approved by the City Council on March 24, 2015, which provided for an annual salary of \$215,658.
2. Section 5(a) of said agreement is amended to reflect a 3% raise to an annual base salary of \$222,133 retroactive to February 7, 2016.
3. In all other respects, the agreement is affirmed.

City of San Bruno:

Jim Ruane, Mayor

Employee:

Marc Zafferano

Attest:

Carol Bonner, City Clerk

**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 28, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Jimmy Tan, Public Services Director

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Stormwater Treatment Measures Maintenance Agreement for the San Francisco Police Credit Union Project at 1250 Grundy Lane

BACKGROUND:

At the February 23, 2016 City Council meeting, the City Council approved a Planned Development Permit for the San Francisco Police Credit Union (SFPCU) building at 1250 Grundy Lane. The proposed project is a three-story office development consisting of approximately 67,500 square feet of office space to serve as the new Administrative Building for the SFPCU. The project includes a small retail credit union branch and 215 total parking spaces, with two levels of underground parking. The project is anticipated to accommodate the current staff of the SFPCU, as well as future growth in the next ten years.

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 subject property is bounded generally by Interstate 380 to the north, Grundy Lane to the south, Elm Avenue to the east and Cherry Avenue to the west and is surrounded by three-story office buildings. The subject site was previously developed with the 8,300 square foot TGIFriday's restaurant built in 1979 and demolished in May 2014.

The project will be the most significant new development in the Bayhill Office Park in many years and will develop a site that has been vacant for over five years.

The Council's previous project approval included a Planned Development Permit and an Architectural Review Permit, subject to various conditions of approval which include the property owner entering into a Stormwater Treatment Measures Maintenance Agreement (Maintenance Agreement) with the City to ensure the property owner's long-term maintenance and servicing of the stormwater treatment control measures according to an approved Maintenance Plan. The fully executed Maintenance Agreement will be recorded against the property. A copy of the draft Maintenance Agreement is attached and execution is required before the City issues any construction permits.

DISCUSSION:

As part of the overall project, the developer will install site improvements, both public and private. Improvement plans are being reviewed for approval by City staff. The private improvements include site grading, surface pavements, streetlight fixtures, landscaping and utility services for domestic water, fire service, sanitary sewer and storm drain. The public improvements include an extension of the existing storm drain system, and replacement of a portion of curb, gutter, and sidewalk. The on-site storm drain system includes post-construction stormwater pollution control measures that meet the storm water regulatory requirements to reduce long term impacts of development on stormwater quality.

The Maintenance Agreement ensures that the stormwater control measures will be maintained by the property owner to defined standards over the life of the development. The Agreement has been reviewed and approved by City staff. The developer has prepared and submitted a proposed stormwater site design and treatment control measures (Maintenance Plan) that outlines routine maintenance activities and annual inspection report requirements for every stormwater treatment control measure or applicable site design measure, including checklists and report forms. The property owner will be responsible for conducting all servicing and maintenance as described and required by the Maintenance Plan.

Upon acceptance of the public improvements by the City, the City will assume responsibility for their operation and maintenance. Sewer, water, and storm drain fees and property taxes will be collected from future property owners to cover the ongoing maintenance and operation of these public facilities.

FISCAL IMPACT:

The developer will pay for the construction of all public and private site improvements. The property owner is also responsible for the long term maintenance of the on-site stormwater pollution controls per the proposed Maintenance Agreement.

ALTERNATIVES:

1. Do not approve the Maintenance Agreement and provide alternative direction regarding maintenance of the on-site stormwater pollution controls.

RECOMMENDATION:

Adopt resolution authorizing the City Manager to execute a Stormwater Treatment Measures Maintenance Agreement for the San Francisco Police Credit Union project at 1250 Grundy Lane.

ATTACHMENTS:

1. Resolution
2. Stormwater Treatment Measures Maintenance Agreement

Honorable Mayor and Members of the City Council

June 28, 2016

Page 3 of 3

REVIEWED BY:

___ CA

___ ACM

___ CM

RESOLUTION NO. 2016-__

RESOLUTION AUTHORIZING THE CITYMANAGER TO EXECUTE A STORMWATER TREATMENT MEASURES MAINTENANCE AGREEMENT FOR THE SAN FRANCISCO POLICE CREDIT UNION PROJECT AT 1250 GRUNDY LANE

WHEREAS, The San Francisco Police Credit Union project is located at 1250 Grundy Lane and encompasses approximately 1.7 acres; and

WHEREAS, on February 23, 2016 the City Council adopted Resolution 2016-16 approving a Planned Development Permit and farchitectural Review Permit for the San Francisco Police Credit Union building project subject to certain conditions of approval; and

WHEREAS, the conditions of approval require the property owner to enter into a Stormwater Treatment Measures Maintenance Agreement with the City to ensure long-term maintenance and servicing of the stormwater treatment control measures by the property owner according to an approved Maintenance Plan; and

WHEREAS, the fully executed Maintenance Agreement will be recorded against the property; and

WHEREAS, pursuant to the previous project approval, the City and developer have negotiated the proposed Stormwater Treatment Measures Maintenance Agreement that specifies maintenance standards and responsibilities to ensure long-term maintenance and servicing by the property owner of the stormwater design and treatment control measures according to an approved Maintenance Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the City Manager to execute a Stormwater Treatment Measures Maintenance Agreement for the San Francisco Police Credit Union project at 1250 Grundy Lane.

Dated: June 28, 2016

ATTEST:

Carol Bonner, City Clerk

-oOo-

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 28th day of June 2016 by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

RECORDING REQUESTED BY)
AND WHEN RECORDED MAIL TO:)
)
City of San Bruno)
567 El Camino Real)
San Bruno, CA 94066)
Attention: City Clerk)
)

(Space Above This Line for Recorder's Use Only)
Exempt from recording fee per Gov. Code § 27383.

**STORMWATER TREATMENT MEASURES
MAINTENANCE AGREEMENT
1250 Grundy Lane**

THIS STORMWATER TREATMENT MEASURES MAINTENANCE AGREEMENT ("Agreement") is made and entered into _____, 2016 ("Effective Date"), by and between the City of San Bruno ("City") and SF Police Credit Union ("Property Owner").

RECITALS

A. On October 14, 2009, the Regional Water Quality Control Board, San Francisco Bay Region, adopted Order R2-2009-0074, amending the San Mateo Countywide NPDES Municipal Stormwater Permit (Order 99-059, CAS002992) (the "NPDES Permit"); and

B. Provision C.3. of the NPDES Permit, as it may be amended or reissued from time to time, requires the permittee public agencies to provide minimum verification and access assurances that all treatment measures shall be adequately operated and maintained by entities responsible for the stormwater treatment measures; and

C. The Property Owner is the owner of real property commonly known as SF Police Credit Union, San Bruno, CA 94066 (the "Property"), as more particularly described in Exhibit "A", attached hereto and incorporated herein by this reference; and

D. Attached hereto as Exhibit "B" and incorporated herein by this reference is a legible copy of the Stormwater Management Plan (SWMP) that illustrates full compliance with Section C.3 of Order R-2-2009-0074 (NPDES Permit No. CAS612008) including the storm water treatment measures that are to be located or to be constructed on the Property, hereinafter referred to as the "Stormwater Management Plan"; and

E. Attached hereto as Exhibit "C" and incorporated herein by this reference is the "Maintenance Plan" which describes the Property Owners maintenance activities to be performed pursuant to this Agreement to ensure long-term servicing of every storm water treatment control measure or applicable site design measure, inclusive of maintenance and inspection checklists and Maintenance Inspection Report Forms; and

F. The City is the permittee public agency with jurisdiction over the Property; and

G. The Property Owner recognizes that the stormwater treatment measure(s) more particularly described and shown on Site Plan, of which full-scale plans and any amendments thereto are on file with the Engineering & Construction Services of the City of San Bruno must be installed and maintained as indicated in this Agreement and as required by the NPDES Permit or other regulatory agencies having jurisdiction; and

H. The City and Property Owner agree that the health, safety and welfare of the citizens of the City require that the stormwater treatment measure(s) detailed in the Site Plan be constructed and maintained on the Property; and

I. The City's Stormwater Management Ordinance, Stormwater related guidelines, criteria and other written directions ("City Stormwater Regulations") require that the stormwater treatment measure(s), as shown on the approved Site Plan, be constructed and maintained by the Property Owner.

AGREEMENT

NOW, THEREFORE, in consideration of the benefit received by the Property Owner as a result of the City's approval of the Site Plan, the Property Owner hereby covenants and agrees with the City as follows:

1. Construction of Treatment Measures. The on-site Stormwater treatment measure(s) shown on the Site Plan shall be constructed by the Property Owner in strict accordance with the approved plans and specifications identified for the Property and any other requirements thereto which have been approved by the City in conformance with City Stormwater Regulations.

2. Operation & Maintenance Responsibility. This Agreement shall serve as the signed statement by the Property Owner accepting responsibility for operation and maintenance of stormwater treatment measures as set forth in this Agreement until the responsibility is legally transferred to another person or entity. Before the Property is legally transferred to another person or entity, the Property Owner shall provide to the City at least one of the following:

a. Written conditions in the sales or lease agreement requiring the buyer or lessee to assume responsibility for operation and maintenance (O&M) consistent with this provision, which conditions, in the case of purchase and sale agreements, shall be written to survive beyond the close of escrow; or

b. Written text in project conditions, covenants and restrictions (CC&Rs) for residential properties assigning O&M responsibilities to the home owners association for O&M of the treatment measures; or

c. Any other legally enforceable agreement or mechanism that assigns responsibility for the maintenance of treatment measures.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first stated above.

PROPERTY OWNER

NAME _____
a***** limited liability company

By:
a***** limited liability company,
its sole member

By: NAME _____
a***** limited liability company,
its managing member

By:

Title:

[Signature must be notarized]

CITY

CITY OF SAN BRUNO,
a municipal corporation

Constance Jackson, City Manager

{Signature must be notarized/

ATTEST:

Carol Bonner, City Clerk

**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 28, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Jimmy Tan, Public Services Director

SUBJECT: Hold Public Hearing and Adopt Resolution Adopting the City of San Bruno 2015 Urban Water Management Plan

BACKGROUND:

The California Water Code and the Urban Water Management Planning Act (Act) requires urban water suppliers that either serve over 3,000 customers or provide over 3,000 acre-feet of water annually to make every effort to ensure an appropriate level of water service reliability to meet the needs of its customers during normal, dry, and multiple-dry years. In addition, the Act requires urban water suppliers to update and adopt an Urban Water Management Plan (UWMP) every five years. This plan must, in part, anticipate future water demand and how that demand will be met.

The State Act requires Urban Water Management Plans provide at least a 20-year time horizon, with updates every year ending in zero or five. The 2010 Urban Water Management Plan was adopted by the City Council on June 28, 2011 and submitted to the State in July 2011. The 2015 Plan update covers the time period from 2015 through 2040 and is due to the California Department of Water Resources (DWR) by July 1, 2016. To prepare the City's 2015 Plan update, the City Council approved a contract on October 27, 2015 with the engineering consulting firm West Yost Associates.

The Water Conservation Act of 2009 (Senate Bill X7-7) required urban retail water suppliers to set per capita urban water use targets to be achieved in 2015 and 2020, with the goal of a statewide reduction in per-capita water consumption of 20% by the year 2020 ("20 by 2020"). Urban retail water suppliers, including San Bruno, established interim per capita water use targets to be met by 2015 and a final per capita water use target to be met by 2020. For San Bruno, the target is to achieve 95 percent of the State hydrologic region water use, or 124 gallons per capita per day (GPCD) by 2020. In 2015, San Bruno's per capita water use was 71 GPCD. Therefore, the City not only achieved the 2015 interim reduction goal but is already under the 2020 water use target.

Both the Water Conservation Act of 2009 and the Urban Water Management Planning Act require that the City hold public hearings prior to adoption of the UWMP and the urban water use targets. This Council meeting serves as the public hearing to review and determine the water use targets included in the draft Urban Water Management Plan. Based on the comments from this hearing, the City Council may also proceed with formal adoption of the Plan.

DISCUSSION:

The UWMP Update must be adopted by the City Council following a public notification and hearing process. The draft UWMP Update was made available for public review beginning June 13, 2016 at the San Bruno Public Library and at the Public Services Department at City Hall and posted on the City's website:

https://sanbruno.ca.gov/gov/city_departments/public_services/about_us.htm. The notice of the UWMP public hearing was mailed on June 7, 2016 to the Bay Area Water Supply and Conservation Agency (BAWSCA), the San Francisco Public Utilities Commission (SFPUC), the County of San Mateo, and the joint South San Francisco-San Bruno Water Quality Control Plant, and was also published in the *San Mateo County Times* on June 15 and June 22, 2016.

The most important elements of the UWMP Update are summarized below:

Service Area Information. The City's water service area, both currently and historically, is concurrent with the City limits. Water supplied through the City's distribution system is a combination of groundwater pumped at San Bruno's four groundwater supply wells, and water purchased from SFPUC and the North Coast County Water District (NCCWD). Though the City's rate of growth has decreased in recent years, residential and commercial infill projects have continued to develop smaller portions of the City and may continue to do so into the future. San Bruno's population has risen from 39,655 in 2005 to 44,409 in 2015 (State of California Department of Finance, 2015), and is expected to increase to 51,200 by 2025 and to 56,860 by 2040 according to projections by the Association of Bay Area Governments (ABAG).

The Draft UWMP provides a narrative of the City's source of water supply, historical population, future developments, and a detailed description of the City's water distribution system which includes the pressure zones, groundwater wells, pump stations, storage tanks, and purchased water connections. Water supply planning in the Draft UWMP includes the population and employment projections for the Transit Corridors Specific Plan which was adopted in 2013.

Water Demands. During 2006-10, total water demands within the City averaged 3.79 million gallons per day (MGD). By 2015, the total water demand reduced to 3.14 MGD, or a 17 percent reduction. For the year 2015, approximately 68 percent of water demand came from residential accounts, 20 percent from commercial, industrial, and institutional accounts, and 4 percent from municipal accounts. Based on population growth estimates, San Bruno's total water use is expected to increase from the current 2015 levels of 3.14 MGD to 5.31 MGD by 2040 with passive and active conservation savings projections.

The Draft UWMP presents data on current and historical water demand, water use sectors, water consumption patterns, unaccounted for water, and projected future water demand. Water demand is dependent on a variety of factors, including climate, population, local economy, income level, water prices, and the types of development present in a community.

Water Sources. The City's wholesale water supply is delivered through SFPUC's Regional System, originating from the Tuolumne River and the Alameda County and Peninsula watersheds. Water from SFPUC is purchased in accordance with the 2009 Water Supply

Agreement (WSA) between the City and SFPUC. Water purchased from NCCWD is also from the Regional System, but is served directly from NCCWD, and is used exclusively to meet the demands of the Crystal Springs Terrace Apartments. Local groundwater is from the Southern Westside Basin, which is used by the cities of San Bruno, Daly City, and South San Francisco.

The draft UWMP presents an analysis of San Bruno's historical and projected wholesale water supply from the SFPUC and a description of the City's groundwater basin, groundwater management plan, saltwater intrusion, conjunctive use, and historic and projected future groundwater use. The City does not anticipate any significant change of its water supply sources. However, as described in the Draft UWMP, the City's projected future groundwater use may vary according to the implementation of the Regional Groundwater Storage and Recovery Project, a regional partnership between SFPUC, California Water Service Company (serving South Francisco and Colma), and the cities of Daly City and San Bruno, that will balance groundwater and surface water supply to increase dry-year water supplies. As a participant, the City will have two supply modes. In wetter years (termed "put" years, when in-lieu groundwater banking occurs), the City will maximize surface water deliveries and reduce use from its wells. The amount of additional surface water delivered in-lieu of groundwater will be "banked" by the SFPUC. In dry years ("take" years), the City will maximize its use of groundwater and supplement with surface water and the SFPUC "banked" groundwater supply, as needed.

Reliability of Water Supply. During any normal or wet year the City is guaranteed to receive SFPUC regional water up to the City's Individual Supply Guarantee (ISG) of 3.25 MGD. The ISG is survivable in perpetuity, thus providing the City with a minimum quantity of reliable wholesale water during normal and wet years. In years when precipitation is below average and SFPUC is unable to provide the City with its ISG, it is allocated a percentage of the total system supply in accordance with the Tier 2 Drought Implementation Plan, which was recently approved by the City Council. The ISG amount of 3.25 MGD will be reevaluated in 2018 based on projected water demands through 2030.

The Draft UWMP describes the projected supply and evaluates the reliability of each of the following water sources: SFPUC and its Water System Reliability Model; North Coast County Water District (NCCWD); and groundwater.

Supply Versus Demand. San Bruno's projected potable water demands were compared to projected potable water supplies based on information provided by SFPUC and an independent potable water demand analysis conducted by the City. Based on SFPUC and City projections of future potable water demands, San Bruno is not expected to exceed its available water supply by 2040. However, the City's water demand projections and the volume and reliability of its water supplies may fluctuate as a function of time and hydrologic conditions.

The draft UWMP provides additional information regarding the projected water supply and demand for years with normal and less than normal precipitation over a period of 25 years. The comparison is based on the water demand projections and the water supply volumes that were determined and projected in the UWMP Update.

Demand Management Measures. San Bruno is committed to water conservation and efficient use of water. For the 2015 UWMP update, the requirements for the Demand Management Measures section were changed to focus on the key demand management measures being implemented by the City to assist in meeting its water use targets, in addition to other key water conservation measures. The Draft 2015 UWMP update describes the following key demand management measures: water waste prevention ordinances, metering, conservation pricing, public education and outreach, programs to assess and manage distribution system real loss and water conservation program coordination and staffing support. In addition, the City's residential conservation programs, large landscape programs and rebate programs are described.

Water Use Targets. As required by the California Water Conservation Act of 2009, the City must set per capita urban water use targets that must be achieved by 2015 and 2020. For San Bruno, the per capita urban water use targets are 124 gallons per capita per day for 2015 and 2020. The City has met its 2015 water use target and, assuming the City's demographics and water use patterns do not change significantly in the future, the City will achieve the 2020 water use target through its current management and conservation practices. Adjustments will be made as necessary to keep the City on track for meeting the 2020 target.

Water Shortage Contingency Plan. The San Bruno Municipal Code authorizes the City Council to declare a water supply emergency and impose mandatory water conservation measures and/or water rationing as they see fit during times of drought. This section describes the components of San Bruno's Water Shortage Contingency Plan, including staged reductions in the City's water demand in response to supply cutbacks, emergency response plans to catastrophic supply interruption, and water use prohibitions and enforcement mechanisms.

Water Supply Alternatives. The demand analysis conducted as part of the 2015 UWMP update shows that the City has sufficient water to supply all water demands through 2040. Therefore, groundwater and purchased water from the SFPUC will continue to be the primary sources of supply in the future. The Draft UWMP describes the City's potential use of recycled water in the future. In 2009, a Recycled Water Feasibility Study was conducted to evaluate future potential use of recycled water in South San Francisco, San Bruno, Colma and Brisbane. However, based on high costs to provide recycled water to customers in the City, the City has not included recycled water in its future water supply plan included in the 2015 UWMP update. This determination and conclusion will be reviewed and revised as needed every five years in conjunction with future updates of the UWMP.

During the 2010 Urban Water Management Plan discussions, the City Council expressed interest to increase and diversify water supply alternatives within the region to address future water supply capacity. Staff will continue to work collaboratively with BAWSCA on the Long-Term Reliable Water Supply Strategy for the region to pursue and evaluate water supply alternatives that have direct benefits to the region, and indirectly benefit the City in terms of supply alternatives.

FISCAL IMPACT:

The cost to prepare the updated Urban Water Management Plan was approximately \$71,800 and funded through the \$80,000 included in the FY 2015-16 Wastewater Operating Budget. There is no direct financial impact associated with adoption of the updated Urban Water Management Plan.

ALTERNATIVES:

1. Do not adopt the Urban Water Management Plan. This would place the City in violation of California State law, thereby jeopardizing the City's future eligibility for any water-related grants and/or drought assistance.
2. Direct changes to be made to the proposed Urban Water Management Plan document and adopt the plan.

RECOMMENDATION:

Hold Public Hearing and adopt Resolution adopting the City of San Bruno 2015 Urban Water Management Plan.

ATTACHMENTS:

1. Resolution

REVIEWED BY:

___ CM
___ ACM
___ CA

RESOLUTION NO. 2016 -

RESOLUTION ADOPTING THE CITY OF SAN BRUNO 2015 URBAN WATER MANAGEMENT PLAN

WHEREAS, the Urban Water Management Plan Act of the California Water Code requires urban water suppliers that either serve over 3,000 customers or provide over 3,000 acre-feet of water annually, to update and adopt an Urban Water Management Plan (UWMP) and submit a complete UWMP to the State Department of Water Resources (DWR) every five years; and

WHEREAS, as required by the California Water Code and Urban Water Management Planning Act, an adopted Urban Water Management Plan provides assistance to water agencies in carrying out their long-term, resource planning responsibilities to ensure adequate water supplies to meet the needs of both existing customers and future demands for water accomplished at the local level; and

WHEREAS, an adopted Urban Water Management Plan is required in order for a water supplier to be eligible for State Department of Water Resources administered State grants, loans, and sustain drought assistance; and

WHEREAS, the current 2010 San Bruno Urban Water Management Plan was last adopted by the City Council June 28, 2011 as required by the Water Conservation Act of 2009, also known as Senate Bill X7-7; and

WERHEAS, in accordance with the California Urban Water Management Planning Act and the Water Conservation Act of 2009, the City has prepared a draft 2015 Urban Water Management Plan update to the City's 2010 Plan; and

WHEREAS, the draft UWMP update must be adopted by the City Council following a public notification and hearing process; and

WHEREAS, the notice of the public hearing to consider and adopt the 2015 Urban Water Management Plan was mailed on June 8, 2016 to the Bay Area Water Supply and Conservation Agency (BAWSCA), the San Francisco Public Utilities Commission (SFPUC), the County of San Mateo, and the Board of the Joint South San Francisco-San Bruno Water Quality Control Plant, and was also published in the San Mateo County Times on June 15 and June 22; and

WHEREAS, the draft 2015 UWMP update was made available for public review beginning June 13, 2016 at the San Bruno Public Library, at the City Hall Public Services Department Customer Counter, and on the City's website; and

WHEREAS, the City is required to hold a public hearing prior to adoption of the Urban Water Management Plan, this Council meeting serves as the public hearing to review and determine the water use targets included in the draft Plan, and based on the comments from this hearing, the City Council may also proceed with formal adoption of the Plan.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council does hereby approve adopting the City of San Bruno 2015 Urban Water Management Plan.

Dated: June 28, 2016

ATTEST:

Carol Bonner, City Clerk

-oOo-

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 28th day of June 2016 by the following vote:

AYES: Councilmembers:

NOES: Councilmembers

ABSENT: Councilmembers:

**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 28, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager
Angela Kraetsch, Finance Director

SUBJECT: Hold Public Hearing and

- a. Adopt Resolution Approving the 2016-17 Operating and the 2016-21 Capital Improvement Program Budget, and
- b. Adopt Resolution Approving the City's Appropriations Limit (Gann Limit) for 2016-17

BACKGROUND:

The Proposed FY 2016-17 Operating and Capital Budget have been presented for City Council review and consideration. The Budget continues the prior years' proactive efforts to contain expenditures and use conservative revenue projections consistent with the City Council's budget preparation guidance.

The City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for the delivery of a financial plan that is balanced with expenditures contained at the levels that can reasonably be supported by on-going revenues, and that supports a work program targeted to meet the specific needs and interests of the San Bruno community. The Budget was reviewed with the City Council at study sessions held on June 8 and 14, 2016.

DISCUSSION:

The Proposed Budget incorporates the estimated revenues and planned expenditures for all Funds. For the coming year, the continued modest economic recovery allows the City Council the opportunity to consider some limited new initiatives to help position the City for the future.

Total projected General Fund revenue for 2016-17 is \$41,934,000, an increase of \$1,370,000 or 3% over the 2015-16 Amended Budget. A majority of the projected 2016-17 General Fund revenue comes from taxes in six different categories. Sales tax, property tax, transient occupancy tax (TOT or hotel/motel tax), motor vehicle license fees, card room regulatory fees, and business taxes make up nearly 68% of the total revenue categories. Sales tax at \$7,448,000, or 18% of total revenues and property tax

at \$8,978,000, at 21 %, represent the largest categories of revenues supporting the City's General Fund operations.

Proposed 2016-17 expenditures are approximately \$148,000 higher than the 2015-16 Amended Budget. The increase in expenditures results from the increased cost of providing services; including the increased salary, health benefit, and employee retirement contribution costs in accordance with the City's Memorandums of Understanding with its bargaining units.

For the coming year, the Budget projects a surplus of approximately \$407,000. To allow the City Council to consider some changes to improve the City's organization and operation, the General Fund Budget proposes limited supplemental expenditures presented as service level enhancements.

Detailed descriptions for all proposed enhancements can be found in the Proposed Fiscal Year 2016-17 Operating and Capital Budget document in the Service Enhancement Section. Following is a summary of the proposed General Fund enhancements:

Department	Proposed Service Level Enhancements	On-going Costs	One-Time Costs
City Clerk	Increase Secretary from .75 FTE to 1.00 FTE	\$27,000	
Finance	Reclassify Financial Services Supervisor to an Accountant	(15,000)	
Finance	Reclassify Lead Customer Service Representative to a Revenue Operations Supervisor	11,000	
Fire	Part-Time Fire Inspector	21,000	
Fire	Firefighter Overhire - See comments in next paragraph below.		\$140,000
Community Services	Building and Facilities Manager	160,591	
Information Technology	Reclassify a Computer Support Technician to an Information System Administrator	11,480	
Community Services	Reclassify a Custodian to a Lead Custodian	9,300	
City Manager	Community Facilities Vision Plan Contribution		125,000
Police	Part-Time Police Clerk		24,000
Fire	Equipment and Training for Firefighter		15,000
Public Services	Traffic Road Sign Inventory		30,000
Public Services	Two Surveillance Cameras		16,000

Community Development	Streetscape Plan	125,000
Community Development	Contract Assistant Planner	80,000
Community Development	Front Counter Technician	30,000
Community Development	Contract Building Inspector	78,000
Community Development	Building Plans Examiner	37,000
Community Services	Playground Fiber Ground Cover	24,000
Public Services	Stormwater Repairs	250,000
General Fund Total		\$225,371 \$974,000

Staff is recommending to remove the request for a new full-time Firefighter that was presented to the City Council in the proposed Operating and Capital Budget and discussed during the June 8, 2016 Budget Study Session. Instead, staff is requesting that the City Council approve a one-time cost for a Firefighter overhire position for the same dollar amount. Staff is anticipating several staffing vacancies in the Fire Department in fiscal year 2016-17 and is requesting the overhire position in order to stay on top of the hiring process. Once all vacancies have been filled in the Department, staff will evaluate whether additional staffing is required.

General Fund one-time initiative costs of \$974,000 will be funded from excess reserves. A complete listing and description of the requested Supplemental items is attached to this report.

WATER ENTERPRISE

Due to a decrease in overall water consumption related to ongoing water conservation efforts the recommended 2016-17 budget estimates that total water revenues will remain relatively flat at \$13,509,000. The proposed budget for all operational costs amounts to \$9,410,000, which includes estimated water purchases totaling \$2,997,000. The resulting operating surplus of \$4,099,000 is necessary to fund critical capital improvements. Below is a schedule of the proposed service level enhancements for the Water Fund.

Proposed Service Level Enhancements	Ongoing Costs	One Time Costs
.50 Engineering Technician	\$65,000	\$ -
Water Total	\$65,000	\$ -

WASTEWATER ENTERPRISE

Revenues for 2016-17 are projected to be \$16,285,000, an increase of approximately \$465,000 over the 2015-16 budget. The proposed total expenditure base budget for the Wastewater Enterprise is \$8,797,000. Slightly less than half of these costs are allocated for San Bruno's share of operating and maintaining the jointly owned Water Quality Control Facility with the City of South San Francisco. The remaining costs include expenditures planned for the preventative maintenance of other components of the sewer collection system. Additionally, the Wastewater Fund budgets for annual debt service payments to the City of South San Francisco and for the 2013 Wastewater Revenue Refunding Bonds, which totals \$1,569,000 in 2016-17. Below is a schedule of the proposed service level enhancements for the Wastewater Fund.

Proposed Service Level Enhancements	Ongoing Costs	One Time Costs
.50 Engineerino Technician	\$65,000	\$ -
Portable Pump (shared w/Stormwater)		42,500
Wastewater Total	\$65,000	\$42,500

STORMWATER ENTERPRISE

The Stormwater Fund allows for services to manage surface water runoff throughout the community. These includes drainage channel and ditch maintenance, wet-weather slope protection on public lands, and drainage inlet cleaning on City streets. Total projected revenues in 2016-17 for the Stormwater Fund amount to \$679,000, primarily from charges collected on the property tax bill. The proposed expenditure budget in the Stormwater Enterprise is \$669,000. Below is a schedule of the proposed service level enhancements for the Stormwater Fund.

Proposed Service Level Enhancements	Ongoing Costs	One Time Costs
Portable Pump (shared w/Wastewater)		42,500
Stormwater Total	\$ -	\$42,500

CABLE TELEVISION ENTERPRISE

The Cable TV budget for 2016-17 projects revenues at \$11,088,000, an increase of \$504,000 over the 2015-16 budget. This revenue estimate includes the rate increases for Expanded Cable Service of 4.7% and Internet Service Level 1 of 13.5% approved by the City Council at the May 24, 2016 Council meeting. The majority of revenues are generated from basic, premium, and digital monthly television billing. Internet services represent an increasingly significant share of the revenue total at \$3,808,000, as the Enterprise has made significant upgrades in its equipment allowing for high-speed access up to 100Mbps for the majority of users. Voice and commercial services revenue is anticipated to amount to \$668,000.

The proposed expenditure budget is \$10,653,000, including \$220,000 for local origination programming.

CAPITAL IMPROVEMENT PROGRAM (CIP)

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

A Study Session was held on June 14, 2016 to review the proposed 2016-21 CIP. At that time, staff presented the recommended five-year CIP Budget document to the City Council.

The recommended CIP appropriations for 2016-17 are as follows:

Water	\$ 3,129,552
Wastewater	5,521,287
Stormwater	750,000
Cable	200,000
Parks and Facilities	5,099,678
Streets	2,340,000
Technology	45,000
Operating Programs	10,000
	\$17,095,517

In addition to the recommended new appropriations, the 2016-17 CIP Budget includes estimated carry-over appropriations for projects that were not completed at year-end or that are on schedule to commence. Total estimated carry-over appropriations amounts to approximately \$38 million.

The five-year CIP Budget identifies fifty-two (52) funded projects with a total projected cost of \$142 million. The City has embarked on an aggressive twenty year program to replace all of the aged and deteriorated infrastructure. The majority of the project costs (62%) are within the Water and Wastewater Funds. The CIP also includes \$196 million in capital projects that do not have a designated funding source.

Several new projects are proposed for inclusion in the 2016-21 CIP Budget, these include water and wastewater main line improvements and replacements, facility security enhancements, cable upgrades, and streetlight pole replacement.

In addition, the fiscal year 2016-17 CIP Budget includes the Operating Programs section which includes work efforts that span multiple fiscal years and have a total cost in excess of \$15,000. Many of the items included in this section of the budget provide the foundation for the rehabilitation and replacement of City infrastructure and the ability to encourage economic growth.

GANN LIMIT

Voter approved Proposition 4 and 111, known as the Gann Initiatives, places a limit on the amount of tax-generated revenue (proceeds of taxes) that a local agency can receive and appropriate each year. The limit is based on actual appropriations during 1978-79 and is adjusted each year by cost-of-living and population growth adjustments. Only revenues defined proceeds of taxes, which for San Bruno are property tax, sales tax, transient occupancy tax, and business tax are restricted by the limit.

As shown in Attachment A to the resolution, the carry forward 2016-17 Appropriation Limit is adjusted by the cost-of-living factor (5.37%) and the population factor (.90%) provided by the Department of Finance; establishing the 2016-17 Appropriation Limit at \$39,358,742. Reducing the revenues generated from tax proceeds by exempted expenditures, such as debt service, capital outlay, and federal mandates, total revenues subjected to Appropriation Limit is \$27,089,610.

FISCAL IMPACT:

The City Council reviewed the proposed revenues, expenditures, and transfers for the Operating and Capital Budget at public budget study sessions on June 8 and June 14, 2016. In adopting the 2016-17 Operating and Capital Budget, the proposed budget includes total revenues and transfers in of \$99,776,590 and appropriates total expenditures and transfers out (including estimated carryovers) of \$144,251,474 before recommended supplemental enhancements. Total expenditures will increase to \$145,674,890 with the inclusion of recommended on-going costs of \$364,416 and one-time costs of \$1,059,000.

ALTERNATIVES:

1. Amend the appropriation amounts contained in the proposed budget at the time of approval or at any time during the fiscal year.
2. Do not approve the proposed budget in order to continue operations into the new fiscal year beginning July 1st. The City Council must appropriate revenues and expenditures. If the City Council does not elect to approve the budget as presented or with any desired amendments, the City Council should adopt an appropriations resolution (attached) to assure continued municipal operations.

RECOMMENDATION:

Hold Public Hearing and

- a. Adopt Resolution Approving the 2016-17 Operating and the 2016-21 Capital Improvement Program Budget; and

- b. Adopt Resolution Approving the City's Appropriations Limit (Gann Limit) for 2016-17

ATTACHMENTS:

1. Resolution Approving the Proposed 2016-17 Operating and the 2016-21 Capital Improvement Program Budget
2. Proposed Supplemental Enhancement Descriptions
3. Resolution Approving the City's Appropriation Limit (Gann Limit) for 2016-17.
4. Alternative Resolution to Continue Appropriations.

DATE PREPARED:

June 16, 2016

REVIEWED BY:

ACM
CM

RESOLUTION NO. 2016 -__

RESOLUTION APPROVING THE FISCAL YEAR 2016-17 OPERATING AND THE 2016-21 CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Manager transmitted the 2016-17 Proposed Operating and Capital Budget to the City Council in accordance with the Municipal Code Section 2.12.060; and

WHEREAS, the City Council also serves as the Board of Directors of the Successor Agency to the Dissolved San Bruno Redevelopment Agency; and

WHEREAS, the City prepares and adopts the Operating and Capital Budget 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's budget development approach across all operations and funds adheres to the City Council's ongoing policy for the delivery of a financial plan that is balanced with expenditures contained at the levels that can reasonably be supported by on-going revenues; and

WHEREAS, the City Council held duly noticed public study sessions on June 8, 2016 and June 14, 2016; and

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

WHEREAS, the San Bruno Planning Commission reviewed the capital improvement projects contained in the above budget, on May 17, 2016 for compliance with the General Plan of the City and adopted a resolution confirming project compliance; and

WHEREAS, the Proposed Capital Improvement Program identifies a total of fifty-two funded projects in the 2016-17 work-plan;

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the Proposed Fiscal Year 2016-17 Operating and Capital Budget, finds and determines that the Proposed Budget should be adopted and prepared in final form.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of San Bruno adopts the total Citywide Operating Budget appropriation of \$89,086,982 and Capital Budget appropriation of \$17,095,517 for 2016-17; and

BE IT FURTHER RESOLVED, by the City Council of the City of San Bruno as follows:

SECTION 1: that specific revenue and expenditure line items and transfers enumerated in the Proposed Fiscal Year 2016-17 Operating and the 2016-21 Capital Improvement Program Budget are hereby appropriated.

SECTION 2: That the Proposed Capital Improvement Program is hereby adopted and budget appropriations in the following amounts are hereby approved:

Water	\$3,129,552
Wastewater	\$5,521,287
Stormwater	\$ 750,000
Cable	\$ 200,000
Parks and Facilities	\$5,099,678
Streets	\$2,340,000
Technology	\$ 45,000
Operating Programs	\$ 10,000

SECTION 3: The FY 2016-17 capital improvement work plan is authorized to include carry-over appropriations for projects moving toward completion or on the schedule to commence. Total carry-over appropriations from FY 2015-16 are estimated to be \$38,068,975.

-oOo-

I hereby certify the foregoing Resolution No. 2016- was introduced and adopted by the San Bruno City Council at a regular meeting on June 28, 2016 by the following vote:

AYES:

NOES:

ABSENT:

City Clerk

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue/ Allocation	Net Impact on Fund
General Fund				
<p>City Manager:</p> <p>The City's estimated contribution towards the preparation of a Community Facilities Vision Plan to define City Council and community expectations and interests related to several of the City's capital facilities including the library, recreation center, swimming pool, athletic fields and playgrounds. The San Bruno Community Foundation provided \$300,000 for the strategic planning effort and Plan development and the City contracted with Anderson Brule Architects (ABA) to engage in a pre-planning initiative with city staff, subcommittees of the City Council and Foundation Board, staff, and other key stakeholders and is now prepared to move forward to complete the full Vision Plan.</p>		125,000		125,000
<p>Increase the Secretary position in the City Clerk's office from 0.75 FTE to 1.00 FTE in the General Fund. This is currently a 0.75 position budgeted in the General Fund and an additional 0.25 is funded through the Crestmoor Neighborhood Reconstruction Fund to assist with the increased workload related to the PG&E explosion. Now that the workload from the PG&E explosion has decreased, staff is proposing to fund the entire position from the General Fund. This reclassification is necessary due to the increasing demand of complex clerical work and to perform administrative support to the City Clerk's office.</p>	27,000			27,000
<p>Reclassify the Financial Services Supervisor position to an Accountant position (decrease of \$15,000) and reclassify a Lead Customer Service Representative position to a Revenue Operations Supervisor (increase of \$11,000). The Revenue Operations Supervisor will supervise the operations and collection activities of the Revenue Services Division and the Accountant will provide much needed accounting support to the Administration Services Division.</p>	(4,000)			(4,000)

Proposed Service Level Enhancements Summary

<p>Part-Time Police Clerk: to assist the Property Officer for sixteen (16) hours per week to transition existing property from the old system to the new. This effort would eventually eliminate the cost of retaining a portion of the existing system and prepare for a subsequent audit of the property / evidence room.</p>	24,000	24,000
<p>Part-Time Fire Inspector: Due to increased construction activity and predevelopment planning meetings the Fire Department is proposing to retain a part-time fire inspector. This position was authorized on a one-time basis in the fiscal year 2015-16 adopted budget. The additional capacity provided by this part-time position is critical to the Fire Department's role to support development project review, particularly for larger projects in process and planned.</p>	21,000	21,000
<p>Full-Time Firefighter: The department is proposing to add an additional firefighter position for a total of 30 (10 per shift). Currently staffing on the three shifts is 10-10-9. This means that every time an employee is off on the shift with 9, the department must fill the position with overtime. With vacations, sick leave, comp time and workers comp injuries, this is a regular occurrence. Historically the Department's actual overtime costs have been significantly higher than budget (\$412,000 higher in fiscal year 2013-14, \$371,000 higher in fiscal year 2014-15, and estimated to be over \$400,000 higher in fiscal year 2015-16). The projected overtime liability costs for a top step firefighter is approximately \$204,000. The total cost of a new firefighter at Step I with benefits is \$140,000. This would equate to a projected savings in actual overtime costs for the first year of \$64,000. However, it is not anticipated that there will be a budget savings.</p>	140,000	140,000
<p>Equipment for new Firefighter.</p>	8,000	8,000
<p>Fire Academy and Driver Operator Classes for new Firefighter.</p>	7,000	7,000

140,000 |

Proposed Service Level Enhancements Summary

<p>Contract to complete an inventory and condition assessment of all City traffic road signs. The project will include visual inspection, labeling, recording the location, and compiling data into a GIS-ready format using federal traffic engineering data collection standards. The City does not possess the equipment or technical expertise to complete this project in-house. Possessing and maintaining a road sign inventory is part of federal traffic safety and best management practices.</p>	30,000	30,000
<p>Purchase and install two surveillance cameras to</p>	16,000	16,000
<p>Prepare a streetscape plan for the downtown area, as called for in the Transit Corridor Plan (TCP) implementation program. The Plan will provide design concepts for downtown's "public realm" of streetscapes and open spaces that will enhance the experience of visiting, living in, and working in downtown San Bruno. Improvements to the streetscape are essential for creating an environment of tree-lined, pedestrian-oriented walking streets and outdoor plazas with gathering spaces, outdoor cafes and seating areas, and unique design elements such as gateway signage. The planning effort will include community participation. Staff will explore potential grant funding to reduce City costs.</p>	125,000	125,000
<p>Contract Assistant Planner to support front counter services, review building permit applications for compliance with planning and zoning requirements, and prepare and present staff reports on minor applications, allowing senior staff to manage and complete complex private development and public projects like the redevelopment of the Lee's Buffet property and the First National Bank property; and the Zoning Code Update. Hiring a contract employee allows the Department to adjust the work schedule in accordance with the development activity. Staff is estimating approximately \$200,000 in developer deposits for larger projects will be received in 2016-17 which will be more than sufficient to cover this contract.</p>	80,000	80,000

Proposed Service Level Enhancements Summary

Contract for Front Counter Technician services for "as needed" to back fill existing Community Development department technician positions. The current staffing of two technicians at the customer service counter are experiencing a substantial increase in daily customer service interactions related to the development approval process as well as covering extended leave of absences ie. vacations, sick leave, etc..	30,000	30,000
Contract for one part-time Building Inspector to respond to the anticipated demand for building inspections related to the increase in development activity within the City. Several projects have been approved for construction by the City and are in plan check for issuance of Building Permits, with required building inspections to follow. These projects include a 10,200 +/- square foot Dialysis Center, The Plaza mixed-use development with 83 residential apartments with nearly 7,000 +/-square feet of ground floor commercial development and the 68,000 +/-square foot SF Police Credit Union Office building. This increase in development activity and need for supplemental building inspection services is expected to be for several years. Other development projects are being proposed within the City and expected to proceed through required Planning approval processes during this coming fiscal year and beyond. Processing for Building Permits with follow-up inspections would follow for these proposed projects.	78,000	78,000
Contract for plans examiner services at 8 hours per week to provide in-house review for complex building projects as well as expedited over-the-counter plan check services for routine projects. Providing this service in-house rather than remotely allows improved and more expedient communication among all parties involved in a particular plan review process.	37,000	37,000
Complete installation of engineered wood playground fiber at large playground areas located in parks throughout the City. This material retains sturdy distribution and coverage in the playbox area to ensure appropriate fall protection with limited maintenance required.	24,000	24,000

Proposed Service Level Enhancements Summary

The Parks and Facilities Services Manager will supervise line staff and projects, provide administrative oversight and coordination, assure timely delivery of parks and facilities capital improvement projects, and proactively address parks and facilities needs. With two new parks coming online this year (Florida and Earl & Glenview) and in anticipation of new and improved facilities delivered to the community following the visioning process with the Community Foundation, a Manager is needed to manage the projects and staff. This position will allow the two Parks Field Supervisors to supervise the day to day operations and staff as opposed to managing projects. This position is share 50% each between Parks Maintenance and Building & Facilities.	83,208	83,208
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Reclassify one Computer Support Technician position to an Information Systems Administrator: Along with assisting with more desktop support services, the reclassified position will be responsible for designing, optimizing, implementing, documenting, and administering various complex systems including servers, storage, operating systems, network equipment, and software applications.	14,000	14,000
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The Parks and Facilities Services Manager will supervise line staff and projects, provide administrative oversight and coordination, assure timely delivery of parks and facilities capital improvement projects, and proactively address parks and facilities needs. With two new parks coming online this year (Florida and Earl & Glenview) and in anticipation of new and improved facilities delivered to the community following the visioning process with the Community Foundation, a Manager is needed to manage the projects and staff. This position will allow the two Parks Field Supervisors to supervise the day to day operations and staff as opposed to managing projects. This position is share 50% each between Parks Maintenance and Building & Facilities.	83,208	83,208
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Proposed Service Level Enhancements Summary

<p>Reclassify one full time Custodian to Lead Custodian:</p> <p>The unusual schedule of the Custodian classification makes it difficult for the Parks Field Supervisor to provide adequate supervision, guidance, and training to the Custodians. Over the past few months, staff has implemented a pilot project which temporarily elevated a Custodian to a Lead Custodian position. The implementation of the Lead Custodian has allowed for higher quality control of the Custodians' work product, closer supervision of Custodians, and more immediate support of the Custodians when they are in need of assistance, or train in</p>	<p>10,000</p>	<p>10,000</p>
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	<p>65,000</p>	<p>65,000</p>
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<p>Contract for emergency Stormwater repairs to allow for immediate response when there is unanticipated damage to the conveyance pipe, culverts, catch basins, and inlets. General Fund Capital Reserve Funds will need to be used to fund this contract.</p>	<p>250,000</p>	<p>250,000</p>
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<p>Purchase one Stormwater/Wastewater portable pump to respond to sanitary sewer overflows and storm and street flooding events. The cost is shared with the Wastewater Fund. A large portable pump is needed to increase operational capabilities to provide a broader and efficient response to flooding conditions.</p>	<p>42,500</p>	<p>42,500</p>
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Proposed Service Level Enhancements Summary

<p>Add 0.50 Engineering Technician to support Capital Improvement Projects and operations programs: Duties will include field and project inspections (e.g., sidewalk/curb ramp condition assessments); sewer and stormwater inspection video management (e.g., linking files to GIS, managing data records); update and build out infrastructure condition information (e.g., for sidewalks, pavement condition, street lights, pipes, manholes, as-built drawings); assist development of repair and preventative maintenance schedules; and GIS map development. This position is shared with the Water Fund.</p>	65,000	65,000	
<p>Purchase one Stormwater/Wastewater portable pump to respond to sanitary sewer overflows and storm and street flooding events. The cost is shared with the Stormwater Fund. A large portable pump is needed to increase operational capabilities to provide a broader and efficient response to flooding conditions.</p>	42,500	42,500	
Total Supplemental Requests	504,416	919,000	1,423,416
Total General Fund Costs	365,371	834,000	1,199,371
Total 2016~17 General Fund Budget Impact	1,199,371		
<i>Ongoing Costs net of Revenue</i>	365,371		

RESOLUTION NO. 2016-__

**RESOLUTION APPROVING THE CITY'S APPROPRIATIONS LIMIT OF
\$39,358,742 FOR FISCAL YEAR 2016-17 (GANN INITIATIVE)**

WHEREAS, Article XIII of the California Constitution and Section 7900 et seq. of the California Government Code require cities to adopt limits on appropriations for each fiscal year, and

WHEREAS, the Appropriation Limit has been calculated for the Fiscal Year 2016-17 and is set forth in that certain document Appropriations Limit Calculation for Fiscal Year 2016-17, Attachment A, attached hereto and made a part hereof, and

WHEREAS, the staff report and the documentation used in determining the Appropriations Limit and the appropriations subject to limit have been made available to the public as required by law, and

NOW, THEREFORE, be it RESOLVED by the San Bruno City Council that:

1. The adjustment factors selected for calculating this Appropriations Limit are based on California Per Capita Income change of 5.37% and the San Mateo County population change of 0.91 %;
2. The Appropriation Limit for 2016-17 Fiscal Year is established at \$39,358,742; and
3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

- o o o -

I hereby certify that foregoing Resolution No. 2016-_____ was introduced and adopted by the San Bruno City Council at a regular meeting on June 28, 2016 by the following vote:

AYES:

NOES:

ABSENT:

CITY CLERK

City of San Bruno
2016-17 Gann Appropriation Limit
5/18/2016

Attachment A

2015-16 Appropriation Limit \$ 37,016,046

Calculation of 2016-17 Adjustment Factor

Annual Change Factors

Cost of Living Adjustment Factors for 2016-17

California Per Capita Personal Income (CPCPI) 5.37%

Population Adjustment Factors for 2016-17

San Mateo County Population Change 0.91%

Adjustment Factor for 2016-17

$(1 + 0.0537) \times (1 + 0.0091)$ 1.06328867

2016-17 Appropriation Limit 39,358,742

2016-17 Estimated Tax Proceeds Subject to Appropriations Limit

Property Taxes

Current Secured & Unsecured 6,667,000

Pass-Thru from RDA 376,000

Redevelopment Property Tax Trust Fund (RPTTF) Property Tax 1,200,000

In-Lieu of Sales Tax

In-Lieu of Vehicle License Fees 4,280,000

Supplemental Taxes 300,000

Property Transfer Tax 375,000

Homeowner's Property Tax Exemption 45,000

Subtotal - Property Taxes 13,243,000

General Sales Tax 7,328,000

Hotel/Motel Tax 4,183,000

Business Taxes 3,635,000

Vehicle License Fee & Off-Highway License 18,000

Interest Earned from Proceeds of Taxes 82,503

Total Estimated Taxes Subject to Appropriations Limit 28,489,503

2016-17 Proposed Appropriations Excluded from Limit

2011 Fire Apparatus 38,498

2016 Fire Apparatus 182,376

2013 POB 1,179,019

Total Proposed Appropriations Excluded from Limit (1,399,893)

2016-17 Appropriations Subject to Limit 27,089,610

Over (Under) Appropriations Limit \$ (12,269, 132)

Percent Over (Under) -31%

City of San Bruno
2016-17 Gann Appropriation Limit
5/18/2016

Attachment B

Fiscal Year Ending June 30,	Adjustment Factor	Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
2011	-0.35% (a)	29,345,760	17,370,728	(11,975,032)
2012	4.29%	30,605,771	18,644,113	(11,961,658)
2013	5.73%	32,359,865	19,858,084	(12,501,781)
2014	6.30%	34,397,677	22,060,645	(12,337,032)
2015	0.94%	34,720,090	24,383,652	(10,336,438)
2016	6.61%	37,016,046	26,497,883	(10,518,163)
2017	6.33%	39,358,742	27,089,610	(12,269,132)

(a) - Adjustment Factor changed to reflect change in non-residential Assessed Valuation due to new construction within the City.

RESOLUTION NO. 2016 -

RESOLUTION AUTHORIZING PRELIMINARY EXPENDITURE APPROPRIATION TO SUPPORT CITY OPERATIONS PENDING APPROVAL OF THE PROPOSED FISCAL YEAR 2016-17 OPERATING AND CAPITAL BUDGET

WHEREAS, the City Manager transmitted the Proposed Fiscal Year 2016-17 Operating and Capital Budget to the City Council in accordance with the Municipal Code Section 2.12.060; and

WHEREAS, the City Council held duly noticed public budget study sessions on June 8 and 14, 2016 regarding the Proposed Fiscal Year 2016-17 Operating and Capital Budget; and

WHEREAS, the City Council will continue review of the Budget at its regular meeting on July 12, 2016.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby resolves preliminary expenditure appropriations to support City municipal operations pending approval of the Fiscal Year 2016-17 Operating and Capital Budget. This continuation shall be in place for a period no longer than through July 31, 2016 or the adoption of the Fiscal Year 2016-17 Operating and Capital Budget.

BE IT FURTHER RESOLVED that the preliminary appropriations shall amount to one-twelfth of the recommended 2016-17 expenditures (Attachment 1) and that all revenues, expenditures and transfers will be adopted with approval of the Fiscal Year 2016-17 Operating and Capital Budget.

Dated: June 28, 2016

ATTEST:

Carol Bonner, City Clerk

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 28th day of June 2016 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers
ABSENT: Councilmembers:

**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 28, 2016
TO: Honorable Mayor and Members of the City Council
FROM: Marc Zafferano, City Attorney
SUBJECT: Adopt Resolution Approving the San Bruno Community Foundation 2016-17 Budget

BACKGROUND:

The San Bruno Community Foundation (SBCF) is the organization created by the City Council to invest, manage and expend the restitution settlement of \$70 million in cash and real property that the City received from PG&E after the gas line explosion in the Crestmoor neighborhood. The SBCF has received 501(c)(3) tax-exempt status from the federal government.

Pursuant to Article XVI, subsection (c) of the Foundation's revised and amended Bylaws approved by the Foundation and the City Council earlier this year, the City Council retained the power to approve certain major decisions of the organization, including approval of the SBCF's budget.

At its regular meeting on June 1, 2016, the Board of Directors reviewed and unanimously approved a budget for the SBCF's 2016-17 fiscal year. Copies of the staff report, budget, and resolution are provided as Attachment 1.

DISCUSSION:

The attached SBCF staff report describes and explains all of the line items in the budget. In summary, the budget reflects the City's transfer to the Foundation of the remainder of the restitution funds. Expenses are based on actual expenses for the past year as well as reasonable and conservative projections for the following year. The budget is balanced using income earned and transfers from the Foundation's asset accounts.

FISCAL IMPACT:

None.

ALTERNATIVES:

1. Provide direction to the SBCF regarding the budget line items.

RECOMMENDATION:

Adopt resolution approving the San Bruno Community Foundation 2016-17 Budget

ATTACHMENTS:

1. SBCF Staff Report, Budget, and Resolution dated May 27, 2016 approving 2016-17 Budget
2. City Council Resolution Approving 2016-17 Budget for SBCF

DISTRIBUTION:

SBCF Board of Directors

DATE PREPARED:

June 22, 2016

SAN BRUNO

Community Foundation

Memorandum

DATE: May 27, 2016

TO: Board of Directors San Bruno Community Foundaton

FROM: Leslie Hatamiya Executive Director

SUBJECT: 2016-2017 SBCF Budget

Under our Bylaws, the Foundation's fiscal year runs from July 1 to June 30, and its annual budget must be approved by the San Bruno City Council. With the current fiscal year soon coming to a close, at the June 1 Board meeting I will present to the Board for approval the 2016-2017 budget, which will then be submitted to the City Council for consideration at its June 28 meeting.

In developing this budget, I am guided by the principles of transparency and economy. As prudent stewards of the restitution funds, we want to communicate our decisions and activities with the community and have accordingly provided ample budget to do so. At the same time, we will be cost-conscious in all categories of expenses.

This budget will be the first presentation of a new format. We will have taken full possession of the restitution funds by the end of this fiscal year, so actual operating income for 2016-2017 will be negligible (interest income on the Wells Fargo bank accounts and investment income on the Fidelity Liquidity Pool account). As a result, we have added a new section to the budget report to show Transfers from Net Assets - that is, Quasi-Endowment Payout and funds from the Strategic Pool. The combination of Operating Income and Transfers from Nets Assets provides the Funds Available for Operations for the year.

On the Expense side, the budget report shows a breakdown of the three main categories of Direct Program Expenses: Crestmoor Scholarships, Community Grants Fund, and Strategic Grants. (For the current fiscal year, we lumped these three categories into one expense line.) These lines show the budgeted program disbursements for each program category. The other Expense lines remain the same as in the current year's budget reports.

Below I briefly explain each line item in the budget. We are currently projecting expenses of \$1,345,290. Our goal in this budget is to end the year with a Net Surplus of \$0, thus requiring Transfers from Net Assets to be \$1,345,290. While most nonprofit budgets are income-driven, the Foundation's budget, particularly in the 2016~2017 fiscal year, is expense-driven. As a result, I will discuss the Expense lines first.

SAN BRUNO

Community Foundation

Memorandum

Direct Program Expenses

- **Crestmoor Scholarships:** This line keeps the budget for the 2017 Crestmoor Neighborhood Memorial Scholarship at the 2016 level (\$100,000). I will likely recommend that the Board have a discussion in January 2017, after the first Community Grants Fund cycle is complete, to consider making any adjustments to the program disbursement budget for the Crestmoor Scholarship and the Community Grants Fund in 2017. I believe it will be important to make such adjustments after both programs have concluded their first complete cycle and we can better evaluate the community demand and support for both programs.
- **Community Grants Fund:** The Board has already preliminarily earmarked \$200,000 for the first cycle of the Community Grants Fund, and it will formally approve the 2016-2017 program budget on June 1.
- **Strategic Grants:** This line assumes that the Foundation will officially commit to the remaining balances on the near-term project grants proposed to the City of San Bruno in January 2016: \$170,000 for pedestrian safety improvements, \$275,000 for the Community Facilities Vision Plan, and \$200,000 for the development of a new park at 324 Florida Avenue. The budget allotment also allows the Foundation to again sponsor Community Day up to the \$30,000 level, after we assess the results of this year's grant.

Direct Personnel Expenses

- **Salaries & Wages:** This line reflects the Executive Director's salary. To the extent that additional staffing is needed, I anticipate that the Foundation will utilize consultants rather than employees and therefore have not increased this line to cover additional staff.
- **Payroll Taxes & Benefits:** This line reflects payroll taxes and benefits for the Executive Director. Benefits include retirement plan contribution, life insurance, and vacation accruals.

Non-Personnel Support Costs

- **Occupancy:** This line reflects our current office lease rate of \$1,064.25 per month, with an estimated 17% increase for the final three months of the fiscal year (same increase from 2015 to 2016). Our lease terminates on March 31, 2017, and we will need to renew the lease toward the end of the lease term.
- **Insurance:** This line is based on the Foundation's current commercial general liability, property, auto, and directors and officers liability insurance policies.

SAN BRUNO

Community Foundation

Memorandum

(\$13,876), which have an annual renewal date of March 21. It also includes the Foundation's crime insurance policy (\$2,822), which have an annual renewal date of May 27. The 2016-2017 budget number is barely higher than the expected 2015-2016 year-end total, due to an extremely modest increase in premiums upon renewal.

- Telecommunications: This line includes continuation of the Executive Director's cell phone expenses (\$768), broadband Internet access for the office (\$576), and the office land line (\$384).
- Postage & Shipping: This line includes office postage (\$300) as well as the projected postage required for a "report to the community" mailing (nonprofit rate) to all San Bruno addresses (\$3,887).
- Marketing & Communications: This line covers the projected printing costs associated with the above-mentioned report to the community (\$10,500). It also includes funds for graphic design services (\$2,500), flyer/poster printing for the Community Grants Fund (\$1,000), flyer/poster printing for the Crestmoor Scholarships (\$1,000), other printing (such as business cards and banners - \$200), website and e-newsletter costs (\$268), and costs associated with online grant and scholarship applications (\$510).
- Office Supplies: This line estimates \$200 monthly office supply expenses and includes computer backup expenses and QuickBooks accounting software fees.
- Office Equipment & Furniture: This line allows for the possible purchase of various pieces of office equipment, including paper shredder, microwave, and small refrigerator.
- Legal Fees: Because legal advice will continue to be important as we launch the Community Grants Fund and consider new grants, I have budgeted outside counsel costs of \$1,300 month. This line also includes reimbursement of five percent of the City Attorney's time, based on an hourly rate of \$165.20, or \$17, 181 per year.
- Auditor & Payroll Fees: The payroll fees (\$1,440) are based on our current arrangement with our payroll vendor (Paychex). We have budgeted \$9,500 for audit and tax preparation services, the maximum allowed under the Foundation's contract with Novogradac & Company.
- Other Consultants: This line includes \$21,800 (\$1,800 per month) for the accounting consultant/full charge bookkeeper (slight increase over 2015-2016 to reflect increased program activity) \$13,000 for the IT consultant (to build and refine grant and scholarship online applications and databases as well as manage IT

SAN BRUNO

Community Foundation

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maintenance), \$500 for 403(b) retirement plan consultant (in case assistance is needed for annual filing), \$1,000 for translation services (for flyers and report to the community), and \$25,000 for program consultants (to assist with management of the Crestmoor Scholarship and Community Grants Fund programs). Please note that this budget eliminates the line for an investment consultant, as fees paid to Sand Hill Global Advisors will be taken out of investment income (2015-2015 investment consultant expenses are included in the Other Consultants line).

- **Travel, Meetings & Conferences:** This line includes \$5,160 for monthly Board meeting room rental and audio recording expenses, \$300 for miscellaneous meeting room rentals, \$1,000 for meeting related refreshments and food, and \$750 for miscellaneous conference, training, and meeting expenses.
- **Miscellaneous:** We have budgeted \$3,000 for miscellaneous expenses that may arise. This line covers such items as professional organization membership fees (such as the San Bruno Chamber of Commerce, Thrive: Alliance of Nonprofits, and CalNonprofits) and government/agency taxes and fees.

Operating Income

- **Restitution Funds:** We do not anticipate any further inflows from the City from the restitution settlement funds.
- **Interest Income:** This line includes the investment income from the Fidelity Liquidity Pool account and interest earned on the Wells Fargo operating bank accounts.

Transfers from Net Assets

- **Quasi-Endowment Payout:** Under the Investment Operating Plan, the Board approved \$0 payout from the Quasi-Endowment Pool for 2016-2017 to allow the Quasi-Endowment to grow before making any withdrawals.
- **Strategic Pool:** Because we will have no payout from the Quasi-Endowment in 2016-2017, virtually all of the Foundation's expenses will be funded out of the Strategic Pool for the year. This line reflects the amount needed to balance the budget (Total Expenses minus Operating Income). Procedurally, the monthly internal financial reports will show the Foundation accruing one-twelfth of the Strategic Pool Transfer from Net Assets. To the extent that this budget overestimated actual expenses and we end the year with a positive Net Surplus, that amount will be returned to Net Assets at the end of the fiscal year.

This budget presents a realistic view of the Foundation's expenses for 2016-2017 as projected at this time. For purposes of comparison, this budget includes the revised

SAN BRUNO

Community Foundation

Memorandum

budget and year-end projected actuals for the 2015-2016 fiscal year. Support Costs only increase slightly from the 2015-2016 year-end projection to the 2016-2017 budgeted amount. Direct Personnel Expenses will stay exactly at the projected 2015-2016 level for 2016-2017. Non-Personnel Support Costs will increase a relatively modest \$40,000, which is primarily accounted for by the possible addition of program consultants, reimbursement for the City Attorney's services, and postage and marketing costs related to a citywide "report to the community" mailing. Moreover, many of the expense lines are generous estimates, and actual costs may be lower than the budget projections.

I recommend that the Board adopt the attached resolution approving the 2016-2017 Foundation budget.

Attachments:

1. Resolution Approving 2016-2017 Budget
2. Exhibit A: 2016-2017 Proposed Budget

RESOLUTION NO. 2016-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING 2016-2017 BUDGET**

WHEREAS, the San Bruno Community Foundation's next fiscal year will begin on July 1, 2016;

WHEREAS, prudent financial management of the Foundation's finances requires the creation of an annual budget prior to the start of the fiscal year;

WHEREAS, Article XVI(c) of the Foundation's Bylaws require that the Foundation's annual budget be approved by the San Bruno City Council;

WHEREAS, the Foundation has taken possession from the City of San Bruno of the PG&E restitution funds resulting from the 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood, totaling nearly \$70 million; and

WHEREAS, the proposed 2016-2017 budget as attached in Exhibit A reflects decisions about program initiatives and investment strategy that the Foundation's Board of Directors has made.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the 2016-2017 Foundation budget attached as Exhibit A.

FURTHER BE IT RESOLVED that the Board of Directors directs the Executive Director to submit the budget to the San Bruno City Council for consideration and approval.

Dated: June 1, 2016

ATTEST:

Emily Roberts, Secretary

I, Emily Roberts, Secretary, do hereby certify that the foregoing Resolution No. 2016-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 1st day of June, 2016, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

EXHIBIT A

SAN BRUNO

Community Foundation

2016-2017 Proposed Budget

	Revised 2015-16 Budget	April 2016 Mh!AI	May-June 16 Projected	Projected 2015-16	Proposed 2016-17 Budget	Change vs. 601~16 Actual
INCOME						
1 Restitution Funds	\$ 69,678,944	\$ 206,000	\$ 69,523,017	\$ 69,729,017	\$ -	\$ (69,729,017)
2 Interest Income	200	28	667	695	4,000	3,305
Subtotal Operating Income	69,679,144	206,028	69,523,684	69,729,712	4,000	(69,725,712)
TRANSFERS FROM NET ASSETS						
4 Quasi-Endowment Payout		-	-		-	-
Strategic Pool					1,341,290	1,341,290
Subtotal Transfers from Net Assets	-				1,341,290	1,341,290
7 FUNDS AVAILABLE FOR OPERATIONS	69,679,144	206,028	69,523,684	69,729,712	1,345,290	(68,384,422)
EXPENSES						
8 Crestmoor Scholarships	100,000	-	100,000	100,000	100,000	
9 Community Grants Fund	200,000				200,000	200,000
10 Strategic Grants	700,000	55,000	-	55,000	675,000	620,000
11 Subtotal Direct Program Expenses	1,000,000	55,000	100,000	155,000	975,000	820,000
12 Salaries & Wages	225,000	145,833	29,167	175,000	175,000	-
13 Payroll Taxes & Benefits	38,556	20,409	4,613	25,022	25,022	-
14 Subtotal Direct Personnel Expenses	263,556	166,242	33,780	200,022	200,022	-
15 Occupancy	11,050	9,249	2,129	11,378	13,314	1,936
16 Insurance	16,799	13,791	2,840	16,631	16,698	67
17 Telecommunications	2,856	1,186	352	1,538	1,728	190
18 Postage & Shipping	4,187	309	75	384	4,187	3,803
19 Marketing & Communications	15,500	2,017	1,500	3,517	15,978	12,461
20 Office Supplies	2,760	1,266	150	1,416	2,832	1,416
21 Office Equipment & Furniture	4,300	1,886	135	2,021	1,000	(1,021)
22 Legal Fees	30,000	22,536	4,000	26,536	32,781	6,245
23 Auditor & Payroll Fees	7,781	7,359	231	7,590	10,940	3,350
24 Other Consultants	60,750	45,443	7,048	52,491	61,100	8,609
25 Travel, Meetings & Conferences	10,000	4,901	1,200	6,101	7,210	1,109
26 Miscellaneous	3,000	690	230	920	2,500	1,580
27 Subtotal Non-Personnel Support Costs	168,983	110,633	19,890	130,523	170,268	39,745
28 TOTAL EXPENSES	1,432,539	331,875	153,670	485,545	1,345,290	859,745
29 NET SURPLUS	\$ 68,246,605	\$ (125,847)	\$ 69,370,014	\$ 69,244,167	\$ -	\$ (69,244,167)

RESOLUTION NO. 2016-

**RESOLUTION APPROVING THE SAN BRUNO COMMUNITY FOUNDATION
2016-17 BUDGET**

WHEREAS, on March 12, 2012, the City entered into a Settlement Agreement with PG&E whereby PG&E would pay the City \$70 million in cash and real property to resolve claims arising out of the September 9, 2011, gas pipeline explosion in the Glenview/Crestmoor neighborhood; and

WHEREAS, the Settlement Agreement calls for the creation of a not-for-profit to manage, invest, and expend the funds to benefit the City and its residents; and

WHEREAS, on March 12, 2013, the City Council adopted Resolution 2013-26 authorizing the filing of the Articles of Incorporation for the newly-created San Bruno Community Foundation (SBCF) to effectuate the purposes of the Settlement Agreement; and

WHEREAS, on August 27, 2013, the City Council adopted Resolution 2013-72 approving the Bylaws of the SBCF, which reserve to the City Council certain powers, including the power to approve the budget of the SBCF; and

WHEREAS, on April 26, 2016, the City Council approved amended and restated Bylaws which retained the power of the City Council to approve the budget of the SBCF; and

WHEREAS, the SBCF Board of Directors, which was appointed by the City Council, has reviewed, discussed, and approved a budget for 2016-17; and

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the San Bruno Community Foundation's 2016-17 budget.

Dated: June 28, 2016

ATTEST:

Carol Bonner, City Clerk

-oOo-

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 28th day of June 2016 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 28, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Marc Zafferano, City Attorney

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute an Agreement with the San Bruno Community Foundation to Reimburse the City for City Attorney Services

BACKGROUND:

The City Attorney has been providing legal counsel and other support to the San Bruno Community Foundation since its inception, attending Foundation Board meetings and providing legal advice to Board Members and the Executive Director. Now that the Foundation is a fully functioning entity, it would be appropriate to consider whether it should reimburse the City for the time spent by the City Attorney on Foundation matters.

DISCUSSION:

At its regular meeting on June 1, 2016, the Foundation considered a proposal whereby the Foundation would reimburse the City for 5% (approximately two hours per week) of the City Attorney's base salary and benefits, which reflects the average amount of time spent on Foundation matters. The Foundation Board authorized the Executive Director to enter into an agreement with the City on this basis. A copy of the Foundation's staff report and resolution are attached.

FISCAL IMPACT:

If approved, the amount to be reimbursed would reduce general fund expenditures by \$17,180.80. The Finance Department would bill the Foundation quarterly.

ALTERNATIVES:

1. Direct staff to obtain additional information before approving a reimbursement amount.
2. Approve a different reimbursement amount.
3. Decline to require reimbursement from the Foundation.

RECOMMENDATION:

Adopt Resolution Authorizing the City Manager to Execute an Agreement with the San

Honorable Mayor and Members of the City Council

June 28, 2016

Page 2 of 2

Bruno Community Foundation to Reimburse the City for City Attorney Services

DISTRIBUTION:

SBCF.

ATTACHMENTS:

1. SBCF Staff Report
2. SBCF Resolution
3. City Council Resolution

DATE PREPARED:

June 22, 2016

SAN BRUNO

Community Foundation

Memorandum

DATE: May 25, 2016

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Consent Calendar for the June 1, 2016, Regular Board Meeting

For the June 1, 2016, Regular Meeting of the Board of Directors of the San Bruno Community Foundation, the Consent Calendar includes four items related to administrative and operational functions of the Foundation:

1. Receive and Approve Treasurer's Report (April 2016 Financial Statements)

The April 2016 financial statements consist of a Budget Report and Balance Sheet. The attached Budget Narrative provides a thorough explanation of the financial statements. The Budget Report includes the revised budget figures approved at the October 7, 2015, Board meeting.

I recommend that the Board receive and approve the Treasurer's Report as part of the Consent Calendar.

2. Adopt Resolution Authorizing Executive Director Leslie Hatamiya to Execute Agreement with the City of San Bruno to Reimburse the City for City Attorney's Services to the Foundation, for an Amount Not to Exceed Five Percent of the City Attorney's Compensation

Marc Zafferano, San Bruno's City Attorney, has provided legal counsel and other support to the San Bruno Community Foundation since the Foundation's inception. In his role as City Attorney, he supports not just the City, but the City's various boards, commissions, and committees - which are typically made up of public members appointed by the City Council - as well. He and City Manager Connie Jackson were instrumental in the creation of the Foundation and in providing staff support to the Board prior to the hiring of the Executive Director in early 2015. Today, he continues to provide both legal and policy advice to the Foundation, attends nearly all Foundation Board meetings, and offers a readily available sounding board that I find invaluable as the lone staff person for the Foundation. His understanding of municipal government law, which in many cases applies to the Foundation, is particularly invaluable and not available from our current outside counsel, which specializes in nonprofit law.

SAN BRUNO

Community Foundation

Memorandum

In 2014, prior to the hiring of the Executive Director, the Board discussed the possibility of eventually reimbursing the City for the City Attorney's services to the Foundation. Now that the Foundation is a fully functioning nonprofit organization, with its own staff, office, and operations independent from the City and in possession of the nearly \$70 million in restitution funds, it now seems the appropriate time to begin properly paying for the City Attorney's services.

Mr. Zafferano currently spends approximately two hours per week (or five percent of his work week) providing support to the Foundation. As such, I recommend that the Board approve, as part of the Consent Calendar, the attached resolution authorizing me, as Executive Director, to execute an agreement with the City to reimburse the City for the City Attorney's services to the Foundation, for an amount not to exceed five percent of the City Attorney's compensation, as defined as base salary and benefits as the City Council may adjust from time to time. As calculated by the City's Finance Department, the City Attorney's "fully loaded hourly rate as applied to a work year consisting of 2080 hours" is \$165.20, including the three percent salary adjustment the City Council is expected to approve in June. For one year at this rate, the total reimbursement would be \$17,180.80, which is much lower than would the Foundation would have to pay to receive the same level of assistance from an attorney in private practice. I will work out with the City's Finance Department a process for periodic reimbursement (likely quarterly). The agreement would take effect on July 1, 2016, the first day of the Foundation's next fiscal year. The proposed 2016-2017 budget, which the Board will also consider on June 1, includes this reimbursement under Legal Fees.

3. Adopt Resolution Creating and Making Appointments to Ad Hoc Committee on Elections Process

When the Board elected its 2016 officers at its November 18, 2015, Special Meeting, it discussed establishing a process for the annual election of officers. The Bylaws provide minimal guidance, with the only reference to the election officers in Article VIII, Section 2, which states:

The officers of the Corporation, except the Executive Director and those appointed under Section 3 of this Article [meaning those other than the President, Vice President, Secretary, and Treasurer], shall be chosen annually by the Board for one-year terms starting on January 1 and shall serve at the pleasure of the Board, subject to the rights, if any, of any officer under any contract of employment, and subject to the approval of the City Council

To follow-up on the November discussion and in the interest of creating an agreed-upon election process, I recommend that the Board approve the attached resolution creating a making appointments to the Ad Hoc Committee on Elections Process as part of the Consent Calendar. This resolution would appoint Dr. Regina Stanback Stroud as chair

SAN BRUNO

Community Foundation

Memorandum

and Frank Hedley and John McGlothlin as Committee members. The goal for the Committee would be to deliberate over the summer on an elections process to recommend to the full Board in the fall, in anticipation of 2017 officer elections taking place toward the end of 2016.

4. Adopt Resolution Canceling August SBCF Board Meeting

The Foundation Board is schedule to have a regular monthly meeting on August 3, 2016 (the first Wednesday of the month). Currently, the Executive Director and at least three Board members expect to be out of town and unable to attend this meeting. As a result, I recommend that the Board approve the resolution canceling the August SBCF Board Meeting as part of the Consent Calendar.

At this time, I do not anticipate facing any pressing matters that would require the scheduling of a Special Meeting in August as the summer comes to a close. The Board is able to schedule a Special Meeting at a later time if such a meeting is deemed necessary.

Attachments:

1. April 2016 Financial Statements
2. Resolution Authorizing Executive Director Leslie Hatamiya to Execute Agreement with the City of San Bruno to Reimburse the City for City Attorney's Services to the Foundation, for an Amount Not to Exceed Five Percent of the City Attorney's Compensation
3. Resolution Creating and Making Appointments to Ad Hoc Committee on Elections Process
4. Resolution Canceling August SBCF Board Meeting

RESOLUTION NO. 2016-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
AUTHORIZING EXECUTIVE DIRECTOR LESLIE HATAMIYA TO EXECUTE
AGREEMENT WITH THE CITY OF SAN BRUNO TO REIMBURSE THE CITY FOR
CITY ATTORNEY'S SERVICES TO THE FOUNDATION, FOR AN AMOUNT NOT TO
EXCEED FIVE PERCENT OF THE CITY ATTORNEY'S COMPENSATION**

WHEREAS, the City Attorney of San Bruno has been providing legal counsel and other support to the San Bruno Community Foundation since the Foundation's inception;

WHEREAS, the Foundation now operates as a fully functioning independent California nonprofit public benefit corporation;

WHEREAS, the Foundation staff and Board acknowledges receiving great value from the City Attorney's legal counsel and other support and appreciates the importance of the strong relationship the Foundation has with the City Attorney; and

WHEREAS, the City Attorney spends approximately two hours per week providing legal counsel and support to the Foundation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes Executive Director Leslie Hatamiya to execute an agreement with the City of San Bruno, effective July 1, 2016, to reimburse the City for the City Attorney's services to the Foundation, for an amount not to exceed five percent of the City Attorney's compensation (base salary and benefits) as the City Council may adjust from time to time.

Dated: June 1, 2016

ATTEST:

Emily Roberts, Secretary

I, Emily Roberts, Secretary, do hereby certify that the foregoing Resolution No. 2016-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 1st day of June, 2016, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

RESOLUTION NO. 2016-__

RESOLUTION OF THE SAN BRUNO CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE
SAN BRUNO COMMUNITY FOUNDATION TO REIMBURSE THE CITY FOR CITY
ATTORNEY'S SERVICES TO THE FOUNDATION, FOR AN AMOUNT NOT TO
EXCEED FIVE PERCENT OF THE CITY ATTORNEY'S COMPENSATION

WHEREAS, the City Attorney of San Bruno has been providing legal counsel and other support to the San Bruno Community Foundation since the Foundation's inception;

WHEREAS, the Foundation now operates as a fully functioning independent California nonprofit public benefit corporation;

WHEREAS, the Foundation staff and Board acknowledges receiving great value from the City Attorney's legal counsel and other support and appreciates the importance of the strong relationship the Foundation has with the City Attorney; and

WHEREAS, the City Attorney spends approximately two hours per week providing legal counsel and support to the Foundation; and

WHEREAS, the San Bruno Community Foundation authorized the Executive Director to enter into an agreement with the City whereby the Foundation would reimburse the City for 5% of the City Attorney's base pay and benefits;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the City Manager to execute an agreement with the San Bruno Community Foundation, effective July 1, 2016, to reimburse the City for the City Attorney's services to the Foundation, for an amount not to exceed five percent of the City Attorney's compensation (base salary and benefits) as the City Council may adjust from time to time.

Dated: June 28, 2016

ATTEST:

Carol Bonner, City Clerk

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution No. 2016-__ was duly and regularly passed and adopted by the City

Council of the City of San Bruno on this 28th day of June, 2016, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 28, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Jimmy Tan, Public Services Director/City Engineer

SUBJECT: Receive Report on the El Camino Real and Angus Avenue Intersection Improvements Project and Provide Direction to Staff

BACKGROUND:

Improving the existing pedestrian and bicycle networks in the City is a major component of the City of San Bruno's Capital Improvement Program (CIP) and overall General Plan. The City's vision to establish a multimodal friendly environment is further defined in the Transit Corridors Plan and will be further developed in a comprehensive, City-wide Bicycle and Pedestrian Master Plan called the San Bruno Walk n' Bike Plan. With the support of the City's Bicycle and Pedestrian Advisory Committee (BPAC), the City is working to establish a bicycle and pedestrian network that will promote safety, connectivity, efficiency and convenience for active transportation modes.

In September 2014, the City entered into a Funding Agreement with the San Mateo County Transportation Authority (SMCTA) for a grant awarded through the Measure A Pedestrian and Bicycle Program in the amount of \$300,000, with a local match of \$30,000. The grant provides funding for the design and construction of pedestrian improvements to the El Camino Real and Angus Avenue intersection. Staff issued a Request for Proposals in April 2015 for the design of the improvements and awarded the design contract to BKF Engineers (BKF) in June 2015. The project is included in the Adopted 2015-20 CIP's Transit Corridor Pedestrian Connection Improvement Program.

DISCUSSION:

This project is consistent with the vision of the Grand Boulevard Initiative, a larger regional effort to revitalize the El Camino Real corridor. The El Camino Real/Angus Avenue intersection has a high volume of both vehicle and pedestrian traffic to the Civic Center, Allen Elementary School, and SamTrans transit stops. Staff has worked with BKF to design the pedestrian intersection improvements that include the addition of a second crosswalk, optimization of pedestrian crossing countdown timers, improved median refuge areas, installation of curb extensions, and improved ADA accessibility of curb ramps.

In February 2016, BKF provided the City with two conceptual designs for the intersection improvements which are as follows:

- Option 1 proposed bulb-outs that are connected with the existing sidewalks in one piece at the intersection of Angus Avenue and El Camino Real and at the westerly

side of the intersection near City Hall and Library. The continental crosswalk style (with vertical stripes inside the crosswalk) is proposed for this option.

- Option 2 proposed a bulb-out at the southeast corner and curb extension islands at the northeast corner of the intersection. Curb extension islands were also proposed at westerly side of intersection near City Hall and Library. The continental crosswalk style is proposed for this option.

Staff reviewed both options and determined that the options provide similar pedestrian improvement by shortening the crossing distance across El Camino Real. In addition, both options included a median refuge island for pedestrians to stop if they aren't able to across the full length of El Camino Real. A pedestrian push button post is proposed at the median refuge island. Staff recommends the median refuge island be provided regardless of which option is selected.

The proposed one-piece bulb-out design (Option 1) was reviewed by staff to determine whether it would impede surface water flows as the existing grades within the project site are relatively flat. Option 1 indicates two areas where a drainage issue may exist which are at the northeast corner of Angus Avenue and El Camino Real and at the westerly side near City Hall and Library. Although the addition of drain inlets and pipelines can be provided, staff discussed the curb extension island option with BKF and provided additional comments on the design that slightly modified the curb extensions and ADA accessibility of the curb ramps. As a result of the discussion, the following third option was proposed:

- Option 3 included curb extension islands at both the northeast and southeast corners as well as at the westerly side of intersection near City Hall and Library. The decorative crosswalk was included in lieu of a continental style, as an alternative option for a high-visibility crosswalk.

On June 1, staff presented the designs to the Traffic Safety and Parking Committee (TSPC) to obtain comments and recommendations on Option 3 and discussed the bulb-out alternative. The TSPC responded favorably to the proposed pedestrian improvements at the intersection. One of the recommendations provided by the TSPC is to provide either a full bulb-out or curb extension islands to shorten the length of the crossing.

Staff is seeking City Council review and comment on the design options. Upon review of the options and direction by the City Council at the June 28 Council Meeting, staff will proceed with the final design. While some of the proposed improvements like median refuges do not have variations, there are alternatives available for the proposed bulb-outs and high-visibility crosswalk design which are as follows. Examples of the bulb-out and high visibility variations are included in Attachment 4.

Bulb-out	Cost	High-visibility crosswalk	Cost
No bulb-outs or curb extensions	Low	Continental (striped)	Low
Curb extension islands	Medium	Decorative pattern (stamped asphalt)	Medium
Full bulb-outs (with stormwater analysis)	High	Decorative paver	High

Since El Camino Real is a State Route, staff will work with BKF to coordinate the final design review process with Caltrans to ensure compliance with their standards and obtain the necessary permits for construction. Pedestrian improvements similar to the ones proposed at this intersection have been approved by Caltrans in other cities such as Daly City, Millbrae, San Mateo, and Palo Alto.

FISCAL IMPACT:

There are no additional fiscal impacts related to this project update. The project is listed in the 2015-20 adopted CIP Budget under the Transit Corridor Pedestrian Connection Improvement Program and recommended to be carried over to the upcoming 2016-21 CIP. The project listing includes \$300,000 in Measure A Pedestrian and Bicycle grant funds and \$30,000 in City matching Measure A Local Roads and Transportation funds for project overhead.

ALTERNATIVES:

1. Proceed with Option 1 with the full bulb-outs and conduct a stormwater flow analysis.
2. Proceed with design, but without bulb-outs or curb extensions.
3. Proceed with the last submitted design concept.

RECOMMENDATION:

Receive report on the El Camino Real and Angus Avenue Intersection Improvements Project and provide direction to staff.

ATTACHMENTS:

1. Option 1 - Full bulb-outs
2. Option 2 - Curb extension islands
3. Option 3 - Curb extension islands with enhanced crosswalks
4. Examples of similar pedestrian improvements on SR-82

DISTRIBUTION:

None

DATE PREPARED:

June 2, 2016

REVIEWED BY:

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**CONCEPT - OPTION 1
EL CAMINO REAL - ANGUS AVENUE
INTERSECTION IMPROVEMENTS**

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CA

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SUITE 200 94065
SAN MATEO CA
65D-4B2-6399 (FAX)



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CONCEPT - OPTION 2
 EL CAMINO REAL - ANGUS AVE
 INTERSECTION IMPROVEMENTS

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CALIFORNIA



ZSS SHORELINE OR
 SUITE 200
 REDWOOD CITY, CA 94065
 650-402-4100
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