



"The City With a Heart"

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

AGENDA

SAN BRUNO CITY COUNCIL

September 27, 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. CONDUCT OF BUSINESS:

Conduct Interviews to Fill Vacancies on San Bruno's Bicycle & Pedestrian Advisory Committee, Citizens Crime Prevention Committee, Community Preparedness Committee, Culture and Arts Committee, Parks and Recreation Commission, Planning Commission, Senior Advisory Committee, Traffic & Safety Committee,

14. ADJOURNMENT:

The next regular City Council Meeting will be held on September 27, 2016 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.



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- 1. CALL TO ORDER:**
- 2. ROLL CALL/PLEDGE OF ALLEGIANCE:**
- 3. ANNOUNCEMENTS:**
- 4. PRESENTATIONS:**
 - a. Present Proclamation to Declare Fire Prevention Week October 9 – 15, 2016. The Theme for 2016 is “Don’t Wait, Check the Date, Replace Smoke Alarms Every 10 years!”
 - b. Present Proclamation to Declare September as Prostate Cancer Awareness Month.
- 5. REVIEW OF AGENDA:**
- 6. APPROVAL OF MINUTES** of Special Closed Council Meeting of September 13, Regular Council Meeting of September 13, 2016 and Special Council Meeting of September 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 September 12 and 19, 2016.
 - b. **Approve:** Payroll of September 9, 2016.
 - c. **Adopt:** Resolution Amending the City Classification Plan by Adopting a Position Description for Police Lieutenant.
 - d. **Accept:** Resignation from Community Preparedness Board Member. Declare Vacancy and Direct the City Clerk to Initiate the Process for Appointment of a New Member.
 - e. **Adopt:** Resolution Authorizing Purchase of Self-Contained Breathing Apparatus (SCBA) Equipment from Municipal Emergency Services in the Amount of \$149,993.
- 8. PUBLIC HEARING:**

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

10. CONDUCT OF BUSINESS:

- a. Adopt Resolution Authorizing the City Manager to Execute a Contract with MIG, Inc. for the Development of an ADA Self Evaluation and Transition Plan in an Amount Not to Exceed \$179,710.
- b. Adopt Resolution Accepting the Earl-Glenview Park Master Plan and Approving the Preferred Park Design Concept.
- c. Adopt Resolution Establishing City Council Policy for Consultation with City Advisory Bodies Prior to City Council Appropriation of Restricted City Funds and Reallocating the Prior Appropriation of \$50,000 from the City Art Fund to the General Fund Capital Reserve for the 324 Florida Avenue Park Project.
- d. Adopt Resolution Accepting the San Bruno Annex of the San Mateo County Hazard Mitigation Plan and San Mateo County Hazard Mitigation Plan.
- e. Adopt Resolution Authorizing Purchase of Software Upgrades and Permitting System Program Enhancements from SunGard Public Sector, Inc., in the Amount of \$76,536, and Electronic Devices in the Amount of \$13,997, for a Total Amount of \$90,533.

11. REPORT OF COMMISSIONS, BOARDS & COMMITTEES:

Receive Annual Report from the Senior Citizens Advisory Board.

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION:

14. ADJOURNMENT:

The next regular City Council Meeting will be held on October 11, 2016 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.



"The City With a Heart"

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

MINUTES - SPECIAL MEETING – AMENDED (TIME CHANGE) CLOSED SESSION

SAN BRUNO CITY COUNCIL

September 13, 2016

6:30 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on September 13, 2016 at San Bruno's Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The Council meeting was called to order at 6:30 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. CLOSED SESSION:

Mayor Ruane said they would be going into Closed Session with no reportable action. Conference With Legal Counsel, Anticipated Litigation, Significant Exposure to Litigation pursuant to Government Code section 54956.9(d)(2): One Case.

5. ADJOURNMENT:

Mayor Ruane closed the meeting at 6:55 p.m. The next regular City Council Meeting will be held on September 13, 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
September 27, 2016

Carol Bonner, City Clerk

Jim Ruane, Mayor



"The City With a Heart"

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Ken Ibarra, Councilmember
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MINUTES SAN BRUNO CITY COUNCIL

September 13, 2016

7:00 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on September 13, 2016 at San Bruno's Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The Council meeting was called to order at 7:05 p.m. **Mayor Ruane** thanked the garden club for the flower arrangement.

2. ROLL CALL/PLEDGE OF ALLEGIANCE:

Presiding was Mayor Ruane, Vice Mayor Marty Medina, Councilmembers Ibarra, Rico Medina and O'Connell. **Community Services Director Burns** led the pledge of allegiance. Recording by City Clerk Bonner.

3. ANNOUNCEMENTS: None.

4. PRESENTATIONS:

Mayor Ruane said we would be receiving two presentations.

a. Receive Presentation from the 2016 San Bruno Sister City Student Exchange Delegation to Narita, Japan. **Community Services Director Burns** gave the background on what the group had done in Japan and introduced the individuals who attended. Each student gave a summary of their experiences. **San Bruno Superintendent Cheryl Olson** thanked Council for keeping this program alive.

b. Receive Presentation from the City Clerk on Vacancies and Expired Terms on the City's Boards, Commissions and Committees. All residents are invited to apply no later than Friday, September 23. **City Clerk Bonner** provided a description of the process of how half the Boards, Commissions and Committees terms expire every other year. She said there will be interviews that will take place before the next Council meeting for those individuals with expired terms as well as several of the existing vacancies. She stated the deadline to submit applications is Friday, September 23.

Councilmember Ibarra said occasionally there are members who have not had good attendance. He asked Council be provided with that information.

Mayor Ruane emphasized the importance of the Boards, Commissions and Committees, he said they were the life-blood of the City and encouraged people to apply.

5. REVIEW OF AGENDA: No changes.

6. APPROVAL OF MINUTES Special Council Meetings of July 27 and August 23, 2016 and Regular Council Meeting of August 23, 2016, approved as submitted.

7. CONSENT CALENDAR:

- a. **Approve:** Accounts Payable of August 15 and 22 and 29 and September 6, 2016.
- b. **Approve:** Payroll of August 26, 2016.
- c. **Accept:** Reconciliation of General Ledger to Bank Reports and Investment Reports Dated July, 2016.
- d. **Waive:** Second Reading and Adopt Ordinance Amending Municipal Code Chapter 6.50 Changing the Hours of Sale and Use of Safe and Sane Fireworks.
- e. **Adopt:** Resolution Accepting the Crestmoor Neighborhood Streetlights Electrical Wire Replacement 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 \$13,773.
- f. **Adopt:** Resolution Authorizing the City Manager to Execute an Improvement Agreement, a Maintenance Agreement and a Stormwater Treatment Measures Maintenance Agreement for the Medical/Office Development at 841 San Bruno Avenue.
- g. **Adopt:** Resolution Authorizing Purchase of Cable Television Equipment in the Amount of \$34,030 to Add High Capacity Switches to the Cable Data Network and Appropriating \$34,030 from the Cable Fund.

M/S Marty Medina/O'Connell to approve the Consent Calendar and passed with all ayes. **Councilmember Rico Medina** asked it be noted he did not support or approve the Meyers Nave items under the warrant register.

8. PUBLIC HEARING:

Waive First Reading and Adopt Ordinance Amending and Replacing Chapter 12.230 Establishing an Affordable Housing Program and Affordable Housing Impact Fees, to Title 12 (Land Use) of the San Bruno Municipal Code; and a Resolution Establishing Affordable Housing Impact Fees for Residential and Nonresidential Development Projects.

Community Development Director Woltering introduced the subject and then asked **Long Range Housing Manager Sullivan** to give a summary of the staff report.

Councilmember Ibarra said regarding the prevailing wage, he heard no advantage to any builders who provide prevailing wage. **Sullivan** said the suggestion received by staff from labor interests was if an affordable housing project would be constructed using prevailing wages, there would be a reduction of housing impact fees by 25%. **Sullivan** further indicated that if the Council would be interested in encouraging prevailing wage for affordable housing construction, staff would suggest the incentive be directed toward actually having affordable units included in individual development projects.

Councilmember Ibarra asked if it was all new construction. **Sullivan** said yes. **Councilmember Ibarra** asked if the commercial linkage fee applied to intensification of use of existing commercial space. **Sullivan** said no, only to new construction of square footage.

Elaine Breeze, Summerhill Homes said they appreciated staff looking into their questions and they supported all the adjustments as recommended.

Mayor Ruane opened the public hearing.

Councilmember Ibarra asked for an explanation of for whom the proposed housing at Skyline College mentioned by Ms. Breeze would be available.

Project Manager Barbara Christensen said this housing would help recruit and retain tenants and staff as it has at Canada College. She expects the housing at Skyline College for faculty and staff would be at very low income levels.

Councilmember Ibarra asked about a clause if the property were opened up to the public or sold off. **Christensen** said there will be a deed restriction requiring these units to be affordable for 55 years.

City Attorney Zafferano advised the Council keep the Public Hearing open. He said there may be some changes to the ordinance and this would allow public comment on those changes without re-noticing the item at a subsequent meeting.

Woltering said the request from the Community College District is to exempt their affordable housing project from the ordinance. As an exempt project, the City would not then have a specific requirement for deed restrictions or a time frame.

Christensen said there is an exemption in the current proposed ordinance that exempts State and Federal entities. Public schools and colleges are not entities of the State and that is why she asked for the exemption.

Woltering clarified that the exemption request is only for the proposed 28-units of faculty and staff housing that would be retained by the Community College District. The proposed project additionally includes 40 market-rate single-family detached homes that would be privately developed. He said the language of the ordinance would be expanded to include public schools and community college districts so the exemption would apply to this project. He said the market rate portion of the project would fall within the requirements of the proposed ordinance. **Christensen** concurred. **Woltering** said if the units were to be sold off, the exemption would cease. **Christensen** concurred. **Councilmember Ibarra** asked if they would be held to affordable rent. **Woltering** said this is an issue that needs to be discussed internally with staff and the City Attorney to address how to handle that circumstance.

Councilmember Ibarra asked what if Skyline College built another institutional building, would they be exempt from linkage fees. **Woltering** said yes since it is an educational facility.

Vice Mayor Marty Medina asked about the second part of the exemption for the 40 units. **Sullivan** again clarified that component would not be exempt. **Vice Mayor Marty Medina** asked about the conflict of interest. **Sullivan** said language of the current proposed ordinance stated the current ordinance indicated that relatives and employees of the applicant/developer cannot rent/own/occupy the affordable units. Given the nature of the proposed Community College District housing project, where housing would be for employees, the request is to allow employees in this circumstance to rent/occupy the housing.

Vice Mayor Marty Medina asked about the 25% reduction because of the prevailing labor wage. **Sullivan** said it has been adopted by several other communities on the peninsula. **Vice Mayor Marty Medina** said his initial concern with this concern is that prevailing wage employees may not be in the very low and low income groups that are most in need of affordable housing. He indicated this proposal needs further examination.

Woltering suggested if Council is interested in linking prevailing wages to affordable housing and creating an incentive to have prevailing wages for these projects, the incentive should be directed at including the actual construction of affordable units with residential development projects, rather than reducing impact fees. He indicated further, typically, developers will choose to pay

housing in-lieu fees as opposed to actually building affordable housing units. He suggested more could and, perhaps, should be done to encourage the construction of affordable units rather than the payment of in-lieu fees.

Councilmember Rico Medina asked for clarification that we are talking about all faculty and staff. **Sullivan** concurred. **Councilmember Rico Medina** said regarding prevailing wage, he asked to see what the percentage reduction in housing impact fees is offered by other neighboring cities.

Council continued this Public Hearing item to a future meeting.

9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:

Peter Hanley, San Mateo Union High School District Board introduced himself stating his term with San Bruno is until this time next year. He talked about Capuchino's improvement over the last few years.

10. CONDUCT OF BUSINESS:

a. Accept Resignation of San Bruno Community Foundation Board Director and Consider Appointment of Director to Fill Vacancy.

City Attorney Zafferano stated the Treasurer to the Community Foundation is resigning and will be relocating in another City. He gave a couple of comments about the Foundation's bylaws and procedures relating to the appointment process.

City Manager Jackson gave the background on the sub-committee process.

Leslie Hatayama discussed what the Board's interests are in respect to the appointment.

Vice Mayor Marty Medina thanked the Board for their hard work. He said there is no doubt the Board has a compelling argument; however, he said the rest of the public hasn't even been given a chance.

Councilmember Ibarra said this candidate has shown an interest and he is the public.

Councilmember Rico Medina said he felt the vacancy should be filled by a professional with an investment background and filled before November. He expressed his concern about not allowing the opportunity for the residents to be engaged.

Councilmember O'Connell said a very thorough search of all the applications was done in 2013 and Mr. Ross is highly qualified and showed a consistent interest in the foundation. There will be future opportunities for people to apply when the other terms come to an end. She said this is a 15 month term and she wasn't comfortable having someone new come in.

Mayor Ruane said he was part of the sub-committee and they did their due diligence, the Foundation did their due diligence. He said this is a little different than Commissions, Boards and Committees where we ask interested people to get involved in their community. Council is looking for very specific qualifications and this individual was interviewed and fit the job description.

M/S O'Connell/Ibarra to appoint Tim Ross and passed with three ayes, two no's, **Vice Mayor Marty Medina** and **Councilmember Rico Medina**.

Vice Mayor Marty Medina said his no is not for the candidate, it is for the process.

b. Adopt Resolution Authorizing the City Manager to Execute a Construction Contract with Anderson Pacific Engineering Construction, Inc. for the Spyglass Pump Station and Force Main Rehabilitation Project in the Amount of \$2,223,930, Approving a Construction Contingency of

\$350,000, Appropriating an Additional \$300,000 from the Wastewater Capital Fund, and Approving a Total Budget in the Amount of \$2,888,860.

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

Councilmember Ibarra asked what a forced main is and why from that pump station? **Tan** said a pipeline is connected to the pump which categorizes a forced main which is basically a pressurized pipeline. That conveys the wastewater from the pump station to another location, in this case upstream.

Vice Mayor Marty Medina asked the material that is being used. **Tan** said the material is high density polyethylene. **Vice Mayor Marty Medina** asked about the areas not in the street, has any boring been done so there are no crazy rock conditions. **Tan** said the alignment of the forced main will be within the street. **Vice Mayor Marty Medina** asked if the street will be fully repaved. **Engineer Wong** said Highland Drive and Spyglass will be repaved as well as a short section between Sharp Park Road and Spyglass on Pacific Heights.

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

c Adopt Resolution Authorizing the City Manager to Execute a Construction Contract with JMB Construction, Inc. for the Masson and Easton Culvert Repair Project in the Amount of \$597,000, Approving a Construction Contingency of \$90,000, Approving a Total Budget in the Amount of \$837,000, and Appropriating an Additional \$469,000 from the General Fund Capital Reserve Fund.

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

Vice Mayor Marty Medina asked what the effect of pushing this downstream is. **Tan** said they currently do not know and it is a condition assessment they will plan to do in the future.

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

11. REPORT OF COMMISSIONS, BOARDS & COMMITTEES:

12. COMMENTS FROM COUNCIL MEMBERS:

Public Services Director Tan gave an update on the Mills Park Neighborhood streetlight Outage.

Cable Director Firpo gave an update on the fiber at Shelter Creek and reported the project is scheduled to be complete at the end of November and at present the expenses are slightly under the budget and they have seen a 10% increase.

Councilmember O'Connell asked the \$50,000 taken from Culture and Arts come out of the General Fund. She also asked a policy be written up that we as a council do not dip into any other commission funds without consulting them with Council's concurrence.

Councilmember Rico Medina said there was a memorial fund raiser at Lion's field and he commended the Community Development Department for helping to expedite the event.

Councilmember O'Connell said on Saturday, September 17th between nine and noon in front of the centennial mural they will be having the coastal clean-up.

Vice Mayor Marty Medina recommended people join Nextdoor.

13. CLOSED SESSION:

14. ADJOURNMENT:

Mayor Ruane closed the meeting at 9:18. The next regular City Council Meeting will be held on September 27, 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
September 27, 2016

Carol Bonner, City Clerk

Jim Ruane, Mayor



“The City With a Heart”

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MINUTES – SPECIAL STUDY SESSION

SAN BRUNO CITY COUNCIL

September 14, 2016

5:30 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on September 14, 2016 at San Bruno’s City Hall, 567 El Camino Real, San Bruno, CA. The Council meeting was called to order at 5:35 p.m.

2. ROLL CALL:

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

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

4. CONDUCT OF BUSINESS:

Mayor Ruane said they would Conduct a Study Session for City Council Discussion on Goals and City Work Program for 2016-17.

The Council’s topics of discussion are attached. Councilmember Medina asked for a time-line. Mayor Ruane and Councilmember Ibarra were appointed to the City Clerk/City Treasurer subcommittee. Mayor Ruane and Councilmember O’Connell were appointed to the energy efficiency/green policies. Under Community Engagement/Public Information, Vice Mayor Medina and Councilmember Medina will take the lead under Project Pride.

It was decided a lot of the items under discussion would be either looked at or brought up when the next budget study session occurs.

5. ADJOURNMENT:

Mayor Ruane closed the meeting at 7:58 p.m. The next regular City Council Meeting will be held on September 27, 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
September 27, 2016

Carol Bonner, City Clerk

Jim Ruane, Mayor

Draft
**Summary of July 27, 2016 Priority Setting Meeting
Results and Next Steps**

At the July 27, 2016 City Council Study Session meeting, the City Council reviewed a list of 52 items, comprised of issues or interests that the City Council wanted to discuss as part of a strategic planning or priority setting meeting. Following, is a list and summary of the items that were discussed at that meeting in categories:

1. *Item 30 Consider outsourcing City tree maintenance*
Item 36 Parks and Facility Manager position

The following Items from Operating budget/Proposed service Level Enhancements list – G-Building and Facilities Manager (\$160,591) and Equipment Purchasing of “Bucket Truck” for tree program (\$152,000) were discussed in relationship to the cost, effectiveness, and increased safety of our staff if we out-source our annual tree maintenance program.

The consensus was that no action would be taken on the above two items until staff researches the pros and cons of out-sourcing the annual tree trimming program and returns with a report. At that time a determination will be made on what steps to take moving forward.

ACTION:

- a. Research by staff regarding outsourcing tree trimming program and its possible effects on hiring a facilities manager and/or maintenance personnel
- b. Consideration and action by City Council

2. *Item 20 Bayshore Circle*

Staff gave an update regarding the status of the Bayshore Circle property that is owned by BART. Currently, BART representatives expressed a willingness to sell the property subject to approval by the BART Board. BART staff indicated that BART has no interest in maintaining the property beyond the periodic minimal clean-up they currently provide. A Phase 2 Environmental Report has been completed by BART. The report concludes that there is some arsenic deposits on the land and further investigation will have to be undertaken to determine the extent and the costs of clean-up.

- a. Next steps: The Council concurred that the next step would be to obtain an appraisal of the property. The original purchase price was \$402,000.
- b. Going forward costs could include:
 - i. Appraisal costs (\$7,000 - \$10,000)
 - ii. Environmental assessment costs (\$20,000 - \$30,000)
 - iii. Purchase price
 - iv. Environmental clean-up costs
 - v. Council/staff time to determine best use of property

- vi. Possible consultant costs for planning, neighborhood engagement, etc.
- vii. Construction costs
- viii. Possible continuing maintenance costs

ACTION:

- a. Staff contract for an appraisal of the BART Bayshore property
- b. Council discussion and determination of direction to be taken.

3. Item 26 Sewer lateral warranty program

Item 27 Review policy for maintenance and repair/replacement of private sewer laterals

After much discussion regarding the current Sewer Lateral Program, the City Council determined that Councilmember Ibarra and Vice Mayor M. Medina would meet with staff to review information that was developed regarding the program. This meeting was held on August 16, 2016 and the material assembled was distributed to all City Councilmembers. At the August 16th meeting, the two City Councilmembers discussed the costs associated with City maintenance and repair/replacement of private sewer laterals.

There was no agreement to request further City Council discussion of this policy matter.

4. Downtown and Service Request Improvements

Item 1 Improve Centennial Plaza with addition of a small childrens' play structure and seating area

Item 2 Partner with residents and groups to help beautify the city - monthly instead of just once a year. The medians and planting strips need weeding; certain open space areas need cleaning

Item 31 Purchase mobile device request app for citizen access to City information and services via mobile devices

Item 32 Concern for ongoing cost, citizen expectations and liability with establishment of a mobile app reporting program

Item 33 Add part time staff services to provide weekend clean-up of the downtown

Item 34 Establish an anti-Litter campaign

Item 48 Prepare inventory, develop strategies and establish program to address vacant storefronts on San Mateo Ave. including contacting owners on a regular basis to encourage new businesses; determine how much are the owners asking for rent; providing incentives and expedited permit review at no additional cost; reducing permit fees; consider relocating the San Bruno Community Foundation office and San Bruno Cable customer service staff downtown

Item 49 Establish subcommittee to work on downtown improvement

Related to an anti-litter campaign, improving San Mateo Ave., and the appearance of the city in general, there was general consensus that a more immediate, aggressive approach to keeping San Mateo Ave. clean and to improve its general appearance needed to be devised.

Members of the public in attendance expressed their concern for the perceived lack of follow-up on code violation complaints as well as the general appearance of the city.

After continued discussion, the Mayor appointed Vice Mayor Medina and Councilwoman O'Connell to a sub-committee. The subcommittee met with the City Manager to discuss recommended strategies for improvement of the downtown. Staff is similarly developing recommendations for action. The City Council could consider to improve and increase the level of downtown maintenance.

5. *Item 16 Consider adding an Economic Development Manager in 2016-17 or the following year*

There was a brief discussion regarding the desirability of hiring an Economic Development person. Concern was expressed that, while we have development guidelines in the form of the Transportation Corridor Plan, we have relied on the Community Development Director. No conclusions were formed or direction given. The estimated cost at a mid-management level for this position would be \$163,000.

6. It was determined that another priority setting meeting in September would be desirable. A second Study Session will be held on September 14, 2016.

Topics for September 14, 2016 Priority Setting Meeting

The original priority list as submitted to the City Manager contains 52 items. The following information organizes and summarizes items in categories of similar items to facilitate City Council discussion.

The following items asked for specific information and/or updates on current projects or issues or they are items already being addressed by staff and the City Council.

Item 5 *Establish policy statement regarding use of social media for all departments – in process*

Item 6 *Process and practice for budgeting special events and other activities/work –Direction provided by the City Council for event/activity budgeting to include staff time and all related direct and indirect costs.*

Item 7 *Who and how much time has been spent on or going to or being involved with the (PG&E) trial since June 30, 2016? - information provided*

Item 8 *(Legal/PR expenses from the Trust. What are we paid up to? – information provided*

Item 12 *Bring Relay for Life to City Park – Relay for Life representatives currently working with staff to evaluate event logistics for future consideration by the City Council.*

Item 18 *Downtown Parking study; Walk N Bike Plan; Climate Action Plan - Other studies? – Downtown Parking Study and Climate Action Plan in process; Walk 'N Bike Plan completed; Development Impact Fee Study beginning, Downtown Streetscape Plan to be initiated.*

Item 19 *Arch - What the status and plan? – information provided*

Item 21 *Set schedule for City Attorney and City Manager Reviews – to be scheduled in February and March, 2017*

Item 22 *Set schedule for budget planning/goal setting session prior to development of the annual budget – to be scheduled in late January/early February, 2017*

Item 37 *Promote the Shelter Creek fiber installation project perhaps with a video that can be played on YouTube and the City website to generate interest and inform the community about the improved speed and capability of fiber - addressed at a previous meeting. The consensus is that nothing be done in that regard until the fiber optic installation at Shelter Creek is completed and the results analyzed.*

Item 42 *Reduce or eliminate the charge for street trees planting as a more assertive effort to plant trees; perhaps set a number to be planted at no or reduced cost each year and offer a lottery if there is more of a demand than the number of trees available – The City does not charge a fee for planting a street tree. Trees are planted upon property owner request.*

The items below have been grouped in related bundles by topic to facilitate discussion and subsequent action. Please refer to the original matrix for the full text of comments by staff.

Dog Facilities and Policy

Item 3 *Improve the Commodore Dog Park and possibly consider an additional facility west of Skyline*

Item 4 *Direct Citizens Crime Prevention to review city laws and the enforcement of various offenses such as vendors and dogs in the parks*

Use of City Property

Item 14 *Include assessment of the environmental considerations related to trail and bike pathway development in the Crestmoor Canyon as part of the environmental review for the Stormwater Detention Basin Capital project*

Item 15 *Consider selling the Catalpa building currently used for storage to be developed for residential use (Currently used for Police Department storage)*

Item 17 *Remove storage and restore or remove the Skyline Activity Center Building (Building is empty. Needs significant repair/improvements to be habitable)*

Item 50 *Consider selling the San Bruno Cable building for housing development (Building value estimated at \$3 million; would require identification of a new facility for Cable office and warehouse/garage operations.)*

City Facility/Infrastructure Improvements

Item 1 *Improve Centennial Plaza with addition of a small childrens' play structure and seating area. (Estimated cost for play structure is \$150,000; additional cost for site improvements.)*

Item 25 *Add Huntington Ave. to the list of streets planned for resurfacing in 2016-17 (Estimated cost \$1,400,000 from Florida to St. Helena)*

Item 28 *Conditions of streets - Staff recommendation(s) for action plan for future*

Item 29 *Add street lights in dark areas of the City*

Item 35 *City Hall Sign - Sign to the left of El Camino Entrance (was in original project when painted and tree removed) and vegetation around complex*

Item 52 *Install security cameras at the Community Development counter (Estimated cost: \$8000 per camera)*

Item 38 *Install and enforce marked parking spaces on public streets in residential neighborhoods (Estimated initial cost citywide: \$500,000 not including staff time and enforcement costs)*

Item 39 *Refresh striping at the Lions Field parking lot and explore expanding the parking lot (Estimated cost: paint - \$2552/thermo plastic - \$4405)*

Community Engagement/Public Information

Item 9 *Establish/create a Community Partnership Symposium (could start as a breakfast gathering) that will engage the City's public and private stakeholders and open discussions similar to our own goal-setting to create true partnerships with private companies and our schools*

Item 10 *Provide more community events; locate City Council meetings in other facilities once every quarter; give Skyline College an opportunity to showcase their facility and hear from the Council; have a joint meeting or event with the SBPSD; partner with the Chamber to have more social events like Taste of SB; engage Capuchino again with Leadership Week which allows students to shadow City staff and leaders, including a mock Council meeting*

Item 11 *Create and promote a City of San Bruno Facebook page and continue participation with Nextdoor*

Item 13 *Establish a Public Information Officer/Website Manager position (estimated cost # \$130,000 annually)*

City Clerk/City Treasurer Appointment

Item 23 *City Clerk & Treasurer appointment process - Suggest a sub-committee be appointed to make recommendations to the Council on how to proceed.*

City Revenue

Item 51 *Increasing revenue: TOT increase, metered parking lots, Airbnb, video board, advertising on San Bruno Cable, website, billboard*

Energy Efficiency/"Green" Policies

Item 40 *Replace windows at City Hall to improve energy efficiency*

Item 41 *Complete energy audit for all City facilities*

Item 43 *Go paperless for agenda packet distribution to save time and cost*

Item 44 *Revise purchasing policy to promote use of recycled and sustainable products including equipment, supplies and vehicles.*

Item 45 *Mandatory recycling and composting at all public events at city facilities*

Item 46 *Consider mandatory composting and recycling for business, especially Tanforan and for other restaurants*

Item 47 *Consider selection of the 100% renewable energy level for the City's energy use through the CCE program*

09/12/16

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$88,360.51
121	FEDERAL/STATE GRANTS	\$1,066.58
132	AGENCY ON AGING	\$7,410.56
133	RESTRICTED DONATIONS	\$1,141.44
190	DISASTER RECOVERY FUND	\$8,038.34
203	STREET IMPROVE. PROJECTS	\$50,421.95
611	WATER FUND	\$95,273.63
621	STORMWATER FUND	\$61.64
631	WASTEWATER FUND	\$2,377.58
641	CABLE TV FUND	\$293,365.15
701	CENTRAL GARAGE	\$32.95
702	FACILITY MAINT. FUND	\$747.54
711	SELF INSURANCE	\$65,473.08

TOTAL FOR APPROVAL \$613,770.95

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 2 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 164025 THROUGH 164123 INCLUSIVE, TOTALING IN THE AMOUNT OF \$613,770.95 HAVE BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH THEIR RESPECTIVE AMOUNTS AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,


FINANCE DIRECTOR 9-13-16
DATE

T.a.

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0096852 ABAG PLAN CORPORATION	164026	9/12/2016	43,695.23
0000858 ADECCO EMPLOYMENT SERVICES	164027	9/12/2016	5,474.74
0000163 AIRPORT AUTO PARTS INC.	164028	9/12/2016	218.11
0104542 ALTA LANGUAGE SERVICES, INC.	164029	9/12/2016	189.54
0106412 AMIGOS LIBRARY SERVICES	164030	9/12/2016	35.00
0100583 ANITA HILMOE	164065	9/12/2016	15.80
0001965 ARISTA BUSINESS	164031	9/12/2016	210.41
0016123 AT&T	164032	9/12/2016	384.39
0017191 AT&T	164033	9/12/2016	709.09
0000345 BAKER & TAYLOR BOOKS	164034	9/12/2016	1,513.46
0106155 BANK OF MARIN	164035	9/12/2016	1,530.20
0106246 CATHOLIC CHARITIES	164039	9/12/2016	2,010.00
0098408 CERION TECHNOLOGIES INC.	164040	9/12/2016	1,141.95
0100596 CHRISTIAN CATALANO	164038	9/12/2016	45.59
0016324 CINTAS CORPORATION	164041	9/12/2016	659.13
0016324 CINTAS CORPORATION	164042	9/12/2016	269.41
0000227 CITY OF SAN BRUNO	164043	9/12/2016	4,967.60
0000386 CITY OF SOUTH SAN FRANCISCO	164044	9/12/2016	2,798.29
0000508 CLEARLITE TROPHIES	164045	9/12/2016	158.78
0106468 COMMUNICATION NETWORK RESOURCE	164025	9/6/2016	16,845.09
0106468 COMMUNICATION NETWORK RESOURCE	164046	9/12/2016	12,022.68
0106160 DANIEL RONCO	164102	9/12/2016	268.45
0000197 DEMCO SUPPLY INC.	164048	9/12/2016	187.18
0101178 DISCOUNT PLUMBING	164049	9/12/2016	17,950.00
0096649 ERIC JOHNSON	164070	9/12/2016	32.00
0106529 ERTEC ENVIRONMENTAL SYSTEMS	164051	9/12/2016	746.48
0000046 EWING IRRIGATION PRODUCTS INC	164052	9/12/2016	895.30
0000944 FEDEX	164053	9/12/2016	55.95
0013714 FIRST NATIONAL BANK	164054	9/12/2016	26,451.83
0013714 FIRST NATIONAL BANK	164055	9/12/2016	1,066.06
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	164056	9/12/2016	950.00
0018117 FLYERS ENERGY, LLC	164057	9/12/2016	7,411.95
0102869 FRANCHISE TAX BOARD	164058	9/12/2016	50.00
0018272 GALE/CENGAGE LEARNING	164059	9/12/2016	29.64
0105960 GARRATT CALLAHAN	164061	9/12/2016	1,200.07
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	164114	9/12/2016	89.97
0100578 GRACE CAMPOS	164036	9/12/2016	70.00
0000162 GRAINGER	164063	9/12/2016	1,050.18
0000541 GRANITE ROCK COMPANY	164064	9/12/2016	1,835.58
0100600 HAROLD JORDY III	164071	9/12/2016	27.77
0105378 HOME MAID RAVIOLI COMPANY INC.	164066	9/12/2016	89.45
0106450 IRON MOUNTAIN	164067	9/12/2016	112.78
0100630 IWAN SUTARDJ	164109	9/12/2016	27.77
0100667 JAEHO JO	164069	9/12/2016	29.50
0100605 JENNY STAZEL	164107	9/12/2016	36.45
0105875 JETMULCH INC.	164068	9/12/2016	3,020.66
0100654 JOVER LABAO	164076	9/12/2016	30.47
0018376 JT2 INTEGRATED RESOURCES	164072	9/12/2016	6,038.27
0093434 JT2 INTEGRATED RESOURCES	164073	9/12/2016	15,739.58
0000075 K-119 TOOLS OF CALIFORNIA INC.	164074	9/12/2016	25.94
0100670 KARAN GAREWAL	164060	9/12/2016	35.62
0096379 KAREN OJAKIAN	164091	9/12/2016	404.30
0090330 KEVIN MCEVOY	164075	9/12/2016	2,472.50

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0100587 LARRY ECONOMOU	164050	9/12/2016	53.80
0103799 LDVALI LLC	164077	9/12/2016	291.20
0104424 LIDIA'S ITALIAN DELICACIES	164078	9/12/2016	3,520.00
0105739 LISA GEMMA	164062	9/12/2016	125.00
0002106 MASATOSHI MORITA	164085	9/12/2016	105.60
0106107 MCGUIRE AND HESTER	164080	9/12/2016	22.73
0102770 METLIFE	164081	9/12/2016	350.46
0000027 MEYERS NAVE PROFESSIONAL LAW	164082	9/12/2016	7,846.45
0016863 MIDWEST TAPE, LLC	164083	9/12/2016	135.63
0001709 MILLBRAE LOCK	164084	9/12/2016	21.47
0017289 MUNISERVICES, LLC	164086	9/12/2016	1,000.00
0100632 MURIEL POISSO	164097	9/12/2016	191.18
0000357 NATIONAL CABLE TV CO-OP, INC.	164087	9/12/2016	255,862.16
0000522 NORTH COAST COUNTY WATER DISTRICT(NCCWD)	164047	9/12/2016	24,144.58
0092263 OFFICE DEPOT INC	164089	9/12/2016	1,020.40
0018284 OFFICEMAX INC.	164090	9/12/2016	117.93
0097567 ONE HOUR DRY CLEANING	164092	9/12/2016	119.40
0000012 PACIFIC GAS & ELECTRIC	164093	9/12/2016	5,134.90
0106110 PACIFIC OFFICE AUTOMATION	164094	9/12/2016	69.49
0000102 PACIFIC WEST SECURITY, INC.	164095	9/12/2016	687.00
0106156 PENGUIN RANDOM HOUSE LLC	164096	9/12/2016	110.36
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	164105	9/12/2016	660.00
0000071 R & B COMPANY	164098	9/12/2016	5,495.64
0017987 RISO, INC.	164100	9/12/2016	341.17
0096458 RMC WATER AND ENVIRONMENT	164101	9/12/2016	6,895.92
0000022 ROBERT LOUIE	164079	9/12/2016	141.59
0100643 ROSMERY RAMIREZ	164099	9/12/2016	29.50
0001225 SIERRA PACIFIC TURF SUPPLY,INC	164104	9/12/2016	2,044.04
0106231 STANTEC CONSULTING SERVICES	164106	9/12/2016	45,101.95
0100588 STELLA CARLTON	164037	9/12/2016	57.23
0017802 SUPPLYWORKS	164108	9/12/2016	129.21
0102962 SWANK MOTION PICTURES, INC.	164110	9/12/2016	856.00
0099554 TAMMY ZAPATA	164123	9/12/2016	70.00
0106296 THE BACKFLOW PRO, INC.	164111	9/12/2016	1,400.00
0018275 THE REGENTS OF THE UNIVERSITY OF CA	164088	9/12/2016	216.08
0100826 THOMPSON BUILDERS CORPORATION	164112	9/12/2016	29,073.80
0018898 TJKM TRANSPORTATION CONSULTANT	164113	9/12/2016	5,320.00
0001362 TV GUIDE MAGAZINE, LLC	164115	9/12/2016	146.74
0000019 U.S. POSTMASTER	164116	9/12/2016	3,800.00
0000019 U.S. POSTMASTER	164117	9/12/2016	430.00
0018248 VALUE LINE PUBLISHING INC.	164118	9/12/2016	1,000.00
0102988 VANTAGEPOINT TRANSFER AGENTS	164119	9/12/2016	10,967.89
0104256 VIBO MUSIC CENTER	164120	9/12/2016	350.40
0106289 WANDZIA ROSE	164103	9/12/2016	472.50
0000612 WESTVALLEY CONSTRUCTION CO.INC	164121	9/12/2016	14,480.65
0100601 YUTING XIAO	164122	9/12/2016	34.71
GrandTotal:			613,770.95
Total count:			99

09/19/16

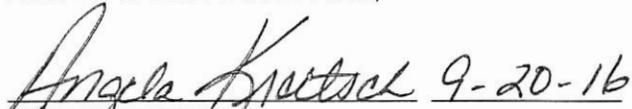
CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$83,096.23
132	AGENCY ON AGING	\$290.00
133	RESTRICTED DONATIONS	\$212.66
190	DISASTER RECOVERY FUND	\$577.50
203	STREET IMPROVE. PROJECTS	\$5,902.58
611	WATER FUND	\$20,628.99
621	STORMWATER FUND	\$29.69
631	WASTEWATER FUND	\$12,155.43
641	CABLE TV FUND	\$20,393.36
701	CENTRAL GARAGE	\$2,179.51
702	FACILITY MAINT. FUND	\$5,141.30
703	GENERAL EQUIPMENT REVOLVING	\$442.70
707	TECHNOLOGY DEVELOPMENT	\$879.39
711	SELF INSURANCE	\$71,926.46
880	PROJECT DEVELOP. TRUST	\$4,034.69
TOTAL FOR APPROVAL		\$227,890.49

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 164124 THROUGH 164244 INCLUSIVE, TOTALING IN THE AMOUNT OF \$227,890.49 HAVE BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH THEIR RESPECTIVE AMOUNTS AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,


FINANCE DIRECTOR 9-20-16
DATE

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0106352 A-Z BUS SALES INC	164135	9/19/2016	561.03
0102485 AARON WONG	164242	9/19/2016	941.08
0096852 ABAG PLAN CORPORATION	164124	9/19/2016	2,393.86
0106435 ACTION TOWING & ROAD SVC. INC.	164125	9/19/2016	315.00
0001170 AIRGAS USA, LLC	164127	9/19/2016	424.92
0017459 ALL CITY MANAGEMENT SVC.INC.	164128	9/19/2016	1,003.47
0000372 ALLIED SECURITY ALARMS	164129	9/19/2016	537.00
0104542 ALTA LANGUAGE SERVICES, INC.	164130	9/19/2016	60.00
0105963 AM CONSERVATION GROUP, INC.	164131	9/19/2016	1,614.28
0000706 AMERICAN PLANNING ASSOCIATION	164132	9/19/2016	670.00
0016123 AT&T	164134	9/19/2016	3,889.21
0102745 BAY AREA NEWS GROUP	164139	9/19/2016	677.98
0106204 BLUE LINE CANINE LLC	164141	9/19/2016	250.00
0000378 BROADMOOR LANDSCAPE SUPPLY	164142	9/19/2016	160.02
0102737 BURKE, WILLIAMS & SORENSEN,LLP	164144	9/19/2016	1,002.56
0094705 CACEO	164145	9/19/2016	404.00
0105324 CAINE COMPUTER CONSULTING, LLC	164146	9/19/2016	3,120.00
0014739 CAL-STEAM	164147	9/19/2016	57.85
0106531 CALIFORNIA NARCOTICS CANINE ASSOCIATION	164195	9/19/2016	70.00
0100727 CELSO BAUTISTA	164137	9/19/2016	47.35
0100681 CHAD ROCKEY	164212	9/19/2016	64.95
0100728 CHERYL YOUNG	164243	9/19/2016	17.35
0016324 CINTAS CORPORATION	164149	9/19/2016	269.41
0016324 CINTAS CORPORATION	164150	9/19/2016	80.87
0098588 CITY OF BURLINGAME	164151	9/19/2016	500.00
0000227 CITY OF SAN BRUNO	164152	9/19/2016	803.89
0093286 COUNTY OF SAN MATEO-SHERIFF	164155	9/19/2016	1,750.00
0018331 CSG CONSULTANTS INC.	164156	9/19/2016	108.50
0017360 DALY CITY POLICE DEPARTMENT	164157	9/19/2016	275.00
0106461 DARRYL PANG	164202	9/19/2016	265.00
0018912 DASH MEDICAL GLOVES INC.	164158	9/19/2016	385.21
0093479 DEPARTMENT OF JUSTICE	164159	9/19/2016	964.00
0106211 ED BARBERINI	164136	9/19/2016	320.00
0017257 ENTENMANN-ROVIN CO.	164162	9/19/2016	346.37
0106116 EVERBANK COMMERCIAL FINANCE, INC.	164153	9/19/2016	365.10
0018551 FASTENAL COMPANY	164164	9/19/2016	2,338.26
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	164165	9/19/2016	1,200.00
0100676 FRANK AGUERRE	164126	9/19/2016	27.76
0106223 FRANK'S TEXAS BBQ, LLC	164166	9/19/2016	1,213.98
0018842 GBH POLYGRAPH SERVICES	164167	9/19/2016	600.00
0016363 GCS ENVIRONMENTAL & EQUIPMENT SVC.	164163	9/19/2016	551.45
0104771 GILLERAN ENERGY MANAGEMENT SERVICES	164160	9/19/2016	577.50
0095666 GLOBAL TELECOM&TECHNOLOGY INC.	164168	9/19/2016	2,061.50
0000541 GRANITE ROCK COMPANY	164169	9/19/2016	424.24
0017900 GREAT LAKES DATA SYSTEMS INC	164170	9/19/2016	2,100.00
0106537 HILTON SAN DIEGO BAY FRONT	164172	9/19/2016	1,482.48
0105378 HOME MAID RAVIOLI COMPANY INC.	164173	9/19/2016	290.00
0000581 IRVINE & JACHENS INC.	164174	9/19/2016	218.58
0100731 JAMES MERRICK	164189	9/19/2016	26.03
0100709 JEFFREY BROOKS	164143	9/19/2016	11.50
0100678 JERROLD WHITEHEAD	164239	9/19/2016	48.23
0000771 JT2 INTEGRATED RESOURCES	164176	9/19/2016	34,532.60
0093434 JT2 INTEGRATED RESOURCES	164177	9/19/2016	35,000.00

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0000075 K-119 TOOLS OF CALIFORNIA INC.	164178	9/19/2016	33.47
0018498 KONICA MINOLTA	164179	9/19/2016	442.70
0018728 KONICA MINOLTA BUSINESS SOLUTIONS	164192	9/19/2016	652.91
0096347 LA LORICK ASSOCIATES	164180	9/19/2016	3,792.75
0018561 LANCE BAYER	164181	9/19/2016	525.00
0014262 LC ACTION POLICE SUPPLY	164183	9/19/2016	4,570.38
0106541 LD CONSULTING LLC	164184	9/19/2016	1,148.00
0018777 LEXISNEXIS RISK DATA MANAGEMENT	164211	9/19/2016	135.00
0018177 LOWE'S	164185	9/19/2016	934.47
0018177 LOWE'S	164186	9/19/2016	205.23
0100672 LUCY BERLIN	164140	9/19/2016	8.62
0106044 MAYCROFT INVESTIGATION AGENCY	164187	9/19/2016	9,000.00
0106532 MCGRUFF SAFE KIDS TID	164188	9/19/2016	312.25
0093622 MIKE GULDNER	164190	9/19/2016	53.40
0001709 MILLBRAE LOCK	164191	9/19/2016	11.45
0098530 MISAC	164193	9/19/2016	130.00
0104730 MUNICIPAL EMERGENCY SERVICES	164194	9/19/2016	150.27
0092263 OFFICE DEPOT INC	164196	9/19/2016	547.12
0000210 OLE'S CARBURETOR &ELECTRIC INC	164197	9/19/2016	128.20
0097567 ONE HOUR DRY CLEANING	164198	9/19/2016	129.40
0000012 PACIFIC GAS & ELECTRIC	164199	9/19/2016	16,626.17
0000101 PACIFIC NURSERIES	164200	9/19/2016	125.36
0000102 PACIFIC WEST SECURITY, INC.	164201	9/19/2016	210.00
0014961 PENINSULA UNIFORMS & EQUIPMENT	164203	9/19/2016	2,427.38
0106229 PET FOOD EXPRESS	164204	9/19/2016	239.72
0100691 PETER JOHNSON	164175	9/19/2016	35.96
0102915 PRECISE PRINTING & MAILING	164205	9/19/2016	670.93
0100707 PREMAL TRIVEDI	164232	9/19/2016	52.94
0000071 R & B COMPANY	164206	9/19/2016	12,314.97
0018312 R. GUERRA & ASSOCIATES	164207	9/19/2016	250.00
0100732 RALPH STEWART	164224	9/19/2016	56.50
0099019 RCFFA SMCO MEMORIAL SERVICE	164208	9/19/2016	200.00
0090749 RED WING SHOE STORE	164209	9/19/2016	291.84
0103531 RICOH USA, INC.	164210	9/19/2016	367.64
0106086 ROB HENSEL, JR.	164171	9/19/2016	36.60
0018070 RON LAVEZZO	164182	9/19/2016	50.00
0018096 SAFARILAND, LLC	164213	9/19/2016	75.42
0094227 SAN MATEO COUNTY FIRE CHIEF'S ASSOC	164154	9/19/2016	750.00
0099047 SAN MATEO CTY SHERIFF'S OFFICE	164214	9/19/2016	4,050.00
0018597 SAN MATEO DAILY JOURNAL	164215	9/19/2016	336.00
0017145 SAN MATEO LAWN MOWER SHOP	164216	9/19/2016	58.90
0094274 SCOTT ROGGE	164217	9/19/2016	24.00
0106241 SCOTT SMITHMATUNGOL	164222	9/19/2016	423.59
0106354 SEWER RAT PLUMBING	164218	9/19/2016	5,800.00
0103732 SFO MEDICAL CLINIC	164219	9/19/2016	2,038.00
0106440 SHERRY CAMPBELL	164148	9/19/2016	24.00
0098030 SHRED-IT USA	164220	9/19/2016	57.45
0105745 SMELLY MEL'S PLUMBING	164221	9/19/2016	4,400.00
0097079 SPRINT	164223	9/19/2016	296.48
0017036 STEVEN'S BAY AREA DIESEL SER., INC.	164138	9/19/2016	1,499.86
0017802 SUPPLYWORKS	164225	9/19/2016	163.83
0101086 T-MOBILE	164231	9/19/2016	96.48
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	164161	9/19/2016	2,616.85
0106472 TEN-FOUR COMMUNICATIONS	164226	9/19/2016	188.49

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0018736 THE COPY SHOP	164227	9/19/2016	606.34
0000036 THOMSON WEST	164228	9/19/2016	701.42
0097449 THYSSENKRUPP ELEVATOR CORP.	164229	9/19/2016	417.81
0018898 TJKM TRANSPORTATION CONSULTANT	164230	9/19/2016	5,902.58
0106538 TRAINING AND CONSULTING TEAM, LLC	164133	9/19/2016	390.00
0017133 TURBO DATA SYSTEMS INC	164233	9/19/2016	2,549.73
0000462 TVC COMMUNICATIONS L.L.C.	164234	9/19/2016	4,314.81
0105133 UTILITY TELECOM, INC.	164235	9/19/2016	410.63
0095749 VERIZON WIRELESS	164236	9/19/2016	1,017.45
0104233 WAVE	164237	9/19/2016	8,822.50
0104660 WEST YOST ASSOCIATES, INC.	164238	9/19/2016	5,830.06
0096893 WILSEY HAM	164240	9/19/2016	8,156.00
0013841 WITMER-TYSON IMPORTS INC	164241	9/19/2016	947.36
0103399 ZUMAR INDUSTRIES, INC.	164244	9/19/2016	638.45
		GrandTotal:	227,890.49
		Total count:	121



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: September 27, 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 September 9, 2016 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,557,807.79 for bi-weekly pay period ending September 4, 2016 is attached.

LABOR SUMMARY FOR PAY PERIOD ENDING : Sept 4, 2016

pyLaborDist	09/09/16
Fund: 001 - GENERAL FUND	1,185,938.64
Fund: 121 - FEDERAL/STATE GRANTS	10,047.59
Fund: 122 - SOLID WASTE/RECYCL.	2,177.17
Fund: 190 - EMERGENCY DISASTER FUND	10,513.57
Fund: 201 - PARKS AND FACILITIES CAPITAL	543.35
Fund: 203 - STREET IMPROVE. PROJECTS	5,122.82
Fund: 611 - WATER FUND	89,174.87
Fund: 621 - STORMWATER FUND	12,816.97
Fund: 631 - WASTEWATER FUND	78,988.64
Fund: 641 - CABLE TV FUND	98,764.86
Fund: 701 - CENTRAL GARAGE	11,779.41
Fund: 702 - FACILITY MAINT.FUND	32,241.03
Fund: 707 - TECHNOLOGY DEVELOPMENT	14,558.01
Fund: 711 - SELF INSURANCE	5,140.86
Total	1,557,807.79



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: September 27, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Ed Barberini, Chief of Police
Tami Yuki, Assistant City Manager

SUBJECT: Adopt Resolution Amending the City Classification Plan by Adopting a Position Description for Police Lieutenant

BACKGROUND

The San Bruno Police Department command structure is staffed with a Police Chief, one Police Commander, and two Police Lieutenant positions. The Police Lieutenant position serves a crucial management position within the Department. While descriptions of positions at the supervisory and command levels have recently been updated during a comprehensive update of all City positions, the Police Lieutenant description was last amended in 1978. At the time of the review, the Police Department did not have Police Lieutenant positions due to a reorganization at the command level. The Police Lieutenant position requires significant revisions for the accurate reflection of current job responsibilities, and in anticipation of an upcoming recruitment for a vacant position due to a retirement.

Before recommending job descriptions to the City Council for adoption, job descriptions are presented to the City's Personnel Board. One of the major responsibilities of the Personnel Board is to review the City's classification plan and review proposed or revised job descriptions for recommendation to the City Council for final approval. Staff presented the Police Lieutenant job description at the September 19, 2016, Personnel Board meeting. The Personnel Board reviewed the job description, discussed some changes to the job description as presented to standardize the language and terminology consistent with other Police Department job descriptions, and recommended the job description for final approval to the City Council.

DISCUSSION

The proposed changes to the Police Lieutenant job description reflect the identification of current management duties. The rank of Police Lieutenant includes important management and administration responsibilities. These responsibilities differ from those of a front line supervisor at the rank of Police Sergeant. While a Police Sergeant is responsible for assuring the quality of the work performed by line staff, the

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responsibilities of a Police Lieutenant require an emphasis on delegating, planning, and organizing a division or divisions. The original Police Lieutenant job description does not accurately reflect the position's current duties as the role has changed to include a greater awareness of policy implementation, and budgetary and administrative responsibilities. The included amendments address areas in the previous description that were much more consistent with the role of Police Sergeant. Furthermore, as the job descriptions of the Police Sergeant and Police Commander have been recently updated, the description of the Police Lieutenant has not. The proposed updates to the description of the Police Lieutenant make the duties of the position much more consistent and relative to the ranks immediately above and below. The proposed Police Lieutenant job description is consistent with job descriptions in other municipal agencies.

FISCAL IMPACT:

There is no fiscal impact with the recommended changes. The salary range for this position will remain the same.

ALTERNATIVES:

1. Do not approve amendment of the job description.
2. Direct changes to the Police Lieutenant description.

RECOMMENDATION:

Adopt Resolution Amending the City Classification Plan by Adopting a Position Description for Police Lieutenant

ATTACHMENTS:

1. Resolution
2. Police Lieutenant Job Description

DATE PREPARED:

September 20, 2016

REVIEWED BY:

_____ CM

RESOLUTION NO. 2016 -

ADOPT RESOLUTION AMENDING THE CITY CLASSIFICATION PLAN BY
ADOPTING A POSITION FOR THE POLICE LIEUTENANT POSITION

WHEREAS, that pursuant to Rule IV, Section 1 through 6 of the Personnel Rules and Regulations of the City of San Bruno, Resolution No. 1958-148, as amended, the Classification Plan of said Personnel Rules and Regulations is amended by immediately adopting the Police Lieutenant job description; and

WHEREAS, the Police Lieutenant position serves a crucial management position in the Police Department; and

WHEREAS, While descriptions of positions at the supervisory and command levels have recently been updated during a comprehensive update of all City positions, the Police Lieutenant description was last amended in 1978; and

WHEREAS, the Police Lieutenant position requires significant revisions for the accurate reflection of current job responsibilities, and in anticipation of an upcoming recruitment for a vacant position due to a retirement; and

WHEREAS, the Personnel Board reviewed the job description, discussed some changes to the job description as presented to clarify specific job tasks, and standardize the language and terminology, and recommended the job description for final approval to the City Council; and

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

Dated: September 27, 2016

ATTEST:

Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 27th day of September by the following vote:

AYES: COUNCILMEMBERS: _____

NOES: COUNCILMEMBERS: _____

ABSENT: COUNCILMEMBERS: _____



Position Description

POLICE LIEUTENANT

DEFINITION

Under direction, and general supervision, serve as a manager of an assigned division, section, program, or operation within the Police Department; plan and coordinate the activities and operations of an assigned area; coordinate assigned activities with other divisions, outside agencies, and the general public; and provide staff assistance to the Police Commander and the Police Chief. Responsibilities include the direct supervision of sworn, non-sworn, supervisory, professional, technical, and administrative support staff. to assist in coordinating and directing the activities and personnel of the Police Department in crime prevention and law enforcement work; to direct the work of reviewing, investigating, and analyzing criminal complaints, and obtaining evidence for prosecutions; and to do other work as required. This position is designated as Fair Labor Standards Act (FSLA) exempt.

SUPERVISION RECEIVED

Receive general supervision from a Police Commander or Police Chief.

SUPERVISION EXERCISED

Exercise general supervision over Police Sergeants, non-sworn staff and other department personnel as assigned.

**EXAMPLES OF DUTIES ESSENTIAL DUTIES AND RESPONSIBILITIES
(ILLUSTRATIVE ONLY)**

Direct, plan, coordinate, assign, schedule and review the work of an assigned police operation or program and staff members; assign cases and conduct follow-up of status reviews; review daily log and reports submitted by officers; ensure compliance with Department policies and procedures.

Participate in the development and implementation of goals, objectives, policies, and procedures for an assigned police operation or program; identify opportunities for improving police service delivery methods and procedures.

Coordinate the organization, staffing, and operational activities for an assigned

Division or Section within the Police Department.

Coordinate assigned activities with those of other divisions and outside agencies and organizations; maintain and facilitate positive public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings; prepare press releases.

Participate in the development and administration of an assigned budget; forecast additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.

Prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement; review new laws and ordinances; participate in training programs to improve professional skills.

Assume command of police activities at emergencies until relieved by a superior officer; function as on-site incident commander for major field activities; supervise investigations, interviews, and interrogations in the field; conduct highly complex or sensitive investigations; oversee and participate in the collection and processing of evidence.

Exchange information with citizens; interview citizens regarding complaints or suggestions regarding police services. Conduct investigations of citizen and Department personnel complaints as assigned; mediate conflicts between Department personnel and citizens.

Supervise, train, motivate and evaluate assigned personnel; provide or coordinate staff training; implement corrective actions and/or disciplinary procedures as necessary. Evaluate Department training needs and make recommendations; coordinate, develop, implement and monitor training programs for the Department.

Maintain order and enforce all Department rules, regulations, and special or general orders.

Plans, supervises, and participates in gathering, preserving, and reporting facts and evidence concerning criminal complaints and offenses; interviews complaining and accused parties and witnesses and reports testimony, and determines when sufficient evidence is obtained to make charges and arrests; prepares reports of investigations for the District Attorney; prepares material and evidence for presentation; arranges for the subpoena of all witnesses to court cases; testifies in court on the findings of investigations; cooperates with police of other

Jurisdictions in apprehending wanted persons; investigate complaints to determine whether a warrant should be issued; instruct officers in the techniques of preliminary investigation; supervises fingerprinting and photographic work, and the maintenance of criminal records.

Assists in supervising and coordinating the various functions of all divisions, in formulating and devising general orders on policy and procedure, in analyzing operations and in the assignment of personnel; assumes responsible charge of the personnel, activities, and equipment of the Police Department in the absence of the Police Chief and Police captain.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of community-oriented policing and problem-solving.

Relevant case law and Federal, State, and local statutes and ordinances and their impact on law enforcement activities.

Operational characteristics, services, and activities of comprehensive law enforcement programs.

Principles of budget preparation and control.

Current and applicable principles and practices of law enforcement program development and administration.

Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Police records and reporting procedures.

Disaster preparedness and emergency operations.

Principles of supervision, training and performance evaluation.

Advanced and modern police administration, science, principles, practices, and methods; Criminal law with particular reference to apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

Ability to:

~~Analyze situations and adopt effective courses of action, effectively and interpret and apply laws and departmental rules and regulations;
Communicate clearly and concisely, both orally and in writing.
Gather and analyze evidence and to draw logical conclusions' Write: clear, concise, and comprehensive reports;~~

~~Establish, and maintain and foster positive and harmonious working relationships with those contacted in the course of work, cooperative working relationships with public officials, departmental employees, and the general public; Analyze statistics and reports concerning accidents, crime, and juvenile delinquency;~~

~~Prepare clear, concise and comprehensive written reports.~~

~~Interpret and apply pertinent laws and regulations.~~

~~Schedule, organize, and supervise the work of staff.~~

~~'Plan, layout, and supervise the work of subordinate police personnel.~~

~~A valid California driver's license is required while employed in this capacity.~~

Education and Experience:

Either I

~~Four consecutive years of law enforcement experience.~~

~~Six years of law enforcement experience with two years first-level supervisory law enforcement experience in California; as a member of a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, or the California Highway Patrol; and must have successfully completed the required probationary period for the supervisory position occupied.~~

"First-level supervisory position" is defined as a position occupied by an officer who, in the upward chain of command, directly supervises employees of law enforcement agencies and most commonly is the rank of sergeant, and for which commensurate pay is authorized.

~~A Bachelor's Degree in Criminal Justice, Public Administration, or related field from an accredited college or university.~~

~~Possession of a P.O.S.T. Advanced Certificate or completion of no less than 45 semester units from an accredited college or university towards Police Science, Public Administration, or a related field.~~

Or II

~~Successful completion of the probationary period as a police sergeant in the City of San Bruno.~~

LICENSES/CERTIFICATES

Possession of, or eligible to receive Peace Officer Standards and Training (P.O.S.T) Advanced and Supervisory Certificates, or completion of no less than 45 semester units from an accredited college or university towards Police Science, Public Administration, or a related field Possession of and ability to maintain a valid California driver's license.

TOOLS AND EQUIPMENT USED

Police car or other vehicle, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, Taser or other restraint device, alcohol screening device, pager, computer, cellular telephone, first aid equipment and other police safety equipment as required.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, drive, talk, and hear. The employee is often required to stand; walk; use hands to finger, handle, or operate objects, controls, and/or the tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; taste and smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may work near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate, but can be loud in an emergency or field situation.

SELECTION GUIDELINES

Formal City application, rating of education and experience; written test; oral interview and reference check; polygraph examination; psychological examination; other job related tests such as assessment centers may be required. Reference check process, polygraph examination and psychological examination process may be waived for in-house promotional applicants.

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

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

Effective Date: May 8, 1978
Resolution Number: 1978-32
Revision History:

From: Monte Mugino

Sent: Tuesday, September 13, 2016 8:36 AM

As you know, I've been promoted and will be moving to Washington DC for 18-months. As such, I will no longer be able to execute my duties as a member of San Bruno's Community Preparedness Committee. Although my time on the committee was somewhat brief, it was a great experience and privilege to serve the city of San Bruno in this capacity. Best of luck to everyone and see you in 18 months.

Yours truly,
Mond Mugiya

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: September 13, 2016

TO: Honorable Mayor and Members of the City Council

FROM: David Downing, Fire Chief

SUBJECT: Adopt Resolution Authorizing Purchase of Self-Contained Breathing Apparatus (SCBA) Equipment from Municipal Emergency Services in the Amount of \$149,993

BACKGROUND:

The City Council approved the 2016-17 Capital Improvement Program (CIP) Equipment Reserve Budget which includes \$150,000 in appropriations for purchase of Self-Contained Breathing Apparatus (SCBA) equipment for the Fire Department. SCBAs are worn by firefighters in any environment which is immediately dangerous to life and health. These environments include hazardous material spills, entry into building during active fire or smoky conditions and during overhaul after a fire is extinguished. SCBAs provide breathing protection for fire personnel from toxic products while mitigating all types of emergencies.

SCBA equipment have three main components, the air cylinder, the harness/regulator and the face mask. Replacement of these SCBA units is necessary due to unreliability as regulators and masks are failing causing them to be out of service, the equipment has become expensive to repair and the SCBA units will soon be out of safety compliance.

Firefighters had been using 60 minute air cylinders over the past nine years for all emergencies requiring an SCBA. The 60 minute air cylinders are heavy, bulky and not suited for daily operations. National Fire Protection Association (NFPA) standard 1584, which governs rehabilitation during emergency operations and training exercises, recommends a 20 minute work cycle as the maximum that should be utilized while wearing full turnouts and an SCBA. The Department proposed replacing the units in a two phase process because of the large cost and the funding approval of two fire apparatus as part of the 2015-16 CIP Equipment Reserve Budget. Staff prioritized replacing the 60 minute SCBA air cylinders first (2015-16 budget) due to operational safety recommendations. Staff purchased new 30 minute air cylinders in November 2015 after approval by the City Council on October 13, 2015.

DISCUSSION:

The second and final phase of the SCBA replacement involves purchasing both harness/regulators and face masks. The Department has been involved in county-wide committees and monthly intra-department safety equipment reviews that look at all aspects of a firefighters safety equipment and the ever changing industry standards throughout the

country. With this purchase, San Bruno Fire personnel will now have SCBA equipment that is standardized with neighboring jurisdictions within San Mateo County. This is essential when mitigating large multi-jurisdictional emergencies where standardized equipment can be utilized amongst personnel from all responding agencies. The Department's newly purchased 30-minute air cylinders and new harness/regulators and masks will offer the best and safest alternative for day to day protection and operations of fire personnel.

In compliance with the State Contract Code, the Fire Department utilized bids from FireRescue GPO/NPP. FireRescue GPO is a program of NPPGov, a national cooperative purchasing organization, serving government and non-profit organizations. Members have access to publicly solicited contracts specific to their industry, saving time and money in the procurement process.

The lowest responsive and responsible bidder within the process with the most reliable and durable product was Municipal Emergency Services from San Diego, California. Their total bid amount of \$149,993 is within the appropriated \$150,000 approved in the 2016-17 CIP Equipment Reserve Budget. If the City Council authorizes the purchase, delivery is guaranteed within 60 days.

FISCAL IMPACT:

The amount of \$150,000 was approved in the adopted FY 2016-17 Capital Improvement Program Budget for the purchase of the SCBA equipment.

ALTERNATIVES:

1. Do not purchase new SCBA equipment and continue to use current SCBA units.
2. Defer purchase to 17/18 fiscal year.

RECOMMENDATION:

Adopt resolution authorizing purchase of Self-Contained Breathing Apparatus (SCBA) equipment from Municipal Emergency Services in the amount of \$149,993.

ATTACHMENTS:

1. Resolution
2. Approved 2016-17 Equipment Replacement CIP Budget Description

REVIEWED BY:

___Fin

___ACM

___CM

RESOLUTION NO. 2016- ____

**ADOPT RESOLUTION AUTHORIZING THE PURCHASE OF
SELF CONTAINED BREATHING APPARATUS EQUIPMENT FROM
MUNICIPAL EMERGENCY SERVICES, IN THE AMOUNT OF \$149,993**

WHEREAS, the replacement of emergency equipment is necessary due to constant usage causing the equipment to become inefficient and unreliable; and

WHEREAS, the City Council appropriated \$150,000 for the purchase of SCBA equipment as part of the 2016-17 Capital Improvement Program Budget and;

WHEREAS, following extensive research and part of a second and final stage, staff identified harness/regulators and masks as the best alternative to replace existing SCBA equipment; and

WHEREAS, Municipal Emergency Services of San Diego, California provided a competitive bid for harness/regulator and mask replacement; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the purchase of self-contained breathing apparatus equipment from Municipal Emergency Services, in the amount of \$149,993 from the Equipment Reserve Account.

Dated: September 27, 2016

ATTEST:

Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 13th day of September 2016 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

2016-17 Equipment Replacement Acquisition Descriptions

General Fund Equipment

Fire

SCBA Harnesses - 30 (703-1560-8014) \$150,000

Replacement of 30 self-contained breathing apparatus (SCBA) harnesses is the second phase of a two-part purchase to replace aging SCBA equipment. In the 2015-16 budget, Council approved \$45,000 to replace 60 SCBA bottles which were recently purchased and put into service. The SCBA harnesses are aging, obsolete, and in need of constant repair. This will complete the Department's purchase of SCBA equipment which are critical in protecting firefighters whenever they enter dangerous and toxic atmospheres.

Thermal Imaging Cameras - 2 (703-1560-8014) \$20,000

The department needs to replace two aging cameras that have exceeded their life span and become unreliable. The TIC cameras allow fire companies to detect heat in all fire operations. They are especially helpful in finding heat sources in extreme fire conditions and on investigations when fire might be hidden in areas within the wall, ceilings and attics.

Zetron Station Alerting System (703-1560-8014) \$60,000

The Zetron alerting system is the emergency dispatch system that alerts the stations whenever emergency calls are dispatched through county communications. The current alerting system is over 50 years old and needs replacing as part of a countywide replacement program approved by the County Fire Chiefs in 2013. Funding was initially approved in the 2014-15 fiscal year but the county contractor was behind schedule and it was not carried over to the 2015-16 budget year. The contractor is back on track and San Bruno's Stations No. 51 and No. 52 are on the list to receive their upgrades during the 2016-17 fiscal year.

Parks

Brush Chipper (703-1560-8014) \$30,000

Replacement of a 2003 Vermeer chipper, which is used by the tree maintenance crews to chip brush and small diameter trees. This chipper will be replaced by a similar Vermeer chipper.

Stump Grinder – 2 (703-1560-8014) \$50,000

Replacement of two Vermeer stump grinders, which are used by the tree maintenance crews to grind tree and brush stumps below grade. The two stump grinders will be replaced by similar Vermeer stump grinders, estimated at \$25,000 per unit for a combined \$50,000.



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: September 27, 2016
TO: Honorable Mayor and Members of the City Council
FROM: Jimmy Tan, Public Services Director/City Engineer
SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Contract with MIG, Inc. for the Development of an ADA Self Evaluation and Transition Plan in an Amount Not to Exceed \$179,710

BACKGROUND:

The Americans with Disabilities Act (ADA), the world's first comprehensive civil rights law for people with disabilities, was enacted on July 26, 1990. The ADA is a companion civil rights legislation to the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. The ADA prohibits discrimination on the basis of disability in the following five areas:

1. Title I: Employment
2. Title II: State and Local Government
3. Title III: Public Accommodations
4. Title IV: Telecommunications
5. Title V: Miscellaneous Provisions

Title II mandates that a public entity such as the City of San Bruno operates the service, program or activity that is readily accessible to and usable by individuals with disabilities. Title II dictates that a public entity must also evaluate its service, policies and practices to determine whether they are in compliance with the nondiscrimination requirement of the ADA. The regulations detailing compliance requirements were issued in July 1991. One important way to ensure that Title II's requirements are being met is through self-evaluation, which is required by the ADA regulations. A self-evaluation is a public entity's assessment of its current policies and practices which enables local governments to pinpoint the facilities, programs and services that must be modified or relocated to ensure that local governments are complying with the ADA. The self-evaluation is required to identify and correct the policies and practices that are inconsistent with Title II of the ADA. The agency must then proceed to make the necessary changes resulting from the self-evaluation.

The ADA also requires that a transition plan be prepared to describe any structural or physical changes required for individuals with disabilities. The plan is to identify physical obstacles in the agency's facility that limit the accessibility to individuals with disabilities, describe in detail the methods that will be used to make the facilities accessible, specify the schedule for taking the steps necessary to achieve compliance, and indicate the official responsible for implementation of the plan. In addition to these requirements, in the event that that agency has responsibility or authority over streets, roads, or walkways, the transition plan is to include a schedule for providing curb ramps or other sloped areas where pedestrian walks. The development of a Transition Plan is a requirement of the federal

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regulations implementing the Rehabilitation Act of 1973, which require that all organizations receiving federal funds make their programs available without discrimination toward people with disabilities.

The City has continued to comply with all ADA regulations with improvement projects like the Sidewalk Repair Program and installation of accessible curb as part of the Pavement Management Program as well as facility improvement projects such as the Senior Center bathroom upgrades. The purpose of the ADA Self Evaluation and Transition Plan is to allow the City to conduct a comprehensive analysis of all City facilities. The Plan acts as a guidance document for the City to continue to meet federal ADA standards. Facilities include, but are not limited to, public buildings, parks, parking lots, sidewalks, and intersections. A realistic and feasible Transition Plan will address any City facilities that are out of compliance to bring them up to current ADA standards.

DISCUSSION:

The City issued a Request for Proposals (RFP) for professional services to develop the ADA Self Evaluation and Transition Plan in May 2016 and received the following four proposals:

FIRM	PROPOSAL AMOUNT
1. SZS Consulting Group, LLC	\$147,715
2. MIG, Inc.	\$179,710
3. Sally Swanson Architects, Inc.	\$199,180
4. Recreation Accessibility Consultants, LLC	\$474,909

Staff from Public Services, Community Services, and Community Development reviewed the submitted proposals to determine the firm that has the qualification and experience to complete the project. Staff is recommending an award to MIG, Inc. based on the following criteria:

- Project understanding and innovative approach
- Qualifications and experience of the project manager and team
- Qualifications relating to development of ADA Self Evaluation and Transition Plans
- Familiarity with current ADA standards and requirements.

Although SZS Consulting submitted a lower cost proposal amount, MIG demonstrated a broader range of ADA planning experience in completing over 100 ADA Transition Plans compared to 50 for SZS. MIG also has the knowledge, qualifications, and experience, having completed similar local projects for the Cities of South San Francisco, Burlingame, Los Altos, and Cupertino. The five reference checks provided by MIG all responded that their respective projects were completed on time, within budget, and met or exceeded the expectations of the project.

The scope of work includes review of City's policies and standards, conducting facility evaluations, full barrier assessment reports of City buildings and public rights-of-way, conducting evaluation of pedestrian facilities in public right-of-way, conducting public workshop, Transition Plan recommendations for facilities out of ADA compliance, establishing a database to log and track deficiencies, and cost projections for proposed

remedies. Throughout the assessment and development process, MIG will also be conducting public outreach and holding community meetings for interested residents and business owners. MIG will also administer the required City staff trainings.

For the project schedule, staff estimates that it will take approximately one year to complete the scope of work and another three months for adoption of the Transition Plan, for an estimated project completion by December 2017. The City will create an ADA Self Evaluation and Transition Plan webpage that will provide updates to the project and have links to public draft documents and eventually the final adopted Transition Plan.

FISCAL IMPACT:

Development of the ADA Self Evaluation and Transition Plan is included in the adopted 2016-21 Capital Improvement Program (CIP) budget under the Accessible Pedestrian Ramps at Various Locations project in Streets Capital. The CIP project currently has \$295,011 in available funding. MIG's proposed cost for this project is \$179,710. No additional funding appropriation is being requested.

ALTERNATIVES:

1. Do not authorize award of this contract and defer the project. City facilities will continue to operate but may have certain areas that need ADA improvements.
2. Direct staff to choose a different design firm from the submitted proposals.
3. Request staff to issue a new request for proposals.

RECOMMENDATION:

Adopt Resolution authorizing the City Manager to execute a contract with MIG, Inc. for the development of an ADA Self Evaluation and Transition Plan in an amount not to exceed \$179,710.

ATTACHMENTS:

1. Resolution

DATE PREPARED:

September 22, 2016

DISTRIBUTION:

None.

REVIEWED BY:

____ CM
____ ACM
____ FIN

RESOLUTION NO. 2016 - ____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH MIG, INC. FOR THE DEVELOPMENT OF AN ADA SELF EVALUATION AND TRANSITION PLAN IN AN AMOUNT NOT TO EXCEED \$179,710

WHEREAS, Title II the Americans with Disabilities Act of 1990 (ADA) (42 USC – 12101) requires government entities to ensure all public facilities are accessible to persons with qualifying disabilities; and

WHEREAS, the ADA also requires government entities to perform a self evaluation of public facilities and develop an ADA Transition Plan for facilities that are out of compliance; and

WHEREAS, the City has solicited requests for proposals for the development of an ADA Self Evaluation and Transition Plan and received four proposals; and

WHEREAS, MIG, Inc. was determined to be the most qualified and experienced firm; and

WHEREAS, the ADA Self Evaluation and Transition Plan project is part of the adopted 2016-21 Capital Improvement Program budget under the Accessible Ramps at Various Locations project.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby authorizes the City Manager to execute a contract with MIG, Inc. for the development of an ADA Self Evaluation and Transition Plan in an amount not to exceed \$179,710.

Dated: September 27, 2016

ATTEST:

Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 27th day of September 2016 by the following vote:

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



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: September 27, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Kerry Burns, Community Services Director

SUBJECT: Adopt Resolution Accepting the Draft Earl-Glenview Park Master Plan and Approving the Preferred Park Design Concept

BACKGROUND:

The September 9, 2010 PG&E gas pipeline explosion and fire in the Crestmoor Neighborhood which took eight precious lives and destroyed 38 homes and damaged many more also destroyed the neighborhood park located at the intersection of Glenview Drive and Earl Avenue. As part of the Crestmoor Neighborhood reconstruction, up to \$1,750,000 was allocated from the Crestmoor Trust Fund to build a new neighborhood park. Over the past seven months, City staff and representatives from the design firm hired by the City, MIG, Inc., have conducted an extensive community engagement process with the residents of the neighborhood leading to the development of the Draft Earl-Glenview Park Master Plan (attached). Once approved by the City Council, this design vision will serve as the foundation for the preparation of the detailed drawings and documents which will be used for project bidding and construction.

DISCUSSION:

The location of the new Earl-Glenview Park is significantly larger in size than the original park footprint. This offers the opportunity to provide more amenities, play areas and, open spaces. Only a very small portion of the original park footprint currently remains following the post-pipeline explosion infrastructure reconstruction. The park site now encompasses three residential parcels along Claremont Drive at Glenview Drive comprising approximately 14,500 square feet, known as the east site, and one residential parcel at the intersection of Glenview Drive and Earl Avenue comprising approximately 5,700 square feet, known as the west site, for total park space of approximately one-half acre.

To conduct the neighborhood conversations and solicit input and suggestions for the park design, staff and MIG, Inc. commenced a multi-step process of data collection, analysis, meeting facilitation, and design. During the inventory and analysis phase, the park site was evaluated to assess conditions such as utility locations, features of the parcels including site conditions and views, traffic and pedestrian circulation into and around the park site, access points into the park site, locations of adjacent uses and neighbors and, existing patterns of activity in the areas surrounding the park site. This needs assessment included consideration of park design best practices and existing City of San Bruno park amenities and standards for other neighborhood parks throughout the community.

Following this initial evaluation, on February 2, 2016, March 21, 2016 and May 12, 2016, residents of the Crestmoor Neighborhood were invited to attend meetings with staff and the park

design firm to provide input on their preferred design and amenities for their future neighborhood park. At the first meeting, residents were asked to articulate their vision for the park and to share concerns regarding neighborhood impacts, safety and, maintenance. They were also asked for their preferences on placement of various park elements such as play areas and features for young children, teens and adults, social and gathering areas, spaces for solitude and quiet contemplation and, open space and natural elements. The meeting notes summarizing the discussion and input provided at this meeting may be found in Attachments A of the Draft Master Plan.

At the second neighborhood meeting, break-out groups were created to discuss a preferred park design layout by placing color-coded pieces of paper on a site map which represented park features. The qualities and considerations discussed at the first community meeting were considered during this exercise at this second meeting. Again, a detailed overview of the discussion of this second meeting may be found in Attachment B to the Draft Master Plan.

Between the second and third neighborhood meetings, MIG, Inc. developed three concept plans (referred to as 1, 2 and 3), reflecting in different ways, the interest and ideas shared by the Crestmoor Neighborhood at the first two community meetings. At the third and final community meeting, these three concept plans were introduced. Meeting participants were asked to select a preference concept and to express issues and questions regarding their preferred concept. 10 of the 14 meeting participants preferred the layout of the park as depicted in Concept 2 and provided additional suggestions related to layout and amenities. Attachment C to the Draft Master Plan provides a summary of the discussion at this May 12, 2016 meeting.

Following the three community meetings, the three design concepts were placed on the City's website. A letter was sent to all residents of the Crestmoor Neighborhood inviting further review and input to City staff. Input was received from several residents who also, by majority, expressed a preference for Concept 2.

The Draft Earl-Glenview Park Master Plan was developed through this multi-step process outlined above. Following the community engagement process, MIG, Inc. developed the final preferred conceptual plan which took Concept 2 and integrated into it the comments and suggestions provided by the Crestmoor Neighborhood. This preferred plan may be located on pages 17 and 18 of the Draft Master Plan. The proposed park vision provides:

- An overlook with seating, paving and a view of the Crestmoor Canyon;
- Play space with active play equipment and a rubber play surface;
- Serves as a neighborhood gateway with signage, heritage trees, scored toned paving and, seating;
- Drought-tolerant plant material and a space for open play;
- A neighborhood square with seating, picnic tables and, scored toned paving;
- Play space for children ages 2-5 with low fencing, seating, a rubber play surface and play equipment;
- An urban forest buffer area adjacent to two homes with vertical tree plantings and low maintenance ground cover;
- An adventure course with toned paving and four-foot wide path;
- Flexible event space; and,
- Area for possible use as a sports court with seat wall and park overlook.

In summary, the preferred plan defines spaces for play, socializing, solitude and, includes open space and natural elements. The park will serve as a neighborhood focal point. As such, it was important to the Crestmoor Neighborhood that design elements not be included which would make it a destination park. To preserve its role as a neighborhood park, amenities such as barbeques and dog park features were deliberately not included.

One feature generated significant conversation during the community meetings was the proposed inclusion of a basketball court on the west site. Neighbors express both a strong preference in support for and in opposition of this feature. Those in support were interested in incorporating into the park a play area to attract neighborhood teens and space for parents and children to play basketball. Those in opposition expressed concern about late night disruptive behavior and noise which might be generated by a basketball game. To strike a middle ground, the preferred concept includes a sports court on the west site. This space is not a basketball court but rather a space for a basketball hoop standard and is proposed to be smaller in size than a basketball half-court.

At this conceptual stage, it is estimated the design of the park will be approximately \$90,000 and construction cost for the park will be approximately \$1.25 million. Through the next stage of the park planning process, specific finishes, materials, elements and, equipment will be determined. This process will produce a more refined cost estimate for the park's construction. Staff is currently seeking proposals from qualified architectural design services and will seek City Council award of a contract to the recommended design firm at its Regular City Council Meeting on October 25, 2016. Future meetings regarding the details of the park design with the neighborhood and Parks and Recreation Commission will occur at the 60 percent and 90 percent design drawing phase prior to the project going out for construction bids.

With regard to maintenance of the park, it is currently estimated 2-3 staff hours per day will be necessary to maintain the park, depending on the season and final selection of materials. Presently, the annual maintenance cost, which includes labor, supplies and equipment, is estimated at \$70,000, not including irrigation/water or electricity costs. These quantities will be refined through the more detailed design phase of the project.

Pending the City Council's approval of the Draft Master Plan for the Earl-Glenview Park, it is anticipated project design will be completed in early 2017 and that award to be followed by City Council approval of a construction contract in April 2017. Actual park construction will take approximately six months.

The Parks and Recreation Commission has been actively involved during the community engagement and concept design phase. Representatives from the Parks and Recreation Commission Earl-Glenview Park Subcommittee, Commissioners Laura Davis, Lorry Greenberg and, Lucy Zamattia, were in attendance at the community meetings and have provided periodic updates at Regularly Scheduled meetings of the Parks and Recreation Commission.

At the Parks and Recreation Commission's Regular Meeting on September 21, 2016, the Commission reviewed the Draft Master Plan and solicited input from residents in attendance from the Crestmoor Neighborhood. Eight residents spoke during oral communication. Primarily residents expressed their overall favorable view of the process and preferred design concept. Several spoke about their concerns over the basketball hoop feature, both in support and opposition. During the Commission's deliberations, it indicated it was pleased with the process

leading to the development of the Draft Master Plan and liked the wide-range of element, complementing park features and, care taken in the park's design to buffer park noise and activities from adjacent neighbors. Concern was expressed by several Commissioners regarding pedestrian safety when crossing Glenview Drive to move between the west and east park sites. Commissioners were divided on the question regarding the basketball hoop feature, some opposing its inclusion while others supported the feature as a means to attract teens to the park. In an 8-1 vote, the Parks and Recreation Commission recommended the preferred park concept to the City Council. The Commissioner who voted in opposition to the Draft Master Plan was not expressing opposition to the park or its elements. Rather, the Commissioner expressed a preference for the sports court to be located on the east site rather than the west site. The Commission expressed its awareness of cost, safety and, noise and asked these concerns be addressed throughout the design process.

Given the neighborhood and Commission discussion regarding whether or not a sports court should be included on the west site portion of the park area the City Council may want to consider providing direction on this topic at the time it considers award of a contract for design of the park currently anticipated in Fall 2016.

FISCAL IMPACT:

None. The design and construction of the park is budgeted in the Fiscal Year 2016-17 Capital Improvement Program Budget utilizing Crestmoor Trust Funds.

ALTERNATIVES:

1. Direct staff to engage in a different process to solicit community input on the creation of a conceptual design for the new the Earl-Glenview Park.
2. Direct staff to develop additional or alternative park features and design for further review and input by the Crestmoor Neighborhood and Parks and Recreation Commission.

RECOMMENDATION:

Adopt the resolution accepting the Draft Earl-Glenview Park Master Plan and approving the preferred park design concept.

ATTACHMENTS:

1. Resolution
2. Draft Earl-Glenview Park Master Plan

DISTRIBUTION:

None.

DATE PREPARED:

September 22, 2016

RESOLUTION NO. 2016 –

**RESOLUTION ACCEPTING THE DRAFT EARL-GLENVIEW PARK MASTER PLAN
AND APPROVING THE PREFERRED PARK DESIGN CONCEPT**

WHEREAS, the September 9, 2010 PG&E gas pipeline explosion and fire in the Crestmoor Neighborhood which took eight precious lives and destroyed 38 homes and damaged many more also destroyed the neighborhood park located at the intersection of Glenview Drive and Earl Avenue; and

WHEREAS, as part of the Crestmoor Neighborhood reconstruction, up to \$1,750,000 was allocated from the Crestmoor Trust Fund to build a new neighborhood park; and

WHEREAS, an extensive community engagement process was conducted with the residents of the neighborhood leading to the development of the Draft Earl-Glenview Park Master Plan which serves as the design vision and foundation for the preparation of the detailed drawings and documents which will be used for project bidding and construction; and

WHEREAS, the location of the new Earl-Glenview Park is significantly larger in size than the original park footprint offering the opportunity to provide more amenities, play areas and, open spaces with the park site now encompassing three residential parcels along Claremont Drive at Glenview Drive comprising approximately 14,500 square feet, known as the east site, and one residential parcel at the intersection of Glenview Drive and Earl Avenue comprising approximately 5,700 square feet, known as the west site, for total park space of approximately one-half acre; and

WHEREAS, a multi-step process was commenced of data collection, analysis, meeting facilitation, and design in which the park site was evaluated to assess conditions such as utility locations, features of the parcels including site conditions and views, traffic and pedestrian circulation into and around the park site, access points into the park site, locations of adjacent uses and neighbors and, existing patterns of activity in the areas surrounding the park site.

WHEREAS, consideration was given of park design best practices and existing City of San Bruno park amenities and standards for other neighborhood parks throughout the community; and

WHEREAS, on February 2, 2016, March 21, 2016 and May 12, 2016, residents of the Crestmoor Neighborhood were invited to attend meetings to provide input on their preferred design and amenities for their future neighborhood park.

WHEREAS, at the first meeting, residents were asked to articulate their vision for the park and to share concerns regarding neighborhood impacts, safety and, maintenance as well as their preferences on placement of various park elements such as play areas and features for young children, teens and adults, social and gathering areas, spaces for solitude and quiet contemplation and, open space and natural elements; and

WHEREAS, at the second neighborhood meeting, break-out groups were created to discuss a preferred park design layout by placing color-coded pieces of paper on a site map

which represented park features based on considerations discussed at the first community meeting; and

WHEREAS, between the second and third neighborhood meetings, three concept plans (referred to as 1, 2 and 3) were developed, reflecting in different ways, the interest and ideas shared by the Crestmoor Neighborhood at the first two community meetings; and

WHEREAS, at the third and final community meeting, these three concept plans were introduced and meeting participants were asked to select a preference concept and to express issues and questions regarding their preferred concept; and

WHEREAS, 10 of the 14 meeting participants preferred the layout of the park as depicted in Concept 2 and provided additional suggestions related to layout and amenities; and

WHEREAS, following the three community meetings, the three design concepts were placed on the City's website and a letter was sent to all residents of the Crestmoor Neighborhood inviting further review and input; and

WHEREAS, the Draft Earl-Glenview Park Master Plan was developed through this multi-step process with the final creation of the preferred conceptual plan which took Concept 2 and integrated into it the comments and suggestions provided by the Crestmoor Neighborhood;

WHEREAS, the preferred plan may be located on pages 17 and 18 of the Draft Master Plan and provides:

- An overlook with seating, paving and a view of the Crestmoor Canyon;
- Play space with active play equipment and a rubber play surface;
- Serves as a neighborhood gateway with signage, heritage trees, scored toned paving and, seating;
- Drought-tolerant plant material and a space for open play;
- A neighborhood square with seating, picnic tables and, scored toned paving;
- Play space for children ages 2-5 with low fencing, seating, a rubber play surface and play equipment;
- An urban forest buffer area adjacent to homes with vertical tree plantings and low maintenance ground cover;
- An adventure course with toned paving and four-foot wide path;
- Flexible event space; and,
- Area for possible use as a sports court with seat wall and park overlook; and

WHEREAS, the preferred plan defines spaces for play, socializing, solitude and, includes open space and natural elements, the park will serve as a neighborhood focal point, and as such, was important to the Crestmoor Neighborhood that design elements not be included which would make it a destination park, including amenities such as barbecues and dog park features; and

WHEREAS, one feature generating significant conversation during the community meetings, inclusion of a basketball court on the west site with neighbors expressing both a strong preference in support for and in opposition of this feature; and

WHEREAS, to strike a middle ground, the preferred concept includes a sports court on the west site which is not large enough for a basketball court but rather offers space for a basketball hoop standard and is smaller in size than a basketball half-court; and

WHEREAS, at this conceptual stage, it is estimated the design of the park will be approximately \$90,000 and construction cost for the park will be approximately \$1.25 million; and

WHEREAS, future meetings will be conducted with the neighborhood and Parks and Recreation Commission regarding the details of the park design at the 60 percent and 90 percent design drawing phase; and

WHEREAS, it is currently estimated 2-3 staff hours per day will be necessary to maintain the park, depending on the season and final selection of materials with an annual cost, including labor, supplies and equipment, of \$70,000, not including irrigation/water or electricity costs; and

WHEREAS, it is anticipated project design will be completed in early 2017 and the award of construction contract in April 2017 with completion of the park anticipated in November or December 2017; and

WHEREAS, the Parks and Recreation Commission has been actively involved during the community engagement and concept design phase with representatives from the Parks and Recreation Commission Earl-Glenview Park Subcommittee, Commissioners Laura Davis, Lorry Greenberg and, Lucy Zamattia, in attendance at the community meetings and provided periodic updates at Regularly Scheduled meetings of the Parks and Recreation Commission; and

WHEREAS, at the Parks and Recreation Commission's Regular Meeting on September 21, 2016, the Commission reviewed the Draft Master Plan and solicited input from residents in attendance from the Crestmoor Neighborhood; and

WHEREAS, eight residents spoke during oral communication and expressed their overall favorable view of the process and preferred design concept, with several residents expressing concern over the basketball hoop feature, both in support and opposition; and

WHEREAS, during the Commission's deliberations, it indicated it was pleased with the process leading to the development of the Draft Master Plan and liked the wide-range of element, complementing park features and, care taken in the park's design to buffer park noise and activities from adjacent neighbors;

WHEREAS, concern was expressed by several Commissioners regarding pedestrian safety when crossing Glenview Drive to move between the west and east park sites and Commissioners were divided on the question regarding the basketball hoop feature, some opposing its inclusion while others supported the feature as a means to attract teens to the park; and

WHEREAS, in an 8-1 vote, the Parks and Recreation Commission recommended the preferred park concept to the City Council with the Commissioner who voted in opposition to the Draft Master Plan expressing support for the Master Plan but a preference for the sports court to be located on the east site rather than the west site; and

WHEREAS, the Commission expressed its awareness of cost, safety and, noise and asked these concerns be addressed throughout the design process; and

WHEREAS, the design and construction of the park is budgeted in the Fiscal Year 2016-17 Capital Improvement Program Budget utilizing Crestmoor Trust Funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Bruno adopt a resolution accepting the Draft Earl-Glenview Park Master Plan and approving the preferred park design concept.

Dated: September 27, 2016

ATTEST:

Carol Bonner, City Clerk

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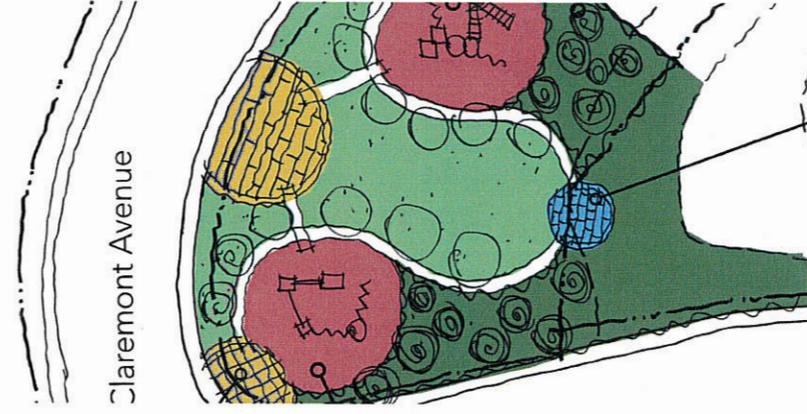
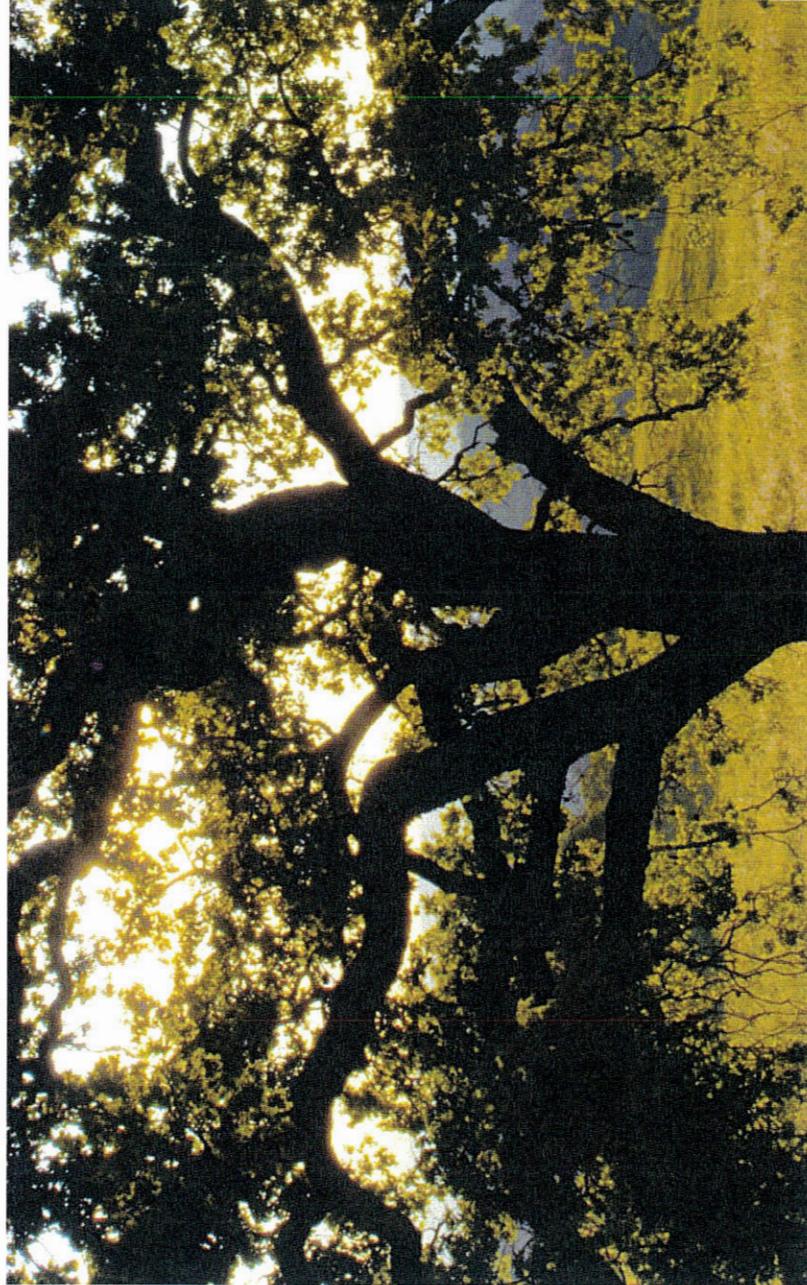
I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 27th day of September by the following vote:

AYES: COUNCILMEMBERS: _____

NOES: COUNCILMEMBERS: _____

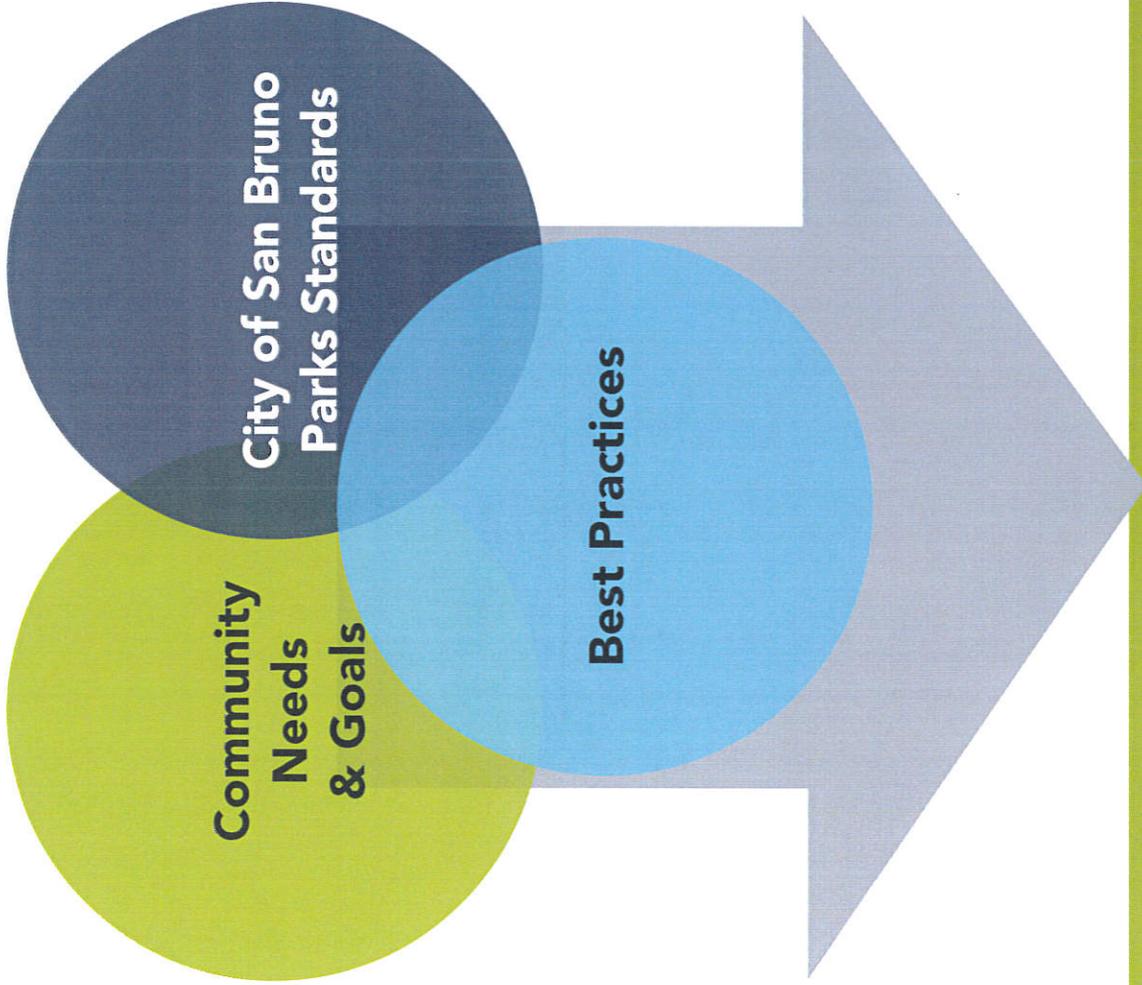
ABSENT: COUNCILMEMBERS: _____

Draft Earl-Glenview Park Master Plan



September 2016





DESIGN PROCESS

A consultant team, MIG Inc., was hired by the City of San Bruno to work with the community and City staff to create a Master Plan for the Earl-Glenview Park site. The consultant team started the process with a blank slate. The Master Plan was developed through a community-driven process that included:

1. Inventory and Analysis
2. Community Engagement
3. Conceptual Plans
4. Final Master Plan

The findings of this process and resulting Park Master Plan are included in the following pages of this report.

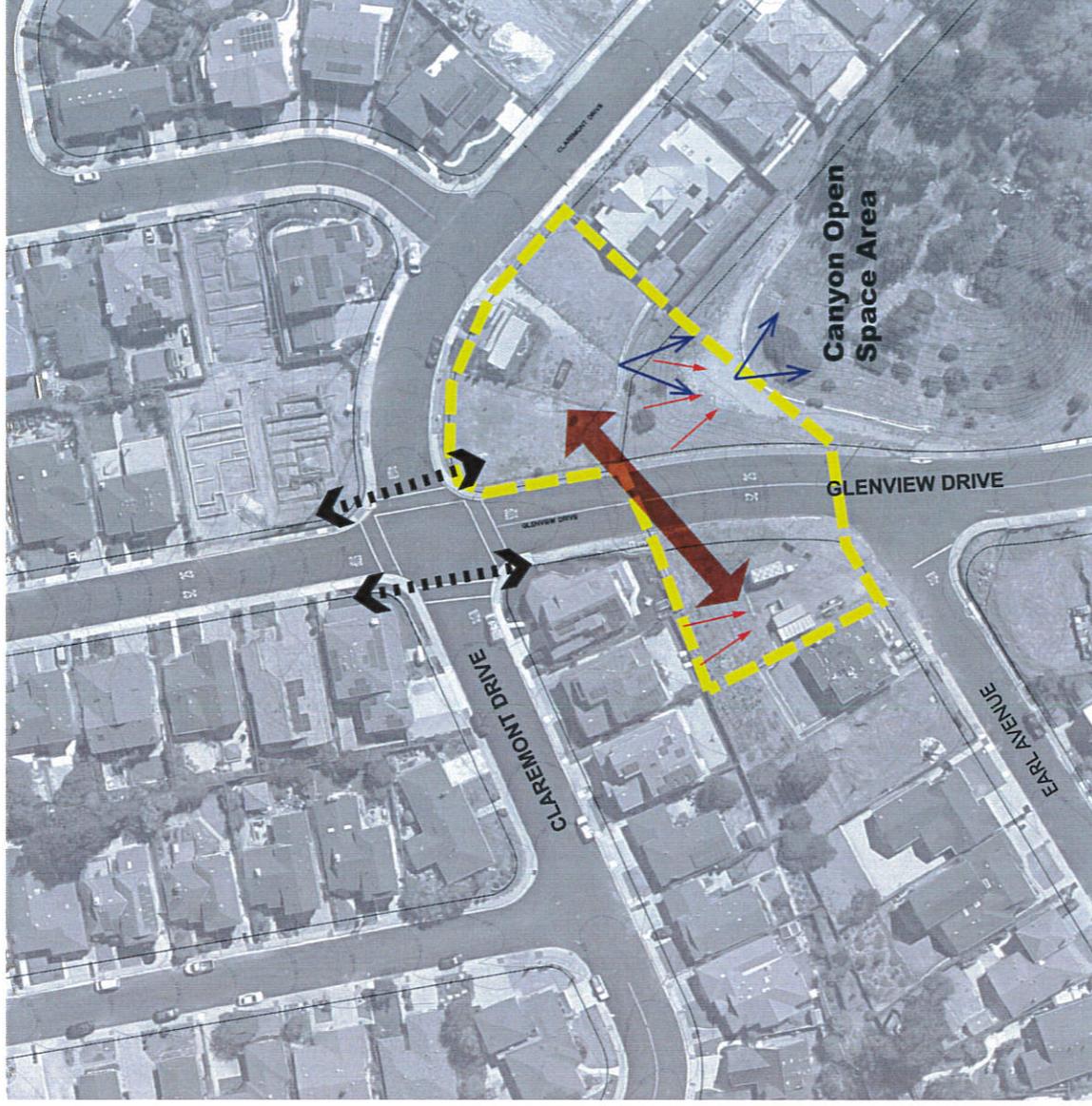
EARL-GLENVIEW PARK MASTER PLAN

Inventory and Analysis

EXISTING CONDITIONS

The consultant team analyzed the existing site features of the park site and the surrounding context. The park planning area includes two potential park sites. The larger of the two is on the east corner of Claremont Drive and Glenview Drive. A second smaller site is located on the west side of Glenview Drive at Earl Avenue across from the larger site. The park planning areas are bordered by two streets, residences, and the Crestmoor Canyon Open Space Area. The consultant team evaluated the existing vegetation—primarily grasslands and trees—and the hazards and amenities existing on the site. The site evaluation considered the following:

- Utilities
- Views into and out of the park planning area
- Pedestrian and vehicle circulation into and around the park planning area
- Access to the park
- Potential noise impact on neighbors
- Existing site use patterns



NEEDS ASSESSMENT

The consultant team evaluated the needs of the community, considering the existing amenities in the neighborhood. A review of neighborhood parks in San Bruno provided a framework for the types of amenities that are expected by residents and managed and maintained by the City of San Bruno. Consistency across the City's neighborhood parks supports efficient maintenance and will help establish the Earl-Glenview Park as a neighborhood park that primarily serves the surrounding community.

The consultant team also brought to the planning process their knowledge of statewide and national best practices in park design. These best practices reflect the latest research and success stories related to play, fitness, social spaces, and passive recreation. A growing body of research underscores the mental and physical health benefits of outdoor play and recreation for both children and adults. The amenities within a park influence users' level of activity.^{1&2} Parks with play environments and paths encourage higher levels of activity. A park that offers layered and varied spaces for physical activity will be used more by a wider variety of people with different interests and skills.³ Great park design encourages park use. Landscaping, signage, and well maintained spaces draw people to parks.

Research shows that simply from interacting with nature, people experience a range of benefits including, "reduced levels of attention deficit in children, improved cognitive ability, reduced aggressive behavior, and a general recharge of the brain."³ In addition to the health benefits, natural park elements provide ecosystem services including habitat, stormwater management, erosion prevention, and air quality regulation. The provision of these ecosystem services in Earl-Glenview Park is especially important given its unique location next to Crestmoor Canyon.



1 Robert Wood Johnson Foundation. "Parks, Playgrounds and Active Living," February 2010.

2 Cohen, Deborah A., et al. "The First National Study of Neighborhood Parks." American Journal of Preventive Medicine, 2016.

3 Harnik, Peter and Welle, Ben, "From Fitness Zones to the Medical Mile: How Urban Park Systems Can Best Promote Health and Wellness," The Trust for Public Land, 2011.



Community Engagement & Design

Through a series of workshops held on February 2, 2016, March 21, 2016 and May 12, 2016, residents of the Crestmoor Neighborhood came together to shape the future Earl-Glenview Park. Workshop participants included both long-time and new residents who ranged from elementary school age to retirees. Complete summaries of each meeting are included as attachments.

ENVISIONING THE FUTURE EARL-GLENVIEW PARK

At the first workshop, community members established their visions for the future Earl-Glenview Park. In small groups, participants discussed their issues and concerns related to the park and brainstormed the type of experiences and spaces that they envisioned for the future park. There

was a general agreement among participants that the park should include active and passive areas along with an area for solitude and contemplation where a commemorative feature could be located. Community members wanted a park that serves as gathering space for the neighborhood and is a safe and fun place for all ages to enjoy.

Issues and concerns included:

Neighborhood Impacts: Community members wanted the park to remain a neighborhood park and not a destination park that would attract city-wide users. They discussed the potential impact of certain types of park activities on the abutting neighbors and agreed that the park design should limit and mitigate park sounds and lights. It was suggested that increased traffic could be limited through improved bicycle and pedestrian connections to the park.

Safety: Safety was a top priority for most workshop participants and concerns ranged from protecting children from street traffic to visibility into the park. Community members desired a park that is open and well-lit to deter unwanted activities.

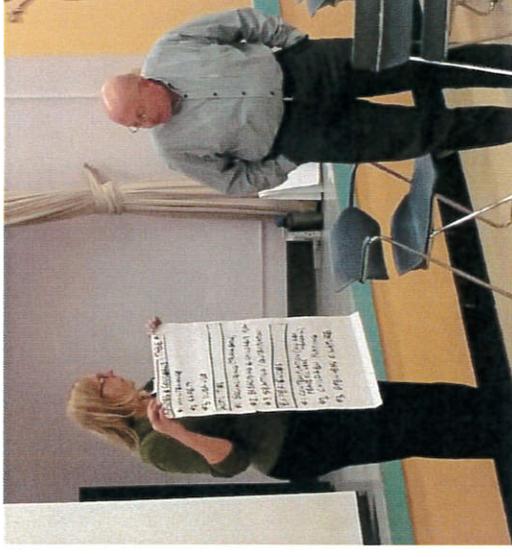
Maintenance: Community members desired low-maintenance drought tolerant native plantings and vandal resistant materials.

Priority Park Elements included:

Participants identified four priority elements that they wanted to see included in the park and carefully considered preferred approaches and locations for each one.

Play: Community members expressed that the park should include engaging, fun, and creative play environments for all ages. There was also interest in creating opportunities for multi-generational play through activities. There was a desire for flexible grassy areas that are designed to encourage informal play and relaxation and to discourage organized sports.

Social: Community members considered social areas an important element of the park. During the community workshops, participants expressed preferences for a variety of social spaces, including



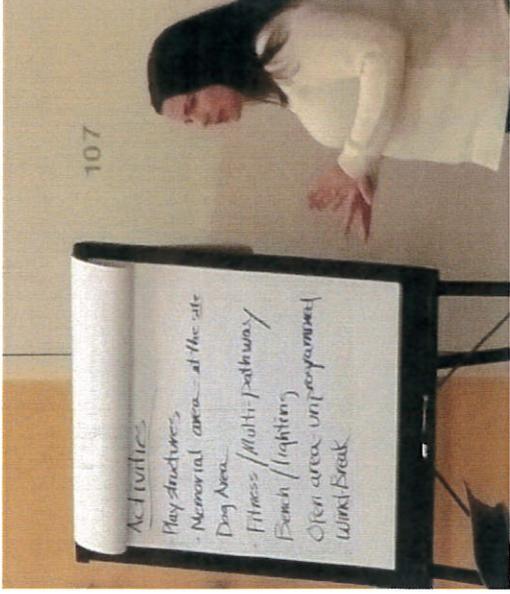
an area for leashed dogs, a safe and appealing space for teens to gather, and a place where parents have a view of their children playing. Workshop participants also expressed interest in gathering spaces that provide a covered or enclosed structure and benches and tables designed for conversation, socializing, and eating.

Solitude: Workshop participants emphasized that it is important for the park to include a space for solitude and reflection to commemorate and reflect upon the tragedy experienced by the neighborhood. Community members were interested in integrating interpretive elements that commemorate the lives lost. Many workshop participants suggested that the area of solitude should take advantage of the natural aspects of Crestmoor Canyon to create a calming space.

Open Spaces and Natural Elements: Community members wanted opportunities to experience the sights and sounds of the canyon from Earl-Glenview Park. Community members also expressed interest in the park's landscaping featuring native plants and trees.

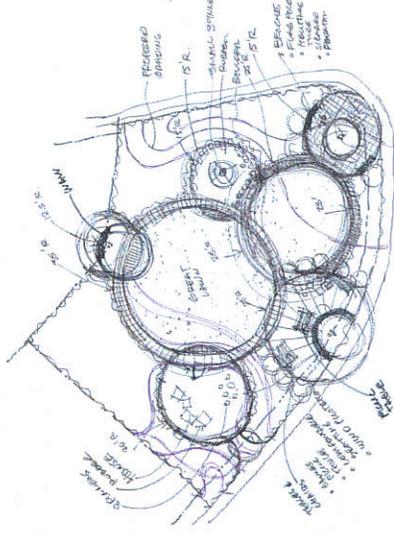
CONCEPTUAL SITE PLANNING

During Workshop 2 participants worked in small groups to identify the size and placement of the priority park elements within the planning area. The groups created their preferred park design using color-coded pieces of paper that represented programmatic elements. Participants were asked to consider the site constraints and issues and concerns discussed at Workshop 1 and identified by the previous workshop participants and the consultant team. The resulting conceptual site plans emphasized the desire for a park with a variety of amenities for a range of age and abilities. Workshop participants preferred that the play areas be separated by age group but connected by trails and other features. Participants focused most of the programmatic elements on the east park site, suggesting that a teen gathering area could be placed on the west site.



The design team translated the site plans created by Workshop 2 participants into three conceptual site plan alternatives (see page 9). The conceptual plans provided a range of options for the locations and relationships—separation and adjacency—of the programmatic elements. The three conceptual site plan alternatives responded to the following considerations:

- Efficient maintenance
- Safety of both the park users and the neighborhood
- Accessibility
- User experience
- Different age groups
- Privacy for neighbors
- Pedestrian circulation
- Relationship of amenities: separation and adjacency
- Street crossings
- Park entry points aesthetics and experience
- Multi-functional and multipurpose spaces
- User comfort and protection from the elements (wind and sun)
- Site and neighborhood history
- Views into and from the site
- Balancing competing uses such as socialization and solitude
- Liability for the City of San Bruno
- Durability of park amenities and landscapes
- Current recreation trends
- City of San Bruno park standards
- Consistency with other City neighborhood parks
- Financial constraints

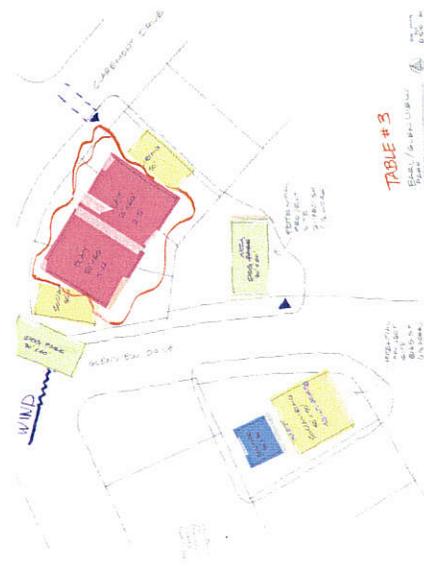
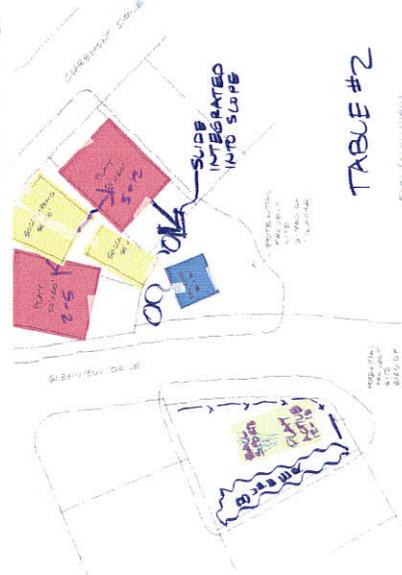
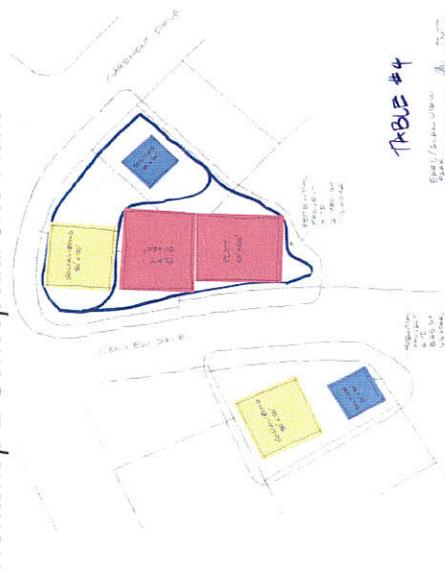


Designer's sketch of the preferred design alternative

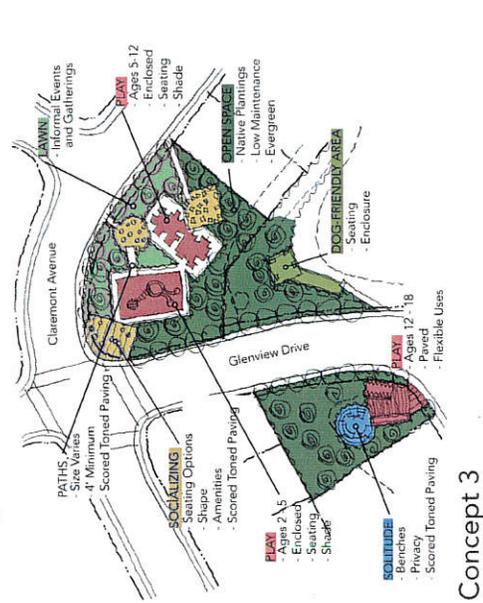
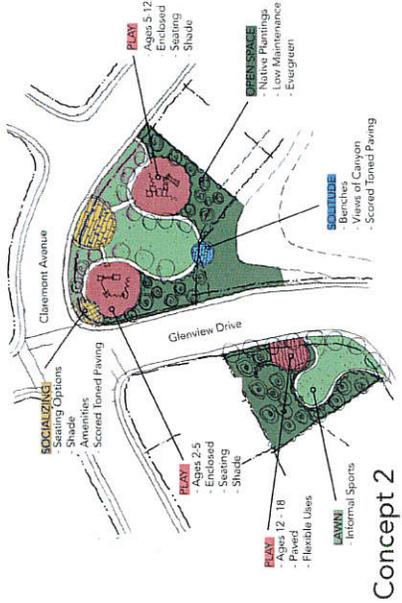
SELECTING A PREFERRED DESIGN

At the third and final workshop, participants voted on which of the three design alternatives was their preferred design. Participants asked questions and contributed their comments about all three of the plan alternatives. Of the three site plans, Concept 2 was strongly supported by participants. The community's preferred site plan is the foundation for the Park Master Plan. The design team studied the community's comments across all of the design alternatives to incorporate the ideas and feedback into the final design.

Workshop 2 Conceptual Site Plans



Site Plan Concepts



FINAL COMMUNITY INPUT

Following the third community workshop, residents were invited to provide additional feedback on the three conceptual site plan alternatives. Following is a summary of input received.

Most of the community members who sent in comments indicated that they preferred Concept 2, with the exception of one resident who preferred Concept 1. Community members emphasized certain elements of the park that they consider priorities, including:

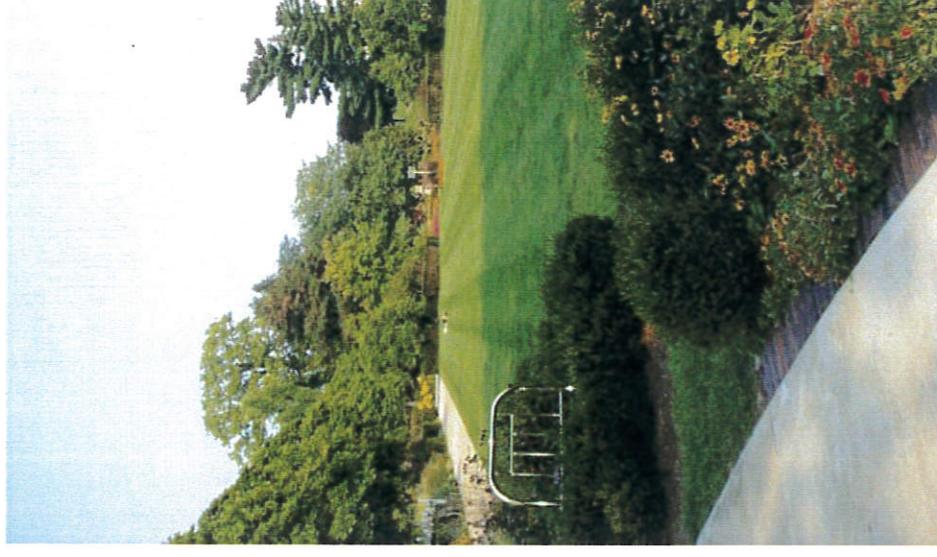
- A commemorative area and place of solitude
- Seating
- A canyon overlook
- A basketball court
- A fence enclosing the play areas
- Grassy areas for play
- A paved path

EARL-GLENVIEW PARK MASTER PLAN

The Final Master Plan balances community needs and goals with City standards and site constraints.

The Master Plan proposes a park that is:

- Buildable with considerations for constructability
- Within budget
- Maintainable
- Offers a high level of user experience
- Functional
- Environmentally sustainable
- Aesthetically pleasing
- Fun and creative



DESIGN PRINCIPLES

The Park Master Plan implements park design guidelines and best practices through context specific solutions. A set of design principles provide overarching guidance for the proposed Earl-Glenview Park.

SAFETY

Goal: Ensure the physical safety of all users.

Play:

- Play structures and surfaces meet all current safety standards.
- Age appropriate and separated play areas for 2-5-year-olds, 6-12-year-olds, and teenagers.

Visual Access:

- Locate amenities and uses with direct visual access from adjacent street and provide clear lines of sight across park.

Accessibility:

- Ensure all paving and amenities are fully accessible to people of all abilities, i.e. there are no trip hazards and picnic tables accommodate users in wheelchairs.

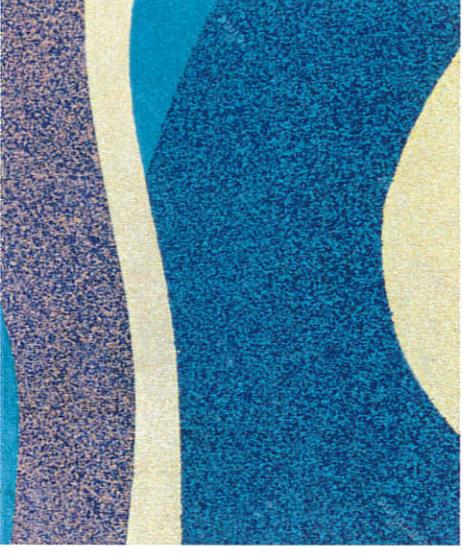
Plantings:

- Select plant species that are not hazardous or poisonous.
- Focus on low growing ground covers and trees with high branches to provide eye level visual access.

SUSTAINABILITY

Goal: Create a park that endures for generations with minimal impacts on the environment.

- **Minimize Impact:** Select materials and proposed activities that do not have significant impacts on the local ecosystem.
- **Water Use:** Select plant species that are native and/or well adapted to San Bruno's climate.
- **Maintenance:** Select materials and propose uses that do not involve significant energy and resources to support and maintain.
- **Durability:** Select materials with long life cycles that do not require frequent replacement.



FLEXIBILITY

Goal: Allow for changes in community preferences, climatic conditions and for the community to use the park in different ways. The park must easily accommodate changes in users and activities.

- **Multituse spaces:** Provide spaces that can easily accommodate a variety of activities, ranging from pick-up ball games to community events.
- **Multituse amenities:** Select play equipment or site furnishings that can be used for a variety of activities.
- **Plan for the future:** Anticipate changes in the use of the park and provide amenities/spaces- that can be easily modified.

SOCIAL INTERACTION

Goal: Create a park that provides the community with the opportunity to socialize in a variety of places and different ways.

- **Play:** Create opportunities for community members to interact by providing spaces for sports, games, and physical activities.
- **Events:** Provide spaces that can easily accommodate a range of planned or informal events such as group picnics or community meetings.
- **Reflection:** Provide spaces that are well suited for members of the community who wish to reflect.
- **Multigenerational:** Anticipate and support demographic changes by providing spaces and amenities that appeal to broad age groups and allow them to play side by side.

SITE SENSITIVITY

Goal: Carefully analyze the sites' existing features, adjacent uses and proposed uses to ensure all are located to minimize conflicts and respond sensitively to the existing conditions.

- **Climate:** Based on observations of the existing wind patterns and local rainfall patterns, design spaces to provide protection from the prevailing western winds and select plants which are well-adapted to the the existing ecosystem of the site.
- **Topography:** Use the existing topographic features of the site to create distinct spaces and minimize the disturbance of the existing soils.



PROPOSED PARK ELEMENTS

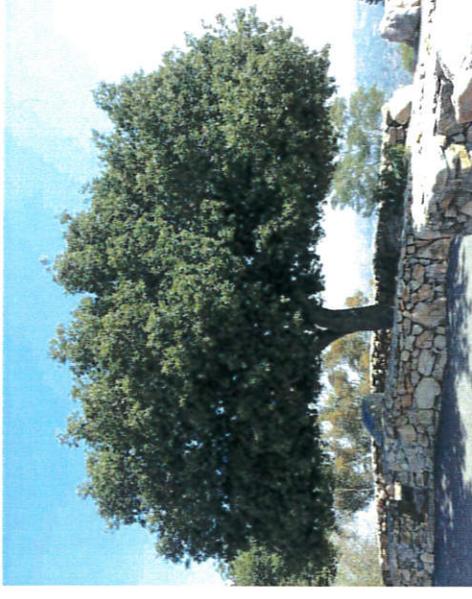
The proposed park creates a space for neighborhood play, socializing, solitude and remembrance, and includes open space and natural elements. Each element's design and location in the park responds to community concerns and preferences. Plan drawings for the east and west park sites are included on the following pages. The following section describes each element of the park:

Neighborhood Gateway

Located at a major pedestrian intersection, the neighborhood gateway is a focal point of the neighborhood. As the front door of the park, the gateway will establish an identity for the park and contribute to the community's sense of place. The gateway includes seating that is designed for park users to wait for friends or for parents. The gateway is an open space with high visibility that allows car traffic to easily see park users coming out of the park and allows park users to see approaching cars. Both the gateway and the square feature heritage live oak trees. The trees are native specific that provide shade and serve as visual anchors for the park.

Neighborhood Square

The neighborhood square is a cornerstone of the park. Centered on the park, abutting Claremont Avenue, the square provides a wide window into the park to allow for visual surveillance from the street. It is a multiuse and flexible space featuring furnishings that support picnics, game play, and socializing. The square is designed to be a high use space that accommodates gatherings of up to about 40 people. The groupings of furnishings also allow the square to be comfortably used by smaller groups of people. The central location adjacent to the neighborhood green and the preschool play area allows parents to socialize in the square while keeping visual and physical access to their children.



Neighborhood Green/Meadow

The neighborhood green is a flexible turf area at the heart of the park. The meadow is not intended for formal active sports. It is instead a place where friends and families gather for informal games. This area is designed for uses such as passing the soccer ball, Frisbee, and a game of croquet. The space is approximately 10,000 sq. ft., an industry standard for an unprogrammed turf area. The meadow is sited at the center of the park where the ground is level and the clearing provides views across the park.



Adventure Course

An adventure course borders the neighborhood green. This path provides the meadow with a sense of enclosure and definition. Loop paths are a best practice in park design. A continuous path through a park is a unifying element that connects the various elements of the park. The path is tangential to all of the activity areas and does not bisect any of the spaces. The paved path is multi-generational and multiuse. The colorful paving distinguishes the path from other paved areas of the park so that park users know where to ride, walk, and run. The path supports activities ranging from children learning to ride their bicycles to adults taking a morning jog. The paved path also provides surface for a mower to travel which enables maintenance of the turf areas.



2-5-year-old play

The preschool age play area implements best practices for play spaces for this age group. It is enclosed by low fencing and is within 50 feet of adult seating. There are a variety of play elements to challenge young children of varying abilities and interests. Props are integrated throughout the space to stimulate imaginative play. A colorful rubber play surface is stimulating for children and provides yet another play element. This play area is sited on the east side of the park site, proximate to residences, because it will be a lower volume play area and less disruptive to neighbors. This play area is also positioned farther from the street for the safety of the preschool age children who tend to be more unpredictable.

Rotating Play

The rotating play area is designed for elementary school age children. It features challenging and engaging equipment. The spinning climber is a nod to the park's heritage and the merry-go-round that was in the former park. This play area takes advantage of the topography of the site and is nestled into a depression. There is a berm along the east side of this play area that provides buffering from the street. The berm will be planted with vegetation to create additional protection.

Overlook

The overlook is an area of solitude and reflection. Commemorative seats provide a place to sit and experience the views, sites, and sounds of Crestmoor Canyon. The overlook is located at the lowest point in the park and takes advantage of the topography to create a quiet area that is secluded without being cut off by walls or other barriers. It is the quietest area of the park and is distanced from most of the park's active zones.

Evergreen Woodlands

The evergreen woodlands planned for both the east and west park sites include native, drought tolerant, Mediterranean species that are well adapted to the micro-climate of the Crestmoor Neighborhood. The plant material selected will create continuity between the natural character of the canyon and the Earl-Glenview Park. The vegetation reinforces the edge of the park, creating a sense of place and enclosure, providing privacy for neighbors, and screening views of the street. The plantings will also serve to help block wind, enhancing the comfort of park users.



PROJECT CONSTRUCTION AND ANNUAL COSTS

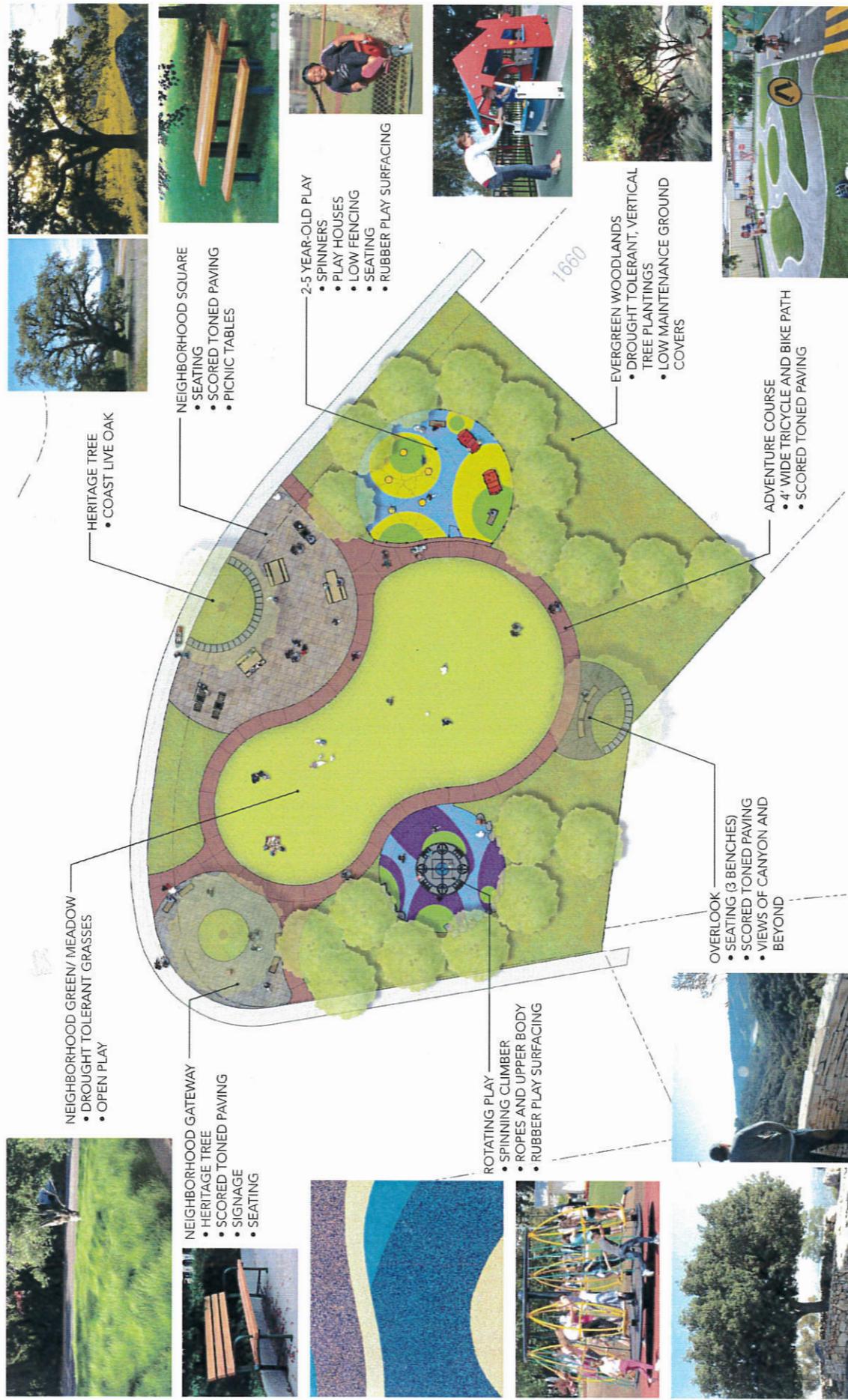
EASTERN PARK SITE CORNER OF GLENVIEW DRIVE AND CLAREMONT DRIVE	WESTERN PARK SITE CORNER OF GLENVIEW DRIVE AND EARL AVENUE
Base Price: \$690,000.00 (see note #8) Maintenance: \$60,000.00 (see note #5) 30% Construction Cost Contingency: \$207,000.00 (see note #1) Total: \$957,000.00	Base Price: \$320,000.00 (see note #8) Maintenance: \$10,000.00 (see note #5) 30% Construction Cost Contingency: \$32,000.00 (see note #1) Total: \$362,000.00

Total construction costs: \$1,249,000
Annual maintenance costs: \$70,000

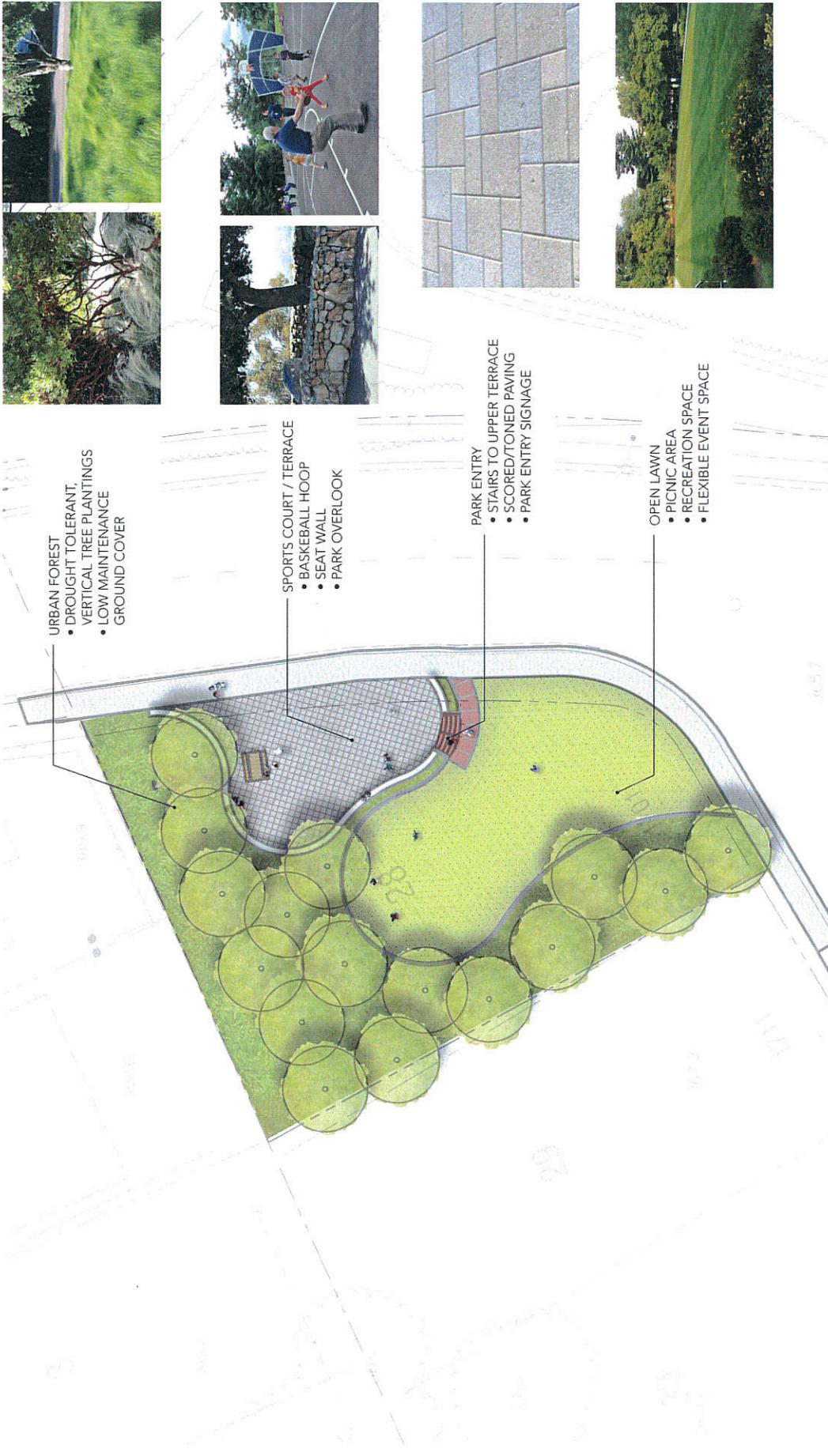
NOTES:

- 1) Estimated Cost for each Park Site assumes a 30% Contingency for Cost Escalation, Unforeseen Circumstances and Changes in Scope/ Materials.
- 2) Final Quantities and Types of Materials may vary significantly during the design process impacting the final Construction Costs.
- 3) Cost Estimates are based on Conceptual Master Plans. Final Cost Estimate may vary after precise quantities have been determined.
- 4) Cost Estimates are based on current construction costs. Final Construction Cost may vary significantly depending on the time frame of construction.
- 5) Daily maintenance estimated at 2-3 hours per day depending on the season and the final selection of materials. Cost estimates includes labor and materials but does not include irrigation or electricity.
- 6) Maintenance costs do not include the cost of utilities or items damaged by vandalism or overuse.
- 7) Cost Estimates includes the cost of all materials and labor to build/install the park as shown on Master Plan.
- 8) Cost Estimates includes all items necessary to construct the parks including pavements, play equipment, site furniture, storm drainage systems, lighting, fencing, signage, planting, irrigation and walls.
- 9) Estimate does not include costs for permitting or fees to local agencies.
- 10) Estimate does not include professional design fees for the preparation of construction documents.
- 11) Estimate does not include City of San Bruno staff time to manage the design and construction process.

EARL-GLENVIEW EAST SITE MASTER PLAN



EARL-GLENVIEW WEST SITE MASTER PLAN



ATTACHMENTS

Attachment A: Summary of Community Workshop 1 (February 2, 2016)

Attachment B: Summary of Community Workshop 2 (March 21, 2016)

Attachment C: Summary of Community Workshop 3 (May 12, 2016)

ATTACHMENT A: COMMUNITY WORKSHOP 1 SUMMARY

City of San Bruno Earl/Glenview Park Master Plan

February 2, 2016 | 7:00 pm – 9:00pm
San Bruno Senior Center

WORKSHOP OVERVIEW AND FORMAT

The first Community Workshop for the Earl/Glenview Park Master Plan was held February 2, 2016 at the San Bruno Senior Center. The workshop was the first in a series of three workshops that will be held to solicit community input into the design of the park planning area. Approximately 45 community members attended the interactive workshop.



The workshop opened with remarks from Mayor Ruane who emphasized that the City is seeking input from neighbors about the design of the park. He also introduced Kerry Burns, the Community Development Director who leads the Project Team for the effort and oversees the work of the design consultant, MIG, Inc. Four members of the MIG consultant team attended: Matthew Gaber, designer and landscape architect, Joan Chaplick, lead facilitator, and Ashley Tomerlin and Molly Cooney-Mesker, small group facilitators.

Joan Chaplick reviewed the agenda, described the meeting format, and reviewed the project schedule. She then introduced Matthew Gaber who described the park planning area and general site constraints. This was followed by a brief presentation of examples of best practices in park design from other community-driven design processes.

Following the presentation, meeting participants divided into four groups. Led by a facilitator, each group participated in the same series of activities. The groups had a map of the park planning area for reference. After conducting self-introductions, the facilitator asked each participant to think into the future and write down two-to-three words that described the type of experience they would like to be able to have in the park. Participants suggested a wide range of adjectives to describe their desired experiences. Many participants noted that they want the park to include features that memorialize the tragic event that occurred in their neighborhood.

Participants were then asked to identify the activities that they want to be able to do in the park. All of the suggested activities were recorded by the facilitator. At the end of the small group discussion, participants selected their priority activities. Lastly, participants discussed issues and concerns they hope will be addressed during the park planning process.

To close the workshop, representatives from each small group reported the key points from their discussions to the larger group. The groups shared many of the same preferences for activities and the type of experience they would like to have at the park. Collectively, the groups identified a compelling list of issues and concerns that should be considered as the design team moves

forward. The themes and key findings from the small group discussions are summarized in this document. The list of activities and issues recorded during the workshop are included as an attachment. These results will be used by the MIG design team as the basis for the three site design concepts that will be presented at the next workshop to be held in March 2016.

KEY FINDINGS

Desired Park Experiences

Following is a list of words frequently used by workshop participants to describe the experiences they would like to have in the future Earl/Glenview Park.

Commemorative	Openness	Welcoming
Quiet	Green	Warm
Memorials	Innovative	Gathering
Reflection	Multigenerational	Active
Contemplation	Families	Exercise
Peacefulness	Friends	Creative
Serenity	Neighbors	Fun
Calm	Inviting	
Safe	Laughter	
Playful	Enjoyable	
Nature	Uplifting	

Preferred Activities

Each small group created a list of potential activities that the participants would like to be able to do at the future Earl/Glenview Park. The facilitators recorded the list of activities on flip charts. Each participant was asked to place stickers next to their favorite or priority activities. This provided a snapshot of priority activities, many of which were similar across the groups. The activities include a mix of active and passive uses. There seemed to be agreement that both types of activities could be accommodated within the park planning area.

Play

Many of the workshop participants are seeking park features that allow for active play. Participants expressed an interest in play opportunities for both young children and older youth. Participants provided several ideas of play structures and elements that they would like to see in the park. Some of the ideas for younger kids include, but weren't limited to, swings (tire swings and infant swings), monkey bars, and slides. Participants were also interested in hands-on and cognitive play opportunities. Ideas of activities for older children included workout equipment and a challenging jungle gym. Participants discussed separating the various active uses so there is space between the young children's play environments and the older children's play environments. Community members discussed activities that engage all ages. Participants suggested horse shoe, bocce ball, and basketball as activities that can be played by children and adults alike. It was also suggested the site include a pathway for fitness walking and for children to ride their bikes.

Commemorative Spaces

There was general agreement that the park should include a dedicated space that commemorates the tragedy experienced by the neighborhood in 2010. Some participants described this space as a calm, quiet area that includes natural elements such as trees and vegetation. Participants envisioned this space as an area for reflection and meditation. Some participants suggested that the commemorative space should include a plaque, signage or other interpretive elements noting the events that occurred.

Socializing/Gathering Space

Spaces for socializing and gathering was a common desire among participants. Community members expressed interest in a variety of spaces, including a covered or enclosed structure and benches and tables designed for conversation, socializing, and eating.

Dog Park

Many participants showed interest in a dog park. Their comments indicate there is general agreement that a dog park should be enclosed and separated from other park uses.

Reflective/Restful Activities

Participants suggested a variety of passive or more restful experiences. Ideas included a reading nook, a walkway, a labyrinth, and shaded seating areas.

Park Design

In addition to specific activities and elements, workshop participants discussed the look and feel of the park. They want a park that is aesthetically pleasing and honors the neighborhood's history. Community members showed a preference for the use of natural materials and native greenery and vegetation. There was also an interest in public art, including art from local youth. Community members were interested in grassy areas that are un-programmed and flexible and are not for use by organized team sports. Community members emphasized the importance of providing wind protection through vegetation and/or structures. There was also some discussion about the need for shade covering seating areas and covering play equipment.

Issues and Concerns

Participants shared their issues and concerns about the future park. Some of these may be addressed by design solutions, materials, and activity locations. Some participants suggested ideas and features that may help address the concerns.

Neighborhood Impacts

Many participants voiced concerns related to the park becoming a destination for people

from outside the neighborhood, which would create traffic and parking issues and impact how the immediate neighbors could use the park. Some participants weighed this when making their remarks and expressed a desire for a high quality, well-designed neighborhood park that did not include the types of facilities that might attract people from outside the neighborhood.

There was general agreement that walking to the park should be encouraged through safe and well-marked pedestrian and bicycle connections. Participants were also interested in striking a balance between providing some parking for those neighbors who need to drive to the park versus providing so much parking that it attracts people from other parts of the city.

Community members also considered how the park may impact the neighborhood and especially neighbors living adjacent to the park. Workshop groups discussed strategies to minimize the visual and sound impacts of the park on adjacent neighbors through facilities placement, sound barriers and vegetated boarders that soften the edges of the park.

Safety

Safety was a top priority for most workshop participants. These concerns can be grouped into several categories.

Street Traffic: Participants were concerned about keeping children safe from street traffic and including features that prevent children from running into the street. The groups discussed strategies to protect park users from car traffic, including siting children's play areas back from the streets, providing decorative fencing and including all active play environments on only one of the park sites so that children aren't crossing the street. Traffic calming improvements on the streets were discussed as another strategy to reduce car-pedestrian conflicts.

Visibility: Participants requested that the site be designed in a way that does not create alcoves or areas of low visibility that could be a places for vandalism and unwanted activities. Some participants also voiced some concerns about people accessing the park from the canyon.

Lighting: Most participants were supportive of lighting that would illuminate the park, allow for early evening usage and discourage unsafe activities. There were comments that they did not want bright, sports field type lighting. Participants also mentioned the importance of having eyes on the park and lighting would make it easier for neighbors to determine if undesired uses were taking place.

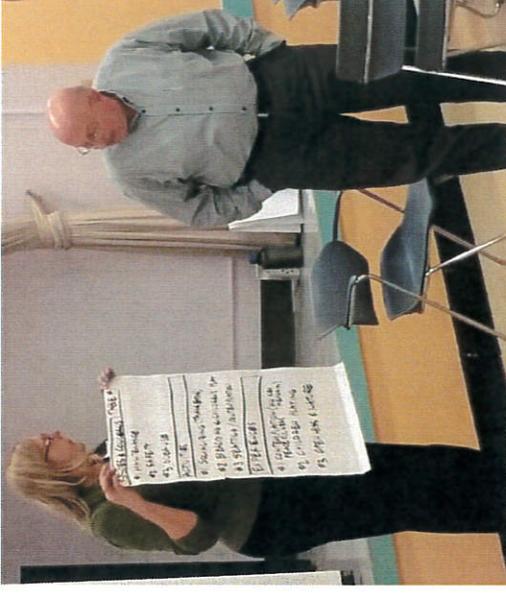
Maintenance

Many participants expressed concerns about the City's capacity to maintain the park. Participants discussed a desire for low-maintenance drought tolerant native plantings and vandal resistant materials. Participants also discussed the need for regular maintenance of the landscaping, trash collection, and responding to vandalism.

CONCLUSION AND NEXT STEPS

The priorities, issues, and concerns identified in this workshop will inform the design team's development of three park concepts. The Design Team heard all of the comments expressed during the meeting and will review all of the recorded feedback provided during the small group activities.

Across the groups, there appears to be a consistent preference regarding the inclusion of active and passive areas in the park along with a commemorative and/or memorial feature. Community members desire a park that serves as gathering space for the neighborhood and is a safe and fun place for all ages to enjoy. They are seeking a park that includes a mix of active and passive uses and is designed and used in a way that promotes youth development, health and fitness and community friendship. They also want to assure that the park does not negatively impact the neighbors living closest to the site. With these and other considerations in mind, the design team will use the ideas generated at the first workshop to inform the development of three concepts for review and discussion at the second workshop to be held in late March.



ATTACHMENT A

Following is a list of activities and issues and concerns transcribed from the lists generated by each of the small groups.

Active uses

Play

- Cognitive play opportunities (Example: Frontierland in Pacifica)
- Sand box – hands on play
- Variety of play options
- Play area for young children
 - Infant swings
 - Slides
 - Bouncy figures to ride on
- Activities for older children
 - Workout equipment
 - More challenging jungle gym
- Play structures
- Merry-go-round
- Tennis court
- Toy area
- Instruments
- Par Course?
- Bocce ball
- Horse shoes
- Exercise Equipment
- Basketball courts
- Play surface like SF Zoo (foam)

Socializing/Gathering Space

- Covered space or even a small community house for gatherings
- Picnic tables and benches – places to sit, talk and eat
 - Benches that face each other
- Informal gathering area
- Grill/picnic/cooking area
- Picnic table
- Card table
- Dog park
 - Specific area, gated, full service, off-leash
 - Small
- No dog park

Passive Uses

Contemplative Spaces

- Quiet, meditative space, reflecting area
- Reflection pond
- Contemplative seating
- Fountain
- Memorial
 - Garden, plants, waterfall

Commemorative Spaces

- Commemorative space that includes history/info about the site
 - Include names of those who died
- Commemorative plaque
- Commemorative space on slope: quiet and not ideal for active uses
- Walkway and take advantage of view and sound of creek – possibility of stone commemoration retaining wall

- Flag on Bullis' property could be incorporated into stone or other park element
- Low key/informal

Seating

- Social seating to visit with neighbors and friends (i.e. facing benches)
- Shaded and quiet area to relax and talk
- Places to charge laptop
- Tables
- Reading nook
- Place for adults to sit to watch play area
- Memorial bench

Circulation

- Surfaced Pathway for walking and bicycling (for kids)
- Therapy walk/labyrinth
- Fitness/multi-pathway

Flexible Spaces

- Open area – all uses
- Grassy area
- Open spaces with vistas and places to sit
- Softscape/lawn attached to hardscape

Design for Weather Conditions

Wind/Sun

- Quiet/shaded areas
- Enclosed
- Windbreaks
 - Trees

Landscape

- Native plants and trees, greenery, vegetation
- Natural materials
- Incorporate children's art work
 - Get input from kids
- Focal point – art
- Simple
 - Clean trees that don't drop debris
- Nature views

Issues and Concerns

Participants discussed issues and concerns that they have about the future park. The issues and concerns are listed below.

Safety

- Fire safety
- Pedestrian safety
- Play materials
- Visibility
- Lighting
- Keep kids out of the road
- Make access clear and bike/ped areas safe and well-marked
- Fences
- Protect play areas from street
 - Group play areas on one site
- Trees/landscaping to support safety
- Fill in park ditch with dumped materials
 - Eyes on park

- Lighted/safe pathway
 - Not sports lighting
- Safe connections between park sites
- Separate play areas by age
- Wild animals

Topography/ Site Situation

- Security regarding access from canyon
- Lighting
- Slope
- Relationship between the road and canyon
 - Protect kids from canyon
- Grassy areas
 - Discourage team sports
- Separated uses
 - Activities separated
 - Play areas away from the road

Management

- Maintenance
 - Plant low maintenance landscape
 - Plant trees that don't drop debris
- Keeping site clean
- Garbage collection
- Consider maintenance and longevity
- Lack of use
- Overuse
- Vandalism

- Fiscal transparency
 - Timeline
 - Dogs can be messy and scare kids
 - Uncluttered
- Traffic/Cars**
- Traffic calming
 - Parking
 - Will providing parking attract cars?
 - Manage neighborhood parking impacts/encourage walking

Weather

- Wind
- Fog

Neighborhood Impacts

- Noise
- Soften edge of park abutting neighbors
 - Sound/sight barriers
- Non-neighborhood residents using park
- Impact on surrounding neighbors
 - Evening activities
- Conservation
- Aesthetically pleasing
- Sensitivity to site history/event

APPENDIX B: COMMUNITY WORKSHOP 2 SUMMARY

City of San Bruno Earl/Glenview Park Master Plan

March 21 2016 | 7:00 pm – 9:00pm
American Legion City of San Bruno

WORKSHOP OVERVIEW AND FORMAT

The second Community Workshop for the Earl/Glenview Park Master Plan was held March 21, 2016 at the American Legion in San Bruno. The workshop was the second in a series of three workshops being hosted by the City to ensure the park master plan reflects the needs and interests of the community. Approximately 25 community members attended the interactive workshop.



The workshop opened with remarks from Joan Chaplick of the consulting design firm, MIG. Joan emphasized that the City is seeking input from neighbors about the design of the park and she reviewed the meeting agenda, project schedule and results of Workshop #1. Joan introduced City staff Kerry Burns, the Community Development Director who leads the project and Connie Jackson, the City Manager. Joan also recognized three Parks and Recreation Commissioners who were in attendance, including Lucy Zamattia, Lorry Greenberg and Laura Davis. Following this, Joan introduced Matthew Gaber, landscape architect from MIG who presented design concepts and principles that reflected the priorities and desired activities identified by the participants at Workshop #1. Matthew then introduced the small group exercise where workshop participants would work collaboratively to create design concepts for the park planning area.

WORKSHOP DESIGN ACTIVITY

There were four groups each led by a MIG facilitator. The objective of the small group exercise was for each group to produce one preferred park design concept. The groups were tasked with creating a park design that responded to the site constraints and the issues and concerns that were identified in Workshop #1. Each group had a tabletop-size map of the park planning area. The groups were asked to create their preferred park design using color-coded pieces of paper that represented programmatic elements including: play, solitude, social/community space and dog park. These were the programmatic elements prioritized by community members in Workshop #1. The groups were not required to use all of the elements or pieces in their park design and they were invited to change the shape and size of the programmatic pieces. Workshop participants could also draw trails or pathways on their site plan. As the groups discussed the design of their park planning areas, facilitators recorded key points from the discussion on flip charts. (See Attachment A for the flip chart transcriptions.)

KEY FINDINGS

Although each group's park design was unique there were many commonalities among the designs. (See Attachment B for pictures of the site designs.) Below are notable themes that emerged from the small group discussions and designs.

Play

All four groups increased the area dedicated to play on the site and all groups located play on the large park site. The groups' designs illustrate the desire for substantial connected play spaces. The play spaces also included areas dedicated to different age groups so that separate areas were provided for younger and older youth. All but one of the group's play spaces are situated on the north side of the large site, away from the slope. The group that placed their play area on the slope suggested integrating play experiences into the hillside. It was suggested that a slide or active play element could be integrated into the slope.

Socializing

Social areas were considered an important element of the park and all four groups' park designs included a significant area devoted to socializing with their neighbors. It was suggested that some of the social space be positioned so people could watch their children while they played. Each group positioned and sized their socializing spaces differently but all of the groups dispersed them throughout the site.

Solitude

In Workshop #1, there was general agreement that the park should include a dedicated calm and quiet space that commemorates the tragedy experienced by the neighborhood in 2010. This priority was reconfirmed in Workshop #2 with all of the groups including an element of solitude in their site designs. Two of the groups in Workshop #2 positioned the solitude element on the south side of the large park site on the slope of the site. It was noted that the design should include five benches, one for each of the families who lost members during the event.

Dog Parks

During Workshop #1, most participants expressed a strong interest in having a dog park. Upon further discussion during workshop #2, most participants clarified that they were seeking to have an area in the park where dogs on leash would be allowed as opposed to having an established, gated dog park with related amenities. Two of the groups identified areas where leashed dogs could be allowed and care was taken to keep dogs away from the active play areas. Current park rules limit the presence of dogs in parks, however, the park could be eligible for an exception that allows leashed dogs in designated areas.

Trails

Three of the groups included paths/trails in their design concepts. The paths/trails were discussed as being multiuse and providing connectivity between the various elements of the park.

CONCLUSION AND NEXT STEPS

The design concepts created by Workshop #2 participants will inform three site design alternatives created by MIG which will be presented at the third workshop to be held in May.



ATTACHMENT A

Following is a list of discussion items transcribed from the small groups' conversations related to their park designs.

Play

- 4 square
- Pitch back wall
- Climbing Wall
- Pee-Wee Golf
- Active sports on the smaller site
- Paving for skating/hopscotch on smaller park site
- Double play area
- Slide on slope
- Climbing Wall integrated into space
- Exploratorium domes
- Viewing stand/benches for parents
- Do older and younger kids play together? Are there different types of structures?

Socializing

- Break Up Socializing Space → Informal Spaces
- For teens

Solitude

- Five Benches
- Water feature on large site
- Memorial/Commemoration on smaller site

Dog Park

- No Dog Park
- Do not label park as Dog Park, but give open space that is "dog-friendly"

- Dog Park area (Not a Park)
 - Consider super concrete
 - Slide Option
 - Multi-use (for walkers, bikers and dog walking)
 - Exercise equipment a long path (i.e. parkour)
- Path
- Multi-use (for walkers, bikers and dog walking)
 - Exercise equipment a long path (i.e. parkour)
- Interaction between site elements
- Barrier between Play + Street + Dogs
 - Need for Buffer between adjacent homes and street
 - Buffer suggestions: trees, social space, structure
 - Connections between Play + Social space / Perimeter trail/loop
 - Earl = Adult Oriented
 - Claremont = Family Oriented

Other Elements

- Drinking Fountains
- Wind Barrier
- Traffic Calming/Speed bumps/ Stop Signs for crossings
- Improved Landscape Treatments
- Opportunity for community art piece

ATTACHMENT B

The following page includes photos of the four park design concepts developed by each of the small groups at the workshop.

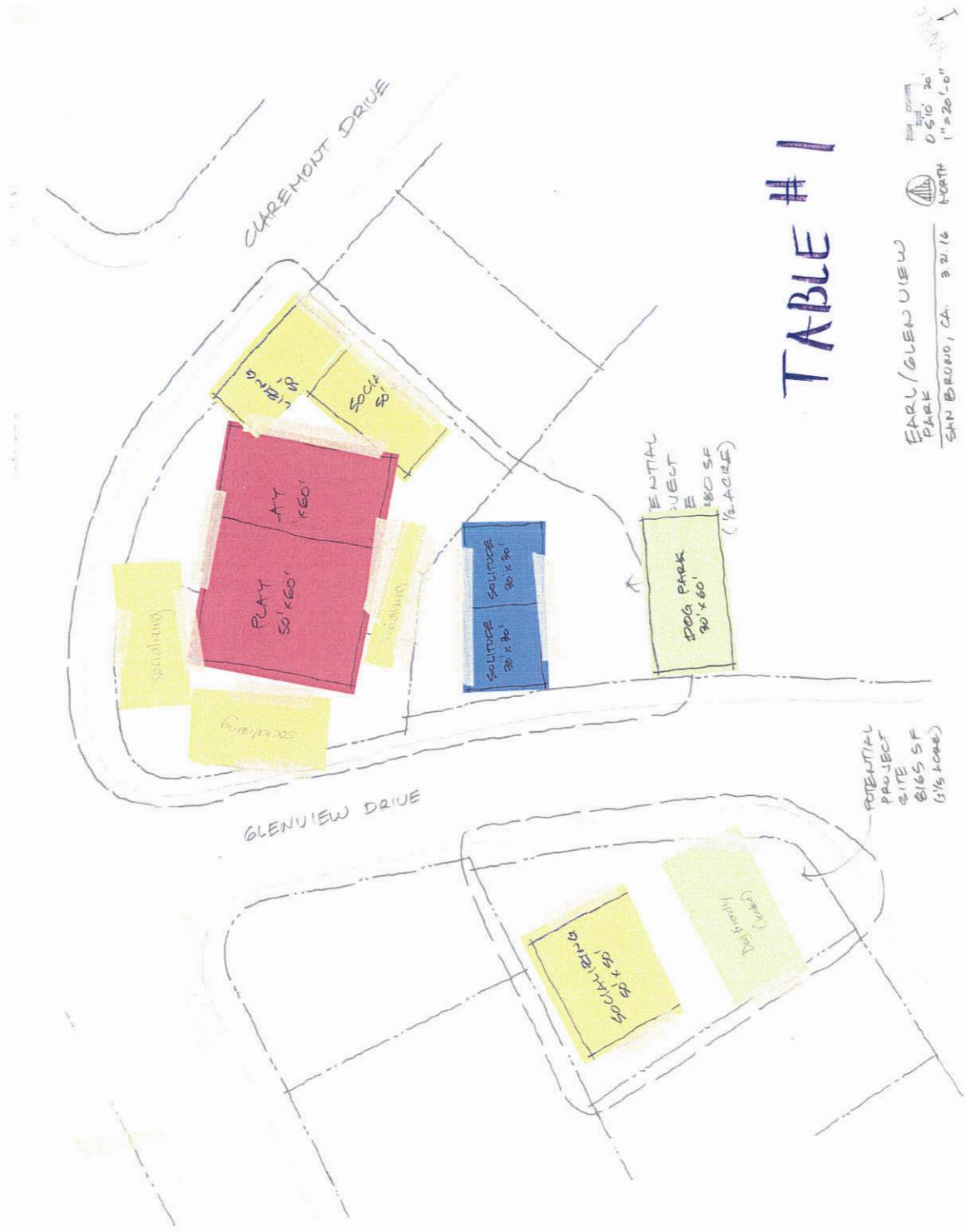


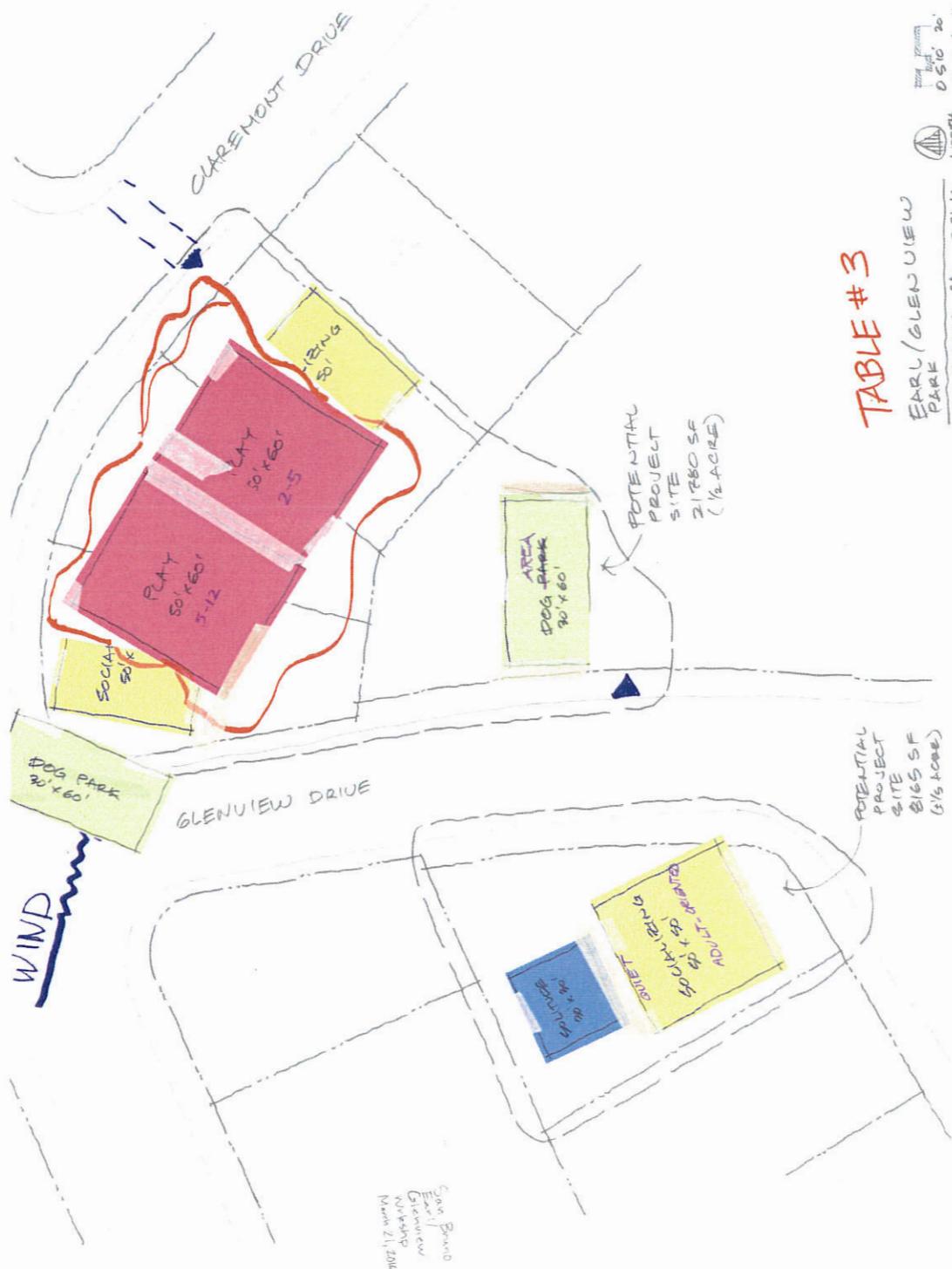
TABLE #1

EARL/GLENVIEW PARK
 SAN BRUNO, CA. 9 21.16
 NORTH
 0.5" = 20'
 1" = 20'-0"



TABLE #2

EARL GLENVIEW
 PARK
 SAN BRUNO, CA. 3.21.16
 NORTH
 0 510 20



Site Bound
Earl-Glenview
Park
March 21, 2016

TABLE # 3

EARL/GLENVIEW
PARK
SAN BRUNO, CA. 3/21/16
NORTH
0.5" = 20'
1" = 20'-0"

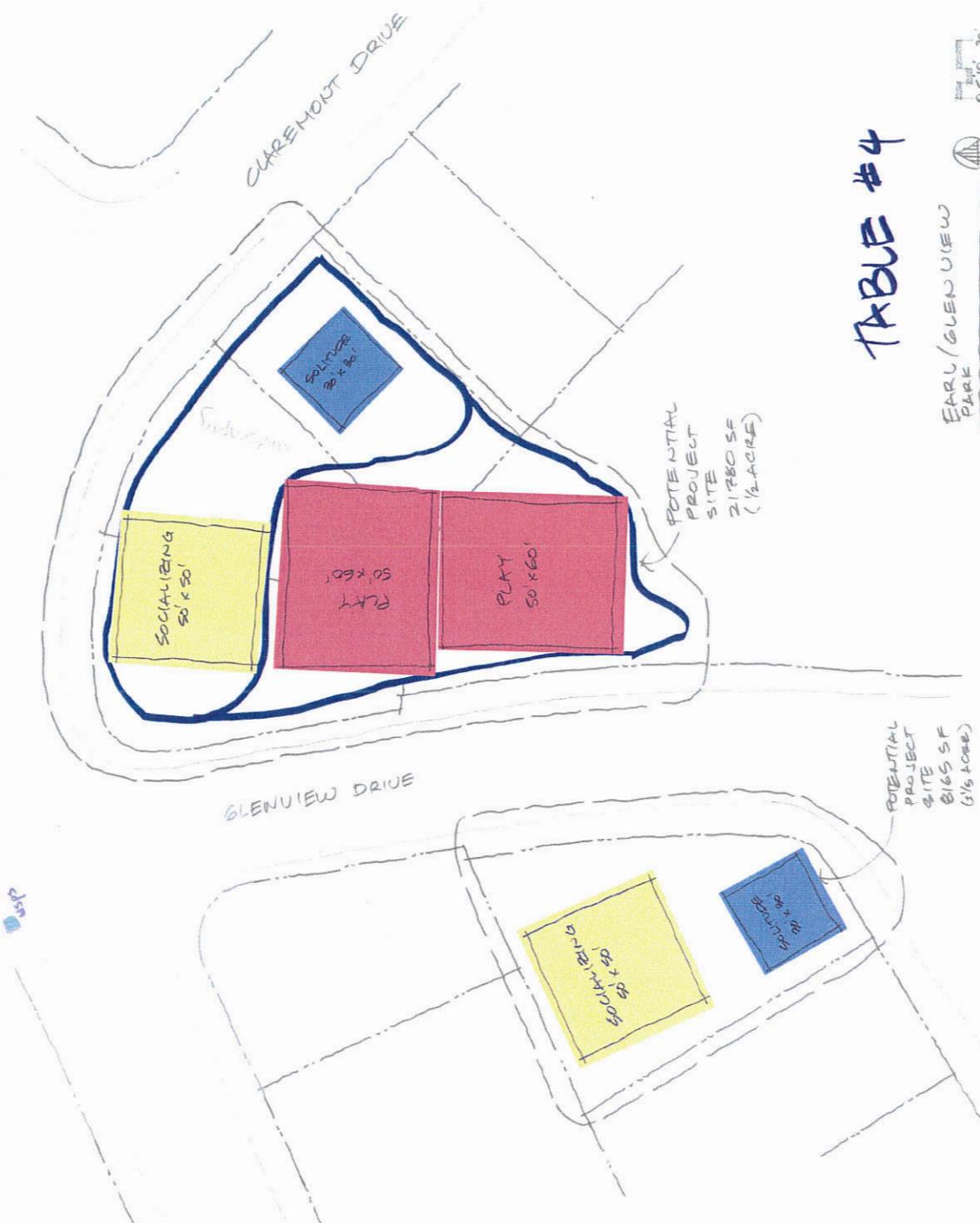


TABLE #4

EARL/GLENVIEW
 PARK
 SAN BRUNO, CA. 3.21.16
 Scale: 0.5" = 20'
 NORTH

APPENDIX C: COMMUNITY WORKSHOP 3 SUMMARY

City of San Bruno Earl/Glenview Park Master Plan

May 12, 2016 | 6:30 pm – 8:00pm
San Bruno City Hall City of San Bruno

WORKSHOP OVERVIEW AND FORMAT

The third Community Workshop for the Earl/Glenview Park Master Plan was held May 12, 2016 at San Bruno City Hall. The workshop was the third in a series of three workshops being hosted by the City to ensure the Earl/Glenview Park Master Plan reflects the needs and interests of the community. Fourteen community members attended the interactive workshop.

The workshop opened with remarks from Kerry Burns, the City's Community Development Director. Kerry briefly summarized the park planning process to-date and shared the general process and timeline for bringing the park to completion. She described how the MIG Team will use the results of this meeting to prepare a draft master plan for staff review. The draft will then be submitted to the Parks and Recreation Commission for consideration at their July meeting. She noted that the July meeting had been cancelled, but the Commission will conduct a special meeting to advance the plan. Following the review and action by the Commission, the plan will go to the City Council for approval in September. She also noted that the Parks and Recreation Commission meetings will be the time when residents will have the opportunity to provide input on details such as choices of playground equipment, surfacing and other details. Residents will be given options for consideration that are consistent with or similar to elements that are in existing parks. This helps the City select materials and elements that are proven and have known

maintenance needs. Kerry also recognized the Parks and Recreation Commission members in attendance including Lorry Greenberg and Laura Davis.

Kerry then introduced Joan Chaplick of the consulting design firm, MIG, who served as the meeting facilitator. Joan reviewed the meeting agenda, project schedule and results of Workshop #2. Joan introduced Matthew Gaber, landscape architect from MIG who presented the three (3) proposed design concepts. Matthew explained how the designs had been developed by drawing on the priorities and desired activities identified by the participants at Workshops #1 and #2. He showed three design concepts which were closely aligned with those created by the groups at the last meeting. Matthew then introduced the workshop activity that invited participants to provide feedback on the three concepts.

WORKSHOP ACTIVITY

Participants circulated among four stations with large format posters boards. One poster board included all three of the proposed design concepts. Participants were invited to mark which design concept they liked best with “emoji” stickers and place post-it notes with more detailed comments on the designs.

Each of the other three boards included a large image of one of the design concepts. On these boards, participants used emoji stickers to mark specific features of each park design concept that they liked or didn’t like and added comments on post-it notes. In the top left corner of each design concept board there is an inset map that shows the design created by Workshop #2 participants that influenced the proposed design concept. Workshop participants were also invited to ask questions of the staff and design team during this time.

Following is a list of the emoji stickers that participants used to vote on their preferred design concept. The Key Findings section below includes the design concepts with the emoji stickers and the participants’ comments transcribed below each board. Photos of the boards with the emoji sticker stickers and post-it note comments are included as an attachment.

Emoji Stickers used by participants

	Vote – This is my preferred design
	Approve – I like this component
	Issue – I have concern with this aspect
	Question– I have a question about this

KEY FINDINGS

Design Concept 2 was favored by participants with 10 of the 14 participants selecting it as their preferred design. Below are each of the designs followed by a list of participants' comments about each design.

Design Concept 2 – Preferred Design



Comments and suggestions about Concept 2:

- Reverse the locations of the ages 5-12 play area and the ages 2-5 play area
- Low enclosure around the entire area (i.e. low wall with decorative, community tiles, like Frontierland park in Pacifica)
- Larger play structures in the open space areas
- Use artificial grass
- Add dog friendly park (like in Concept 3) below the solitude area
- Basketball court in play area for ages 12-18
- No 12-18 play area- light/noise; ok with socializing area (as seen in concept 1)
- No BBQ grills
- Benches, tables and water fountains

Design Concept 1



Comments and suggestions about Concept 1:

- Solitude area is too close to play area
- Would like a tree barrier in lower area to block access to home's fence
- Reverse the locations of the ages 5-12 play area and the ages 2-5 play area
- Utilize the lower area of the larger park site for a dog friendly area, walking path and solitude
- Enclosure around the entire area
- No dog area
- Flip solitude with socializing and extend the play area

Design Concept 3



Comments and suggestions about Concept 3:

- No built-in BBQ pits
- Enclosure around entire area
- Too much landscapes open space; extend usable area
- Reverse the locations of the ages 5-12 play area and the ages 2-5 play area
- Of the three designs, this concept has the best placement for the dog friendly area
- No dog area
- Dog area ok at old park pad but not up above on the 3 lots
- Use artificial/fake grass
- Best design and use of space; meeting needs of all neighbors
- Best division of spaces

Themes

Several themes emerged from participants' comments across all three of the design concepts, including:

- Reverse the locations of the ages 5-12 play area and the ages 2-5 play area
- Enclosure around the park area

CONCLUSION AND NEXT STEPS

The design team will develop Design Concept 2 into a park master plan, taking into account participants comments made on all three of the design concepts. Neighbors will be notified of the Parks and Recreation Commission meetings so they can continue to stay involved.

Image 2: Participants' feedback on Design Concept 1

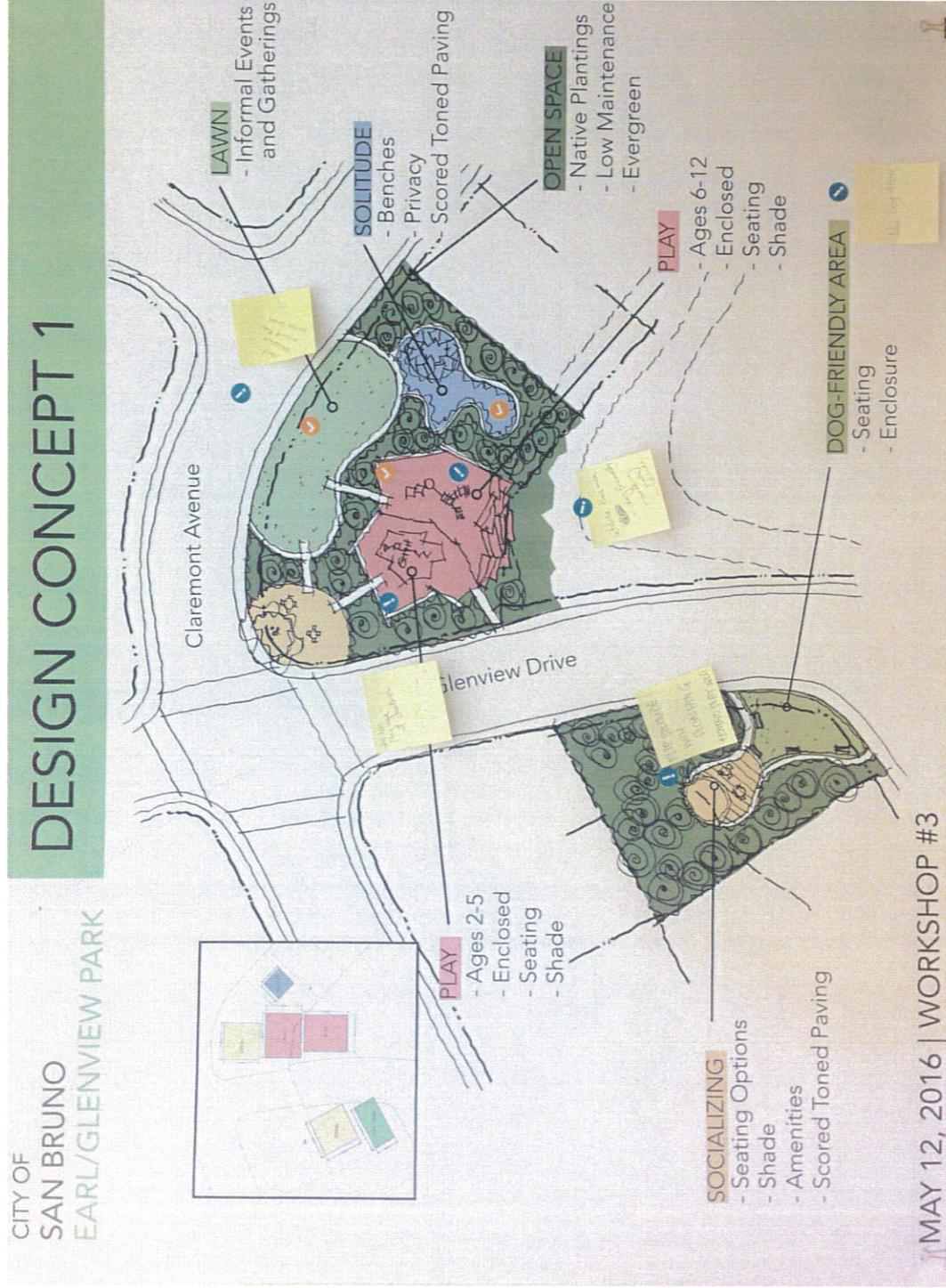


Image 3: Participants' feedback on Design Concept 2

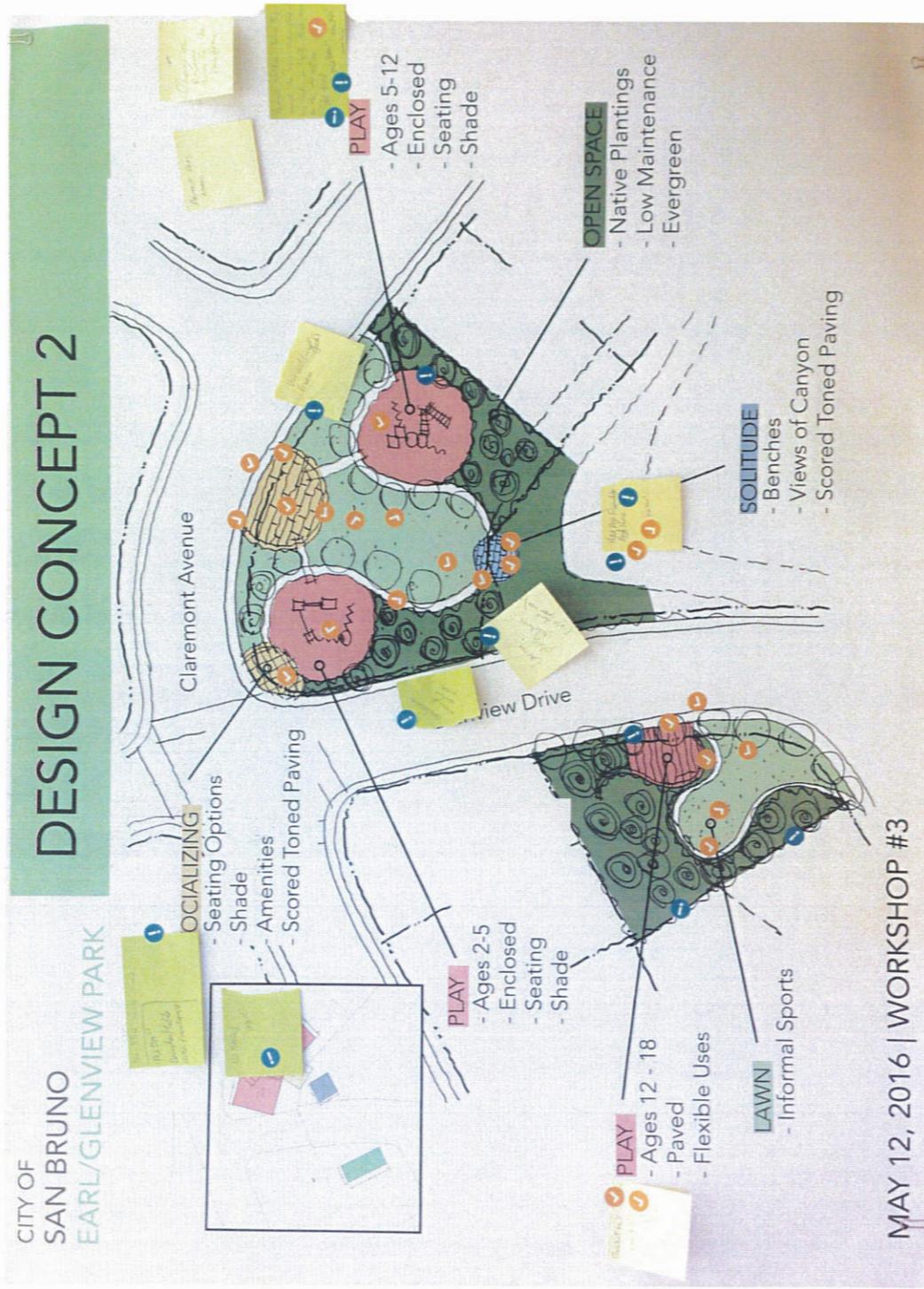


Image 4: Participants' feedback on Design Concept 3





City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: September 27, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager

SUBJECT: Adopt Resolution Establishing City Council Policy for Consultation with City Advisory Bodies Prior to City Council Appropriation of Restricted City Funds and Reallocating the Prior Appropriation of \$50,000 from the City Art Fund to the General Fund Capital Reserve for the 324 Florida Avenue Park Project

BACKGROUND:

On October 28, 2014, the City Council approved purchase of the property located at 324 Florida Avenue for future use as a neighborhood park. Prior to the City purchasing the property it had been owned for many decades by a master woodworker who immigrated from Switzerland and his heirs. The property includes several structures that were built by the original owner. Also located on the property is a 3,000 pound wood carving titled "Independence of Switzerland" that was created by the original property owner in the early 1900's. The carving was displayed at the 1939 World's Fair on Treasure Island and in other locations in subsequent years. Since that time it has been housed in a shed on the 324 Florida property. That property has now been vacant for about 30 years. Both the structures on the property and the carving have been vandalized and have deteriorated due to exposure to the elements.

The City is now proceeding with its plans to develop a park on the property. The City has recently completed development of a Park Masterplan to guide design and development of park improvements on the property. On May 24, 2016, the City Council approved a contract for demolition of the structures on the property. Staff is coordinating the pre-construction work with the contractor and actual work at the site will begin soon. In coordination with the site demolition work, the wood carving needs to be removed from the site. On August 23, 2016, the City Council authorized an agreement with ARG Conservation Services, Inc. to complete removal, transport, fumigation and protective treatment of the carving so that it can be preserved until the City Council determines how it should be handled going forward for restoration and display. That action included appropriation of \$50,000 from the City Art Fund to complete the intended scope of work.

Following approval of the agreement with ARG and the funding for that agreement, at the meeting on September 17, 2016, the City Council requested that staff return with an agenda item to substitute the funding source for the scope of work discussed above with funds from the General Fund Capital Reserve and unencumber the \$50,000 City Art funds reserved for the project. Additionally, the City Council requested staff develop a policy for City Council consideration requiring prior consultation with City advisory bodies prior to City Council

10c.

appropriation of funds restricted for delivery of projects, programs and activities under the advisory bodies scope of responsibility.

DISCUSSION:

The attached resolution authorizes reallocation of the City Art Funds previously appropriated to the 324 Florida Ave. Park project to the General Fund Capital Reserve Fund to cover the cost of the planned work associated with the wood carving. The resolution also establishes a policy expressing the City Council's interest and intent going forward that in cases where a citizen advisory body has responsibilities associated with projects, activities and/or programs for which there is a dedicated funding source, that the City Council will consult with that advisory body prior to its consideration to appropriate funds from those restricted funds.

At the current time there are two City Commissions that have assigned responsibilities related to the expenditure of restricted City funds. The Parks and Recreation Commission provides advice to the City Council on matters related to City parks and to recreation activities and programs. The City collects Park in Lieu Fees from certain development projects when required park and open space land and amenities are not provided as part of the development project. As such, the purpose of the restricted Park in Lieu Fee Fund is directly related to the role and responsibility of the Parks and Recreation Commission. Similarly, the Culture and Arts Commission is tasked with providing advice and recommendations to the City Council regarding the use of the City's Art Funds that are collected as a surcharge on City Building Permit Fees for the restricted purpose of providing public art amenities and programs in the community.

The following policy statement is proposed to express the City Council intent to provide consultation prior to the appropriation of restricted City funds with these Commissions and in any future situations where a City advisory body has assigned advisory responsibility for over City projects, programs or activities that are funded by restricted funds.

"Prior to the appropriation of restricted City funds for any purpose directly related to the advisory responsibility of a City Council appointed advisory body, the City Council will consult with that body to obtain comment and advice to be reported to the full City Council and included in the City Council's consideration and deliberation regarding appropriation of funds."

This statement is included in the attached resolution, and once approved by the City Council, including any amendments, will be documented in a policy statement that is circulated to each of the advisory bodies for their information.

FISCAL IMPACT:

The current balance in the General Fund Capital Reserve is \$4.1 million. The 324 Florida Ave. Park project is an established project in the FY 2016-21 Capital Improvement Program (CIP). Funding allocated to the project in the FY 2016-17 CIP Budget totals \$475,000 including \$425,000 from the General Fund Capital Reserve and \$50,000 from the City Art Fund. Reallocation of the \$50,000 of City Art Funds to the General Fund Capital Reserve

would bring the total appropriation from the General Fund Capital Reserve for the project to \$475,000. Funding available in the General Fund Capital Reserve is sufficient to make this change in project funding.

There is no direct fiscal impact associated with the City Council's adoption of the resolution establishing a policy requiring advisory body consultation regarding the use of restricted funds prior to appropriation of the funds.

ALTERNATIVES:

1. Select an alternate funding source for the expenses associated with the removal, transportation, fumigation and treatment of the wood carving.
2. Make changes to the proposed policy concerning advisory board consultation regarding use of restricted City funds.

RECOMMENDATION:

Adopt Resolution Establishing City Council Policy for Consultation with City Advisory Bodies Prior to City Council Appropriation of Restricted City Funds and Reallocating the Prior Appropriation of \$50,000 from the City Art Fund to the General Fund Capital Reserve for the 324 Florida Avenue Park Project.

ATTACHMENTS:

1. Resolution
2. 324 Florida Ave. Park Capital Improvement Project description

DISTRIBUTION:

None.

DATE PREPARED:

September 20, 2016

Parks & Facilities

Parks

Florida Avenue Park

PROJECT #: 51001

Total Project Cost: \$1,390,000

DEPARTMENT: Community Services/Public Services

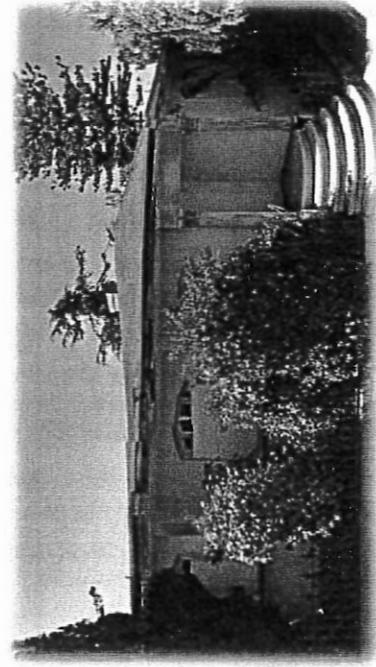
PROJECT APPROPRIATIONS	Prior Appropriations	2016-17		2016/17	2017/18	2018/19	2019/20	2020/21	Total 2016-21 Budget
		Estimated Carryover	New Request						
Site Demolition and Clean Up	\$ 465,000	\$ 435,328	-	\$ 435,328	\$ -	\$ -	\$ -	\$ -	\$ 435,328
Park Planning, Design, and Construction	-	-	625,000	625,000	150,000	-	-	-	775,000
Wood Carving Restoration/Preservation	-	-	50,000	50,000	100,000	-	-	-	150,000
Total	\$ 465,000	\$ 435,328	\$ 675,000	\$ 1,110,328	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,360,328
FUNDING SOURCES									
General Fund Capital Reserve	\$ 465,000	\$ 435,328	\$ 425,000	\$ 860,328	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,110,328
City Art Fund	-	-	50,000	50,000	-	-	-	-	50,000
San Bruno Community Foundation	-	-	200,000	200,000	-	-	-	-	200,000
Total	\$ 465,000	\$ 435,328	\$ 675,000	\$ 1,110,328	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,360,328

Project Description: The single family residence located at 324 Florida Avenue was purchased by the City in March 2015 for future use as a neighborhood park. The transformation of the property into a park will preserve historic architectural elements from the property including doors, ceramic tiles, and a wood carving displayed at the 1932 San Francisco World's Fair.

Demolition and remediation of the property has commenced and is anticipated to be completed by late 2016. The neighborhood engagement process is also underway to seek input on the nature and type of amenities users would like incorporated into the park. The park will include both active areas for play and passive areas for people to congregate and relax. Construction of the park is anticipated to commence in early 2017.

Project Details

Initial Funding Year	2015/16
Target Completion Year	2016/17
Expended as of June 30, 2016	\$29,672



RESOLUTION NO. 2016 -

**ESTABLISHING CITY COUNCIL POLICY FOR CONSULTATION WITH CITY
ADVISORY BODIES PRIOR TO CITY COUNCIL APPROPRIATION OF
RESTRICTED CITY FUNDS AND REALLOCATING THE PRIOR APPROPRIATION
OF \$50,000 FROM THE CITY ART FUND TO THE GENERAL FUND CAPITAL
RESERVE FOR THE 324 FLORIDA AVENUE PARK PROJECT**

WHEREAS, the City Council appoints advisory bodies to provide advice regarding the community needs and interests and assistance to the City Council in the development of City projects, programs and activities; and

WHEREAS, the city maintains certain restricted funding that is used for the delivery of such programs, programs and activities that are within the advisory responsibility of certain City Council advisory bodies; and

WHEREAS, it is the City Council's intent to provide an opportunity for consultation with such advisory bodies in cases where the City Council is considering use of such restricted funds; and

WHEREAS, there are currently two advisory bodies with assigned responsibilities related to restricted fund; these are the Culture and Arts Commission related to the City Art Fund and the Parks and Recreation Commission related to the Park in Lieu Fee Fund; and

WHEREAS, the following policy statement expresses the City Council interest:

"Prior to the appropriation of restricted City funds for any purpose directly related to the advisory responsibility of a City Council appointed advisory body, the City Council will consult with that body to obtain comment and advice to be reported to the full City Council and included in the City Council's consideration and deliberation regarding appropriation of funds."

WHEREAS, the City Council further desires to reallocate funding in the amount of \$50,000 previously allocated from the City Art Fund for the 324 Florida Ave. Park Capital Improvement Project to the General Fund Capital Reserve.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Bruno hereby approves the policy statement included herein.

BE IT FURTHER RESOLVED that the City Council of the City of San Bruno approves reallocation of the \$50,000 previously allocated from the City Art Fund, to the General Fund Capital Reserve for the 324 Florida Avenue Park Project.

Dated: September 27, 2016

ATTEST:

Carol Bonner, City Clerk

-o0o-

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 27th day of September by the following vote:

AYES: COUNCILMEMBERS: _____

NOES: COUNCILMEMBERS: _____

ABSENT: COUNCILMEMBERS: _____



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: September 27, 2016

TO: Honorable Mayor and Members of the City Council

FROM: Dave Cresta, Fire Battalion Chief
Tami Yuki, Assistant City Manager

SUBJECT: Adopt Resolution Accepting the San Bruno Annex of the San Mateo County Hazard Mitigation Plan and San Mateo County Hazard Mitigation Plan

BACKGROUND:

As part of the Federal Disaster Mitigation Act of 2000 (Act), the Federal Emergency Management Agency (FEMA) is responsible for coordinating the implementation of the Act, requiring local government, state, and special jurisdictions to develop hazard mitigation plans. The Hazard Mitigation Plan must include a discussion of the planning process, a risk assessment, a description of mitigation measures, a plan-review process outline and documentation that the plan has been adopted formally by the responsible county, city, or special district. The State of California has required all counties, cities, and special districts, to prepare mitigation strategies.

In order to qualify for any future hazard mitigation grant awards from the FEMA Hazard Mitigation Grant Program, each jurisdiction must prepare, and have approved by the Federal Government a local hazard mitigation plan (HMP). A HMP must be approved every five years per the Act. The Plan is required to contain mitigation strategies to reduce or eliminate long-term risk to people and property from hazards and their effects. It also is required to contain courses of action the responsible jurisdiction would follow to reduce vulnerability and exposure to future hazard events (disasters).

Responding to federal mandates in the Disaster Mitigation Act of 2000 (Public Law 106-390), a partnership was formed to pool resources and to create a uniform hazard mitigation strategy that can be consistently applied to the defined planning area and used to ensure eligibility for specified grant funding success. In December of 2015, the City of San Bruno joined a coalition of San Mateo County cities and special districts which embarked on a planning process to prepare for and lessen the impacts of specified natural hazards by updating the San Mateo County HMP. The HMP assists in understanding the location, potential impacts, and linkages among threat hazards and measures to protect life safety and health throughout communities.

10.d.

The twenty-nine (29) member coalition of partners involved in this program in San Mateo County includes unincorporated San Mateo County, eighteen (18) city and town governments and ten (10) special districts. The planning area for the hazard mitigation plan was defined as all incorporated and unincorporated areas of San Mateo County. The result of the organizational effort will be a FEMA and California Office of Emergency Services (CalOES) approved multi-jurisdictional, multi-hazard mitigation plan. Other counties in California have formed similar partnerships to pool resources and create uniform hazard mitigation strategies as well.

Working under a grant from FEMA, the County contracted with a consultant, Tetra Tech, to update the San Mateo County Hazard Mitigation Plan. In turn, each individual jurisdiction is required to prepare an "Annex", outlining the hazards and threats with mitigation strategies specific to the needs of that jurisdiction.

The last Annex was adopted by the San Bruno City Council on March 21, 2012. This current effort represents the second comprehensive update to the initial hazard mitigation plan, approved by FEMA in November of 2005 and developed in partnership with the Association of Bay Area Governments (ABAG), and represents a return to a truly regional effort following the 2010 planning process.

City staff has worked with representatives from San Mateo County to develop the HMP Annex for the City of San Bruno. The City's Annex has been reviewed and conditionally approved by FEMA for adoption by the City and inclusion with the County's regional Hazard Mitigation Plan.

DISCUSSION:

Mitigation planning is the systematic process of learning about the hazards that can affect the community, setting clear goals, identifying appropriate actions and following through with an effective mitigation strategy. Mitigation encourages long-term reduction of hazard vulnerability and can reduce the enormous cost of disasters to property owners and all levels of government. Additionally, mitigation can protect critical community facilities, reduce exposure to liability, and minimize post-disaster community disruption.

A 10-member Steering Committee comprised of stakeholders represented by organizations in San Mateo County was formed early in the planning process to guide the development of the Hazard Mitigation Plan (HMP). The HMP was developed in two volumes. Volume I is the overall HMP for the County of San Mateo. Volume II contains the annexes of all of the San Mateo County jurisdictions participating in the joint plan. Each organization is responsible for developing their "annex" to be included as part of the County of San Mateo Hazard Mitigation Plan.

The Steering Committee formed a HMP Planning Team consisting of local officials who took the lead in developing the hazard mitigation plan. All participating local jurisdictions, including San Bruno, have been responsible for assisting in the

development of the hazard and vulnerability assessments as well as the mitigation action strategies for their respective jurisdictions and organizations. The HMP presents the accumulated information in a unified framework to ensure a comprehensive and coordinated plan covering the entire San Mateo County planning area.

The San Bruno Planning Team is comprised of the Assistant City Manager, Community Development Director, Public Services Director, Police Chief, Community Services Director, and Fire Battalion Chief. The San Bruno Planning Team has been responsible for the development and recommendation of the San Bruno Annex. Members of the San Bruno Planning Team attended various workshops and events sponsored by San Mateo County. Key staff from various San Bruno Departments were used to develop the Annex and to help assimilate it into the overall San Mateo County Hazard Mitigation Plan. This effort involved reviewing and providing input on data on each phase of the plan.

Goals for the overall hazard mitigation plan included the following:

- Protect life and property
- Provide information to residents to better understand the hazards in the region and ways to reduce their vulnerability to those hazards
- Promote hazard mitigation as an integrated public policy and as a standard business practice
- Increase resilience of infrastructure and critical facilities
- Protect the environment
- Develop and implement mitigation strategies that use public funds in an efficient and cost effective way
- Improve community emergency management capability

Once the County Hazard Mitigation Plan is adopted by all of the San Mateo County jurisdictional partners and approved by FEMA, the partnership will collectively and individually become eligible to apply for hazard mitigation project funding from both the Pre-Disaster Mitigation Grant Program and the Hazard Mitigation Grant Program. After the final and formal approval by FEMA, the San Bruno Planning Team will meet to evaluate opportunities for grant funding.

Funds will be awarded on a competitive basis for mitigation planning and project applications intended to make local governments more resistant to the impacts of future natural disasters. Cost effective pre-disaster mitigation activities reduce risk to life and property from natural hazard events before a natural disaster strikes, thus reducing overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations.

The grant funds are made available to states and local governments and can be used to implement the long-term hazard mitigation measures specified within the City's Annex of the HMP before and after a major disaster declaration. The HMP is considered a living document such that, as awareness of additional hazards become known, and new strategies and projects are conceived to offset or prevent losses due to these hazards,

the HMP and the City's Annex will be evaluated and revised on a continual 5-year time frame.

FISCAL IMPACT:

There is no fiscal impact associated with accepting the HMP or the San Bruno Annex. The City paid \$250 for various hazard mitigation planning workshops.

ALTERNATIVES:

1. Do not adopt the San Mateo County HMP and develop a stand-alone San Bruno Hazard Mitigation Plan
2. Provide direction to amend or reconsider parts of the HMP San Bruno Annex as presented.

RECOMMENDATION:

Adopt Resolution Accepting the San Bruno Annex of the San Mateo County Hazard Mitigation Plan and San Mateo County Hazard Mitigation Plan

ATTACHMENTS:

1. Resolution
2. San Bruno Annex of the San Mateo County Hazard Mitigation Plan
3. San Mateo County Hazard Mitigation Plan Executive Summary (Full document can be found at: <http://planning.smcgov.org/local-hazard-mitigation-plan>)
4. Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation Grant Program (PDM) Fact Sheet

REVIEWED BY:

_____ CM

_____ ACM

_____ FD, Other

RESOLUTION NO. 2016 - ____

**ADOPT RESOLUTION ACCEPTING THE SAN BRUNO ANNEX OF
THE SAN MATEO COUNTY HAZARD MITIGATION PLAN AND SAN
MATEO COUNTY HAZARD MITIGATION PLAN**

WHEREAS, as part of the Federal Disaster Mitigation Act of 2000 (Act), the Federal Emergency Management Agency (FEMA) is responsible for coordinating the implementation of the Act, requiring local government, state, and special jurisdictions to develop hazard mitigation plans.; and

WHEREAS, the State of California has required all counties, cities, and special districts, to prepare mitigation strategies; and

WHEREAS, in order to qualify for any future hazard mitigation grant awards from the FEMA Hazard Mitigation Grant Program, each jurisdiction must prepare, and have approved by the Federal Government a local hazard mitigation plan (HMP); and

WHEREAS, responding to federal mandates in the Disaster Mitigation Act of 2000 (Public Law 106-390), a partnership was formed to pool resources and to create a uniform hazard mitigation strategy that can be consistently applied to the defined planning area and used to ensure eligibility for specified grant funding success; and

WHEREAS, in December of 2015, the City of San Bruno joined a coalition of San Mateo County cities and special districts which embarked on a planning process to prepare for and lessen the impacts of specified natural hazards by updating the San Mateo County Hazard Mitigation Plan (HMP); and

WHEREAS, each individual jurisdiction is required to prepare an "Annex", outlining the hazards and threats with mitigation strategies specific to the needs of that jurisdiction; and

WHEREAS, the last Annex was adopted by the San Bruno City Council on March 21, 2012; and

WHEREAS, City staff has worked with representatives from San Mateo County to develop the HMP Annex for the City of San Bruno; and

WHEREAS, the City's Annex has been reviewed and conditionally approved by FEMA for adoption by the City and inclusion with the County's regional Hazard Mitigation Plan; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Bruno hereby accepts the San Bruno Annex of the San Mateo County Hazard Mitigation Plan and San Mateo County Hazard Mitigation Plan.

Dated: September 27, 2016

ATTEST:

Carol Bonner, City Clerk

-o0o-

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 27th day of September by the following vote:

AYES: COUNCILMEMBERS: _____

NOES: COUNCILMEMBERS: _____

ABSENT: COUNCILMEMBERS: _____



Chapter 16.

City of San Bruno

16.1 Hazard Mitigation Plan Point of Contact

Primary Point of Contact

Dave Cresta, Fire Battalion Chief
555 El Camino Real
San Bruno, CA, 94066
Telephone: 650 616-7144
e-mail Address: dcresta@sanbruno.ca.gov

Alternate Point of Contact

Tami Yuki, Assistant City Manager
567 El Camino Real
San Bruno, Ca 94066
Telephone: 650-616-7072
e-mail Address: tyuki@sanbruno.ca.gov

16.2 Jurisdiction Profile

The following is a summary of key information about the jurisdiction and its history:

- ❖ Date of Incorporation—1914
- ❖ Current Population— 45,360 (as of January 1, 2016 – CA DOF)
- ❖ Population Growth— Based on data tracked by the California Department of Finance, San Bruno has experienced 2.7% population growth from 2014 to 2015. Per the US Census population growth between 2000 and 2010 was 7.08 %.
- ❖ Location and Description— San Bruno is located on the San Mateo Peninsula, approximately 12 miles south of San Francisco. San Bruno is adjacent to the San Francisco International Airport as well as US Highways 101 and California Interstate 280. San Bruno borders the cities of Millbrae to the south, Pacifica to the west and South San Francisco to the north.
- ❖ Brief History—Much of San Bruno had been developed from wilderness to ranch land by the 1880s. The ranches supplied San Francisco with horses, milk, and meat. After the San Francisco earthquake and fire in 1906, the San Bruno Park addition was developed into housing. Several other new neighborhoods sprung up in the area until 1914 when San Bruno became an official municipality. At that time San Bruno had roughly 1,400 residents. Today San Bruno is known as an airport city. Mills Field was dedicated in 1927 near the site now occupied by San Francisco International Airport, but it took many years for the airport to become the success it is today. The many other more established airports in the area, along with the short and often swampy runways made Mills Field unpopular with aviators and businesses alike until 1945 when voters approved a million bond into the improvement and expansion of the airport. Since then the airport has become one of the busiest in the world, and San Bruno has grown into an international city right along with it.
- ❖ Climate—San Bruno enjoys a mild climate characterized by cool dry summers and chilly wet winters. January is the coldest month with an average high is 55.9 F. September is the warmest month with an average high of 72.7 F. Temperatures exceed 90 °F (32 °C) on an average of 4 days annually. Fog and low overcast are common during the night and morning hours in



the summer months, which are generally very dry except for occasional light drizzle from the fog. Total annual precipitation, most of which falls from November to April, averages 20.11 inches.

- ❖ **Governing Body Format**—The City of San Bruno is a General Law City. San Bruno is governed by the City Council and operates under a Council-Manager form of government. As the policy making body, the City Council has the ultimate responsibility to the people of San Bruno and the implementation of all programs and City services. It approves all ordinances, resolutions, and major contracts, modifies and approves the budget, and has the responsibility of employing a City Manager and City Attorney. The Council appoints citizens to nine advisory boards, commissions and committees. All major changes in direction or emphasis and organizational changes must be approved by the City Council. The City Manager is responsible for implementing the programs and policies which are established by the City Council. The City Council is responsible for adoption and implementation of this plan.
- ❖ **Development Trends**— The City of San Bruno, like most other California communities, experienced a significant economic downturn from 2006-2008. However, San Bruno has experienced an economic turnaround since then. The issuance of building permits has risen from 1,122 in 2009 to 1,523 in 2015. The biggest increase has been seen in residential alterations, which rose steadily from 239 building permits in 2009 to 580 building permits in 2015 while the number of residential units constructed in San Bruno has increased as well. Not only has the general economy improved in the last seven years, in early 2013 the City of San Bruno adopted its Transit Corridors Specific Plan for a 155-acre area that includes its downtown and its major BART and Caltrain station transportation facilities. Additionally, San Bruno residents adopted Measure N in November of 2014 that allows for increased building heights, increased residential densities, and above-ground parking garages in the Transit Corridors Plan area. The clear vision for the future provided by the adopted Transit Corridors Plan and the development incentives of Measure N have resulted in considerable interest for new development and redevelopment within the Plan area. San Bruno is a location for a significant number of large technology businesses and is the headquarters for YouTube and Walmart.com.

16.3 Capability Assessment

An assessment of legal and regulatory capabilities is presented in Table 16-1. An assessment of fiscal capabilities is presented in Table 16-2. An assessment of administrative and technical capabilities is presented in Table 16-3. Information on National Flood Insurance Program (NFIP) compliance is presented in Table 16-4. Classifications under various community mitigation programs are presented in Table 16-5. An assessment of education and outreach capabilities is presented in Table 16-6.

TABLE 16-1. LEGAL AND REGULATORY CAPABILITY

	Local Authority	Other Jurisdiction Authority	State Mandated
Building Code	Yes	No	Yes
<i>Comment: Title 11, updated by Ord. 1816 (2014), the 2016 update expected for adoption late-2016</i>			
Zoning Code	Yes	No	No
<i>Comment: Title 12, Article III, last comprehensive update Ord. 1410 (August 23, 1982)</i>			





	Local Authority	Other Jurisdiction Authority	State Mandated
Subdivisions <i>Comment: Title 12, Article II, last comprehensive update Ord. 1352 (September 22, 1980)</i>	Yes	No	No
Stormwater Management <i>Comment: County SMCWPPP, Chapter 10.18</i>	Yes	Yes	Yes
Post-Disaster Recovery <i>Comment:</i>	No	No	No
Real Estate Disclosure <i>Comment: CA. State Civil Code 1102 requires full disclosure on Natural hazard Exposure of the sale/re-sale of any and all real property.</i>	No	No	Yes
Growth Management <i>Comment: Ordinance 1284 (June 1, 1977) and Transit Corridors Plan (March 12, 2013)</i>	Yes	No	No
Site Plan Review <i>Comment: Coordinated between Community Development and Public Services Departments, Title 12, Article III</i>	Yes	No	No
Environmental Protection <i>Comment: CA Environmental Quality Act (CEQA)</i>	No	No	Yes
Flood Damage Prevention <i>Comment: Addressed through section 1612 of the 2013 CBC</i>	Yes	Yes	Yes
Emergency Management <i>Comment: Fire Department, Chapter 2.48</i>	Yes	No	No
Climate Change <i>Comment: Climate Action Plan is currently in administrative draft</i>	No	No	No
Other <i>Comment: Chapter 10.12 (Water Quality Control), Chapter 10.13 (Inspection, repair, and replacement of private sewer laterals), Chapter 10.16 (Water Conservation), Chapter 11.30 (Seismic hazard identification program for unreinforced masonry buildings), Chapter 11.24 (International fire code)</i>	Yes	No	No
General or Comprehensive Plan <i>Comment: San Bruno General Plan – Adopted 3/24/09; The Plan includes the Public Services and Facilities Element; and the Healthcare and Safety Element</i>	Yes	No	No
Capital Improvement Plan (CIP) <i>Comment: The CIP is adopted annually and the budget covers a 5-year span; it addresses City facilities, Water, Storm, Sewer Infrastructure</i>	Yes	No	No
Floodplain or Watershed Plan <i>Comment:</i>	No	No	No
Stormwater Plan <i>Comment: Storm Drain Master Plan – Adopted June 10, 2014</i>	Yes	No	No
Habitat Conservation Plan <i>Comment:</i>	No	No	No
Economic Development Plan <i>Comment: San Bruno General Plan – Economic Development Element</i>	Yes	No	No





	Local Authority	Other Jurisdiction Authority	State Mandated
Shoreline Management Plan	No	No	No
Comment:			
Community Wildfire Protection Plan	Yes	No	No
Comment: The Fire Mitigation and Vegetation Management Program is adopted and funded each fiscal year and coordinated between the San Bruno Fire Dept. and Community Services Dept.			
Forest Management Plan	No	No	No
Comment: San Bruno Fire Mitigation and Vegetation Management Plan			
Climate Action Plan	Pending	No	No
Comment: Climate Action Plan is currently in administrative draft			
Other	Yes	No	No
Comment: Walk Bike Master Plan, San Bruno Transit Corridors Specific Plan (TCP), U.S. Navy Site Specific Plan			
Comprehensive Emergency Management Plan	Yes	No	No
Comment Addressed in the City's Emergency Operations Plan May, 2008			
Threat & Hazard Identification & Risk Assessment	Yes	No	No
Comment: Addressed in the City's Emergency Operations Plan, May, 2008			
Post-Disaster Recovery Plan	Yes	No	No
Comment: Addressed in the City's Emergency Operations Plan May, 2008			
Continuity of Operations Plan	Yes	No	No
Comment: Addressed in City's Emergency Operations Plan May, 2009			
Public Health Plan	No	Yes	No
Comment: San Mateo County Public Health			

TABLE 16-2. FISCAL CAPABILITY

Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	Yes
Capital Improvements Project Funding	Yes
Authority to Levy Taxes for Specific Purposes	No
User Fees for Water, Sewer, Gas or Electric Service	Yes (For Water and Sewer)
Incur Debt through General Obligation Bonds	No
Incur Debt through Special Tax Bonds	No
Incur Debt through Private Activity Bonds	No
Withhold Public Expenditures in Hazard-Prone Areas	No
State-Sponsored Grant Programs	No
Development Impact Fees for Homebuyers or Developers	No
Other	No





TABLE 16-3. ADMINISTRATIVE AND TECHNICAL CAPABILITY

Staff/Personnel Resources	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Yes	Community Development Department and Public Services Department
Engineers or professionals trained in building or infrastructure construction practices	Yes	Community Development Department and Public Services Department
Planners or engineers with an understanding of natural hazards	Yes	Community Development Department and Public Services Department
Staff with training in benefit/cost analysis	Yes	Finance Department
Surveyors	Yes	Contract surveyor staff
Staff capable of making substantial damage estimates	Yes	Community Development Department
Personnel skilled or trained in GIS applications	Yes	Contract GIS Consultant Long-Range Planning Manager in the Community Development Dept.
Scientist familiar with natural hazards in local area	No	
Emergency manager	Yes	Fire Battalion Chief
Grant writers	Yes	Management Analyst in the Public Services Department

TABLE 16-4. NATIONAL FLOOD INSURANCE PROGRAM COMPLIANCE

Criteria	Response
When did the community enter the NFIP?	3/30/1981
When did the Flood Insurance Rate maps become effective?	No SFHA
What local department is responsible for floodplain management?	Public Services, Engineering
Who is your floodplain administrator? (department/position)	City Engineer
• Is this a primary or auxiliary role?	Auxiliary
Are any certified floodplain managers on staff in your jurisdiction?	No
What is the date of adoption of your flood damage prevention ordinance?	N/A
• Does your floodplain management program meet or exceed minimum requirements?	N/A
When was the most recent Community Assistance Visit or Community Assistance Contact?	N/A
Does your jurisdiction have any outstanding NFIP compliance violations that need to be addressed?	No
Do your flood hazard maps adequately address the flood risk within your jurisdiction?	Yes
Does your floodplain management staff need any assistance or training to support its floodplain management program?	No
Does your jurisdiction participate in the Community Rating System (CRS)?	No
• If not, is your jurisdiction interested in joining the CRS program?	Yes
How many Flood Insurance policies are in force in your jurisdiction?	18
• What is the insurance in force?	\$3,174,800



Criteria	Response
• What is the premium in force?	\$22,080
How many total loss claims have been filed in your jurisdiction?	18
• How many claims were closed without payment/are still open?	6
• What were the total payments for losses?	\$96,668.67

TABLE 16-5. COMMUNITY CLASSIFICATIONS

	Participating?	Classification	Date Classified
Community Rating System	No		
Building Code Effectiveness Grading Schedule	No		
Public Protection	No		
Storm Ready	No		
Firewise	No		

TABLE 16-6. EDUCATION AND OUTREACH

Criteria	Response
Do you have a Public Information Officer or Communications Office?	Yes(if yes, please specify) City Manager’s Office
Do you have personnel skilled or trained in website development?	No one on staff who is trained in website development; however, each department has a representative who is trained to update San Bruno’s website pages.
Do you have hazard mitigation information available on your website?	Yes
• If yes, please briefly describe.	The Fire Department has a page dedicated to disaster preparedness.
Do you utilize social media for hazard mitigation education and outreach?	Yes
• If yes, please briefly describe.	Individual departments use various social media sites to provide education and information related to hazard mitigation.
Do you have any citizen boards or commissions that address issues related to hazard mitigation?	Yes
• If yes, please briefly specify.	The Community Preparedness Committee promotes emergency preparedness planning and education to prepare residents to mitigate the potential consequences of natural and man-made disasters.
Do you have any other programs already in place that could be used to communicate hazard-related information?	Yes
• If yes, please briefly describe.	The City operates a cable television station where hazard-related information could be communicated.
Do you have any established warning systems for hazard events?	Yes





Criteria	Response
• If yes, please briefly describe.	SMC Alert

16.4 Integration with Other Planning Initiatives

The following describe the jurisdiction’s process for integrating the hazard mitigation plan into local planning mechanisms.

16.4.1 Existing Integration

The following plans and programs currently integrate the goals, risk assessment and/or recommendations of the hazard mitigation plan:

- ❖ San Bruno’s General Plan, last updated in 2009, integrates the hazard mitigation plan through its *Public Services and Facilities Element and its Healthcare and Safety Element*.
- ❖ The development review process includes adhering to CEQA, which requires mitigation for identified natural hazards.

16.4.2 Opportunities for Future Integration

The following plans and programs do not currently integrate the goals, risk assessment and/or recommendations of the hazard mitigation plan, but provide an opportunity for future integration:

- ❖ The City is currently working on the Climate Action Plan, which should identify opportunities for hazard mitigation.
- ❖ The City will adopt the 2016 CA Building Code, which will further strengthen the city’s plans and programs to address potential risks and hazards.
- ❖ In 2016, the City will adopt a comprehensive update of the zoning section of the Municipal Code. This will allow for more compact development within the city’s existing core and will align with both the adopted General Plan and Transit Corridors Plan. It will allow for redevelopment of older infrastructure, aligning with LAND f-3 of the Hazard Mitigation Plan.

16.5 Jurisdiction-Specific Natural Hazard Event History

Table 16-6 lists all past occurrences of natural hazards within the jurisdiction.

TABLE 16-6. NATURAL HAZARD EVENTS

Type of Event	FEMA Disaster # (if applicable)	Date	Preliminary Damage Assessment
Drought Emergency	N/A	2014-2016	N/A
Severe Storms	N/A	12/2014	\$1.1 Million
Fire	FM-2856	9/10/2010	\$55 Million
Winter Storms/Landslides	N/A	1998	N/A
Loma Prieta Earthquake	DR-845	1989	N/A



16.6 Jurisdiction-Specific Vulnerabilities

Repetitive loss records are as follows:

- ❖ Number of FEMA-identified Repetitive-Loss Properties: 0
- ❖ Number of FEMA-identified Severe-Repetitive-Loss Properties: 0
- ❖ Number of Repetitive-Loss Properties or Severe-Repetitive-Loss Properties that have been mitigated: 0

Other noted vulnerabilities include:

- ❖ Flooding of properties in Belle Air neighborhood during heavy storm events.
- ❖ Lack of generators at critical water pump station facilities
- ❖ Seismically retrofit water tanks. Installing flexible connection at inlet and outlet pipelines.
- ❖ Inefficient and old generators at critical City facilities.

16.7 Hazard Risk Ranking

Table 16-7 presents the ranking of the hazards of concern.

TABLE 16-7. HAZARD RISK RANKING

Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Category
1	Earthquake	48	High
2	Severe Weather	33	Medium
3	Wildfire	18	Medium
4	Landslide	18	Medium
5	Flood (Stormwater)	18	Medium
4	Drought	3	Low
6	Dam Failure	0	Low
5	Tsunami	0	Low

16.8 Hazard Mitigation Action Plan and Evaluation of Recommended Actions

Table 16-8 lists the actions that make up the City of San Bruno hazard mitigation action plan. Table 16-9 identifies the priority for each action. Table 16-10 summarizes the mitigation actions by hazard of concern and the six mitigation types.

TABLE 16-8. HAZARD MITIGATION ACTION PLAN MATRIX

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
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SB-1 — Increase public awareness of Disaster Preparedness by teaching the “Get Ready” Campaign to the community





Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
Existing	All Hazards	1, 2, 3, 7, 9	Fire	Low	Staff time, General Funds	On-Going
SB-2 — Improve emergency planning by providing training to Care Home Facilities in the Community						
New and Existing	All Hazards	1, 2, 3, 7, 9	Fire	Low	Staff time, General Funds	On-Going
SB-3 — Ensure adequate water supply during emergencies and disaster recovery						
Existing	All Hazards	1, 4, 11	Public Works	Low	Staff time, Water Funds	On-Going
SB-4 — Assess City's vulnerability to drought risk and implementation of water conservation measures to improve water supply						
Existing	Drought	1, 4	Public Works	Low	Staff time, Water Funds	On-Going
SB-5 — Conduct regular maintenance for drainage system and flood control structures						
Existing	Flood	1, 4, 7	Public Works	Low	Staff time, General Funds	On-Going
SB-6 — Rehabilitate the City's stormwater system to reduce local flooding caused by inadequate storm drainage						
New and Existing	Flood	1, 4, 7	Public Works	High	General Funds	Long-Term
SB-7 — Continue to maintain the minimum National Flood Insurance Program participation requirement for communities with no mapped Special Flood Hazard Area.						
New	Flood	1, 4, 5, 9	Public Works	Medium	Staff time, General Funds	Short-Term
SB-8 — Form partnership between local and regional entities to support multi-jurisdictional floodplain management						
New	Flood	1, 2, 4, 8, 9, 10	Public Works	Low	Staff time, General Funds	Long-Term
SB-9 — Establish local funding mechanisms for stormwater flood mitigation						
New	Flood	1, 2, 8	Public Works	Low	Staff time, General Funds	Long-Term
SB-10 — Increase awareness of urban flood risk and safety for property owners						
New	Flood	1, 2, 3, 4, 7, 9, 10	Public Works	Low	Staff time, General Funds	Short-Term
SB-11 — Assess City's vulnerability to sea level rise						
New	Flood	1, 3, 5, 6, 7, 10	Public Works	Medium	Staff time, General Funds	Long-Term
SB-12 — Mitigate the impacts of sea-level rise in San Bruno						
New	Flood	1, 4, 7	Public Works	Medium	Staff time, General Funds	Long-Term
SB-13 — Provide sandbags to residents in anticipation of rainstorms and public outreach on locations to obtain the sandbags						
Existing	Flood	1, 9	Public Works	Low	Staff time, General Funds	On-Going



Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
SB-14 — Comply with applicable performance standards of any National Pollutant Discharge Elimination System municipal stormwater permit that seeks to manage increases in stormwater run-off flows from new development and redevelopment construction projects						
New and Existing	Flood	1, 4	Public Works	Low	Staff time, General Funds	On-Going
SB-15 — Incorporate FEMA guidelines and suggested activities into local government plans and procedures for managing flood hazards.						
New and Existing	Flood	1, 2, 3, 5, 7, 10	Public Works	Medium	Staff time, General Funds	Short-Term
SB-16 — Retrofit or replace critical lifeline facilities and/or their backup facilities that are shown to be vulnerable to damage in natural disasters.						
New and Existing	All Hazards	1, 4, 5, 7, 11	Public Works	High	Staff time, Water Fund, Wastewater Fund	Long-Term
SB-17 — Provide back-up emergency power at critical infrastructure facilities.						
New and Existing	All Hazards	1, 11	Public Works	Medium	Staff time, Water Fund, Wastewater Fund	Short-Term
SB-18 — Seek and implement training for supervisory and management personnel regarding establishing and maintaining a field command post based on ICS principles.						
New	All Hazards	1, 2, 3, 4, 5, 8, 9, 10	Police	Low	Staff time, General Fund	Long-Term
SB-19 — Enhance radio communications at critical areas in the city including the mall and the Crossings Complex to ensure officer and public safety.						
New	All Hazards	1, 2, 4, 7, 9, 10, 11	Police	High	Staff time, General Fund	Long-Term
SB-20 — Work to sustain interoperable communications and virtual dispatch capabilities with an allied agency that provides for redundancy and hardening of dispatch center.						
Existing	All Hazards	1, 2, 3, 4, 6, 7, 8, 9, 10	Police	High	General Fund (Operating Budget)	Long-Term
SB-21 — Take steps to enhance the security of the police station facility to include the repair and replacement of the video system, intercom system, and keyless access system.						
Existing	All Hazards	1, 4, 9, 11	Police	High	General Fund (CIP)	Short-Term
SB 22 - Continue to support community emergency preparedness through delivery of CERT and other resident training and public education outreach through the Community Preparedness Advisory Committee						
Existing	All Hazards	1, 2, 6, 9, 10	Police and Fire	Low	Staff time, General Fund	Ongoing
SB 23 – Abate potential fire hazards through an annual program of vegetation management in right-of-way, easements, and open space						
New and existing	Wildfire	7	Community Services and Fire	Medium	Staff time, General Fund	On-going





Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
SB-24 – Integrate the hazard mitigation plan into other plans, ordinances and programs that dictate land use decisions within the community.						
New and existing	All Hazards	1-10	Community Development	Low	Staff time, General Funds	Ongoing
SB-25 — Support the County-wide initiatives identified in Volume I of the hazard mitigation plan.						
New	All Hazards	1-10	City Manager’s Office	Low	Staff time, General funds	Ongoing
SB-26 – Actively participate in the plan maintenance protocols outlined in Volume I of the hazard mitigation plan.						
New	All Hazards	1-10	City Manager’s Office	Low	Staff Time, General funds	Ongoing
SB-27 – Work with Chief Building Official to obtain a BCEGS classification.						
New	All Hazards	1, 4, 5, 6, 7	Community Development	Low	Staff time, General funds	Short-Term
SB-28 – Encourage the cooperation of utility system providers and cities, counties, and special districts, and PG&E to develop strong and effective mitigation strategies for infrastructure systems and facilities.						
Existing	All Hazards	1-10	City Manager’s Office	Low	Staff Time, General funds	Ongoing
SB-29 - Comply with all applicable building and fire codes, as well as other regulations (such as state requirements for fault, landslide, and liquefaction investigations in particular mapped areas) when constructing or significantly remodeling infrastructure facilities.						
Existing	Earthquake	1, 4, 5, 6, 7	Fire, Community Development	Low	Staff Time, General funds	Ongoing
SB-30 – Continue requirements in zoning ordinances to address hillside development constraints in areas of steep slopes that are likely to lead to excessive road maintenance or where roads will be difficult to maintain during winter storms due to landsliding.						
Existing	Landslide	1, 4, 5, 6, 7	Community Development	Low	Staff Time, General Funds	Ongoing
SB-31 – Coordinate planning for short-term sheltering of residents of the community with the American Red Cross.						
New	Earthquake, Landslide, Wildfire, Flood, Severe Weather	1-8, 10	Community Development	Medium	Staff Time, General Funds, Grant Funding	Long-Term
SB-32 – Develop a plan for interim housing for those displaced by a natural hazard.						
New	Earthquake, Landslide, Wildfire, Flood	1-8, 10	Community Development	Medium	Staff Time, General Funds, Grant Funding	Long-Term
SB-33 – Encourage local government building inspectors to take classes on a periodic basis (such as the FEMA-developed training classes offered by ABAG) on retrofitting of single-family homes						
Existing	Earthquake	1,3,4	Community Development	Low	Staff Time, General Funds	Ongoing



Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
SB-34 – Encourage private retrofit contractors and home inspectors doing work in the City to take retrofit classes on a periodic basis (such as the FEMA- developed training classes offered by ABAG or additional classes that might be offered by the CALBO Training Institute) on retrofitting of single- family homes.						
Existing	Earthquake	1,3,4,10	Community Development	Low	Staff Time, General Funds	Ongoing
SB-35 – Work to educate building owners, local government staff, engineers, and contractors on privately-owned soft-story retrofit procedures and incentives using materials such as those developed by ABAG						
Existing, Underfunded	Earthquake	1,3,4,10	Community Development	Low	Staff Time, General Funds	Ongoing
SB-36 – Continue to require that all new housing be constructed in compliance with requirements of the most recently adopted version of the California Building Code.						
Existing	Earthquake	1, 4, 5, 6, 7	Community Development	Low	Staff Time, General Funds	Ongoing
SB-37 – Conduct appropriate employee training and support continued education to ensure enforcement of building codes and construction standards, as well as identification of typical design inadequacies of housing and recommended improvements.						
Existing	Earthquake	1,3,4	Community Development	Low	Staff Time, General Funds	Ongoing
SB-38 – Adopt and amend as needed updated versions of the California Building and Fire Codes so that optimal fire-protection standards are used in construction and renovation projects of private buildings.						
Existing	Wildfire	1, 4, 5, 6, 7	Community Development, Fire	Low	Staff Time, General Funds	Ongoing
SB-39 – Consider implementing requirements for fire sprinklers in all new multifamily housing, regardless of distance from a fire station.						
Existing	Wildfire	1, 4, 5, 6, 7	Community Development, Fire	Low	Staff Time, General Funds	Ongoing
SB-40 – Consider implementing requirements for fire sprinklers in all new mixed use development to protect residential uses from fires started in non- residential areas.						
Existing	Wildfire	1, 4, 5, 6, 7	Community Development, Fire	Low	Staff Time, General Funds	Ongoing
SB-41 – Conduct periodic fire-safety inspections of all multi- family buildings, as required by State law.						
Existing	Wildfire	1, 4, 5, 6, 7	Community Development, Fire	Low	Staff Time, General Funds	Ongoing
SB-42 – Continue to require the bracing of new water heaters and flexible couplings on gas appliances.						
Existing	Earthquake, Wildfire	1, 4, 5, 6, 7	Community Development	Low	Staff Time, General Funds	Ongoing
SB-43 – Comply with all applicable building and fire codes, as well as other regulations (such as state requirements for fault, landslide, and liquefaction investigations in particular mapped areas) when constructing or significantly remodeling government-owned facilities.						
Existing	Earthquake, Landslide, Wildfire, Flood	1, 4, 5, 6, 7	Community Development, Fire	Low	Staff Time, General Funds	Ongoing





Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
SB-44 – Establish a framework and process for pre-event planning for post-event recovery that specifies roles, priorities, and responsibilities of various departments within the local government organization, and that outlines a structure and process for policy-making involving elected officials and appointed advisory committees.						
Existing	Earthquake, Landslide, Wildfire, Flood	1-10	City Manager’s Office	Medium	Staff Time, General Funds	Ongoing
SB-45 – Prepare a basic Recovery Plan that outlines the major issues and tasks that are likely to be the key elements of community recovery, as well as integrate this planning into response planning.						
Existing, Underfunded	Earthquake, Landslide, Wildfire, Flood	1-10	City Manager’s Office	Medium	Staff Time, General Funds	Ongoing
SB-46 – Continue to enforce State-mandated requirements, such as the California Environmental Quality Act, to ensure that mitigation activities for hazards, such as seismic retrofits and vegetation clearance programs for fire threat, are conducted in a way that reduces environmental degradation such as air quality impacts, noise during construction, and loss of sensitive habitats and species, while respecting the community value of historic preservation.						
Existing	Earthquake, Landslide, Wildfire, Flood	1, 4, 5, 6, 7	Community Development	Low	Staff Time, General Funds	Ongoing
SB-47 – Adopt and enforce land-use policies that reduce sprawl, preserve open space, and create compact, walkable urban communities.						
Existing	Landslide, Wildfire, Flood, Drought	1, 4, 5, 6, 7	Community Development	Low	Staff Time, General Funds	Ongoing
SB-48 – Enforce and/or comply with the State-mandated requirement that site-specific geologic reports be prepared for development proposals within Alquist- Priolo Earthquake Fault Zones, and restrict the placement of structures for human occupancy. (This Act is intended to deal with the specific hazard of active faults that extend to the earth’s surface, creating a surface rupture hazard.)						
Existing	Earthquake	1, 4, 5, 6, 7	Community Development	Low	Staff Time, General Funds	Ongoing
SB-49 - Work to retrofit older downtown areas and redevelopment districts to protect architectural diversity and promote disaster-resistance.						
Existing, underfunded	Earthquake, Landslide, Wildfire, Flood	1, 2, 4, 5, 6, 7, 10	Community Development	High	Staff Time, General Funds, Public Private Partnerships	Ongoing
SB-50 - Broaden awareness on emergency alerting by educating the public on SMC Alert						
New and existing	All Hazards	1,3,9	Public Safety	Low	Staff time	On-going
SB-51 - Update the Emergency Operations Plan with integration of the Hazard Mitigation Plan						
New and Existing	All Hazards	1, 2, 3, 4, 9	Emergency Management	Medium	EMPG	Short-term
SB – 54 – Ensure adequate supplies and equipment to support to support the community’s needs at emergency shelters.						



Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
New and existing	All hazards	1, 2, 3, 4, 5, 6, 7	Lead contact Community Services	Low	Staff time, General Fund	Short-term

Action G-1—Where appropriate, support retrofitting, purchase, or relocation of structures in hazard-prone areas to prevent future structure damage. Give priority to properties with exposure to repetitive losses.

Existing	All	1, 3, 4, 5, 6, 7, 11	Jurisdictions	High	FEMA Hazard Mitigation Grants	Long-term (depending on funding)
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Action G-2—Consider participation in incentive-based programs such as the Community Rating System, Tree City, and StormReady.

New and existing	All	All	Jurisdictions	Low	General Fund	Long-term
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TABLE 16-9. MITIGATION STRATEGY PRIORITY SCHEDULE

Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Implementation Priority ^a	Grant Priority ^a
SB-1	5	High	Low	Yes	No	Yes	High	Low
SB-2	5	High	Low	Yes	No	Yes	High	Low
SB-3	3	High	Low	Yes	No	Yes	High	Low
SB-4	2	High	Low	Yes	No	Yes	High	Low
SB-5	3	High	Low	Yes	No	Yes	High	Low
SB-6	3	High	High	Yes	No	No	Low	Low
SB-7	4	High	Medium	Yes	No	Yes	Medium	Low
SB-8	6	Medium	Low	Yes	No	Yes	High	Low
SB-9	3	Medium	Medium	Yes	No	Yes	High	Low
SB-10	7	High	Low	Yes	No	Yes	High	Low
SB-11	6	Medium	High	No	No	No	Low	Low
SB-12	3	Low	High	No	No	No	Low	Low
SB-13	2	High	Low	Yes	No	Yes	High	Low
SB-14	2	High	Low	Yes	No	Yes	High	Low
SB-15	6	High	Medium	Yes	No	Yes	High	Low
SB-16	5	Medium	High	No	No	No	Medium	Low
SB-17	2	High	Medium	Yes	Yes	No	Medium	Medium
SB-18	8	High	Low	Yes	No	No	High	Low





Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Implementation Priority ^a	Grant Priority ^a
SB-19	7	High	High	Yes	No	No	High	Low
SB-20	9	High	High	Yes	No	Yes	High	Low
SB-21	4	High	High	Yes	No	Yes	High	Low
SB-22	5	High	Low	No	No	Yes	High	Low
SB-23	1	High	Medium	Yes	No	Yes	High	Low
SB-24	10	High	Low	Yes	No	Yes	Existing	Low
SB-25	10	High	Low	Yes	No	Yes	Existing	Low
SB-26	10	High	Low	Yes	No	Yes	High	Low
SB-27	5	High	Low	Yes	No	Yes	High	Low
SB-28	10	High	Low	Yes	No	Yes	Existing	Low
SB-29	5	High	Low	Yes	No	Yes	Existing	Low
SB-30	5	High	Low	Yes	No	Yes	Existing	Low
SB-31	9	High	Medium	Yes	Yes	Yes	High	Medium
SB-32	9	High	Medium	Yes	Yes	Yes	High	Medium
SB-33	3	High	Low	Yes	No	Yes	Existing	Low
SB-34	4	High	Low	Yes	No	Yes	Existing	Low
SB-35	4	High	Low	Yes	No	Yes	Existing, Underfunded	Low
SB-36	5	High	Low	Yes	No	Yes	Existing	Low
SB-37	3	High	Low	Yes	No	Yes	Existing	Low
SB-38	5	High	Low	Yes	No	Yes	Existing	Low
SB-39	5	High	Low	Yes	No	Yes	Existing	Low
SB-40	5	High	Low	Yes	No	Yes	Existing	Low
SB-41	5	High	Low	Yes	No	Yes	Existing	Low
SB-42	5	High	Low	Yes	No	Yes	Existing	Low
SB-43	5	High	Low	Yes	No	Yes	Existing	Low
SB-44	10	High	Medium	Yes	No	Yes	Existing	Low
SB-45	10	High	Medium	Yes	No	Yes	Existing, Underfunded	Low
SB-46	5	High	Low	Yes	No	Yes	Existing	Low
SB-47	5	High	Low	Yes	No	Yes	Existing	Low
SB-48	5	High	Low	Yes	No	Yes	Existing	Low
SB-49	7	High	High	Yes	Yes	No	Existing, Underfunded	Medium
SB-50	3	High	Low	Yes	No	Yes	High	Low
SB-51	5	Medium	Medium	Yes	Yes	No	Medium	High
SB-52	12	Low	Low	Yes	No	Yes	High	Low
SB-53	2	Low	Low	Yes	No	Yes	High	Low





Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Implementation Priority ^a	Grant Priority ^a
SB-54	7	High	Low	Yes	No	No	High	Medium
Action G-1	7	High	High	Yes	Yes	No	High	High
Action G-2	11	High	Low	Yes	No	Yes	High	Low

a. See the introduction to this volume for explanation of priorities.

TABLE 16-10. ANALYSIS OF MITIGATION ACTIONS

Hazard Type	Action Addressing Hazard, by Mitigation Type ^a					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Dam Failure						
Drought	SB-1, SB-2, SB-3, SB-4, SB-18, SB-19, SB-20, SB-21, SB-24, SB-25, SB-26, SB-27, SB-28, SB-46, SB-47, SB-50, SB-51, SB-52,		SB-1, SB-2, SB-3, SB-4, SB-18, SB-46, SB-50		SB-52	
Earthquake	SB-1, SB-2, SB-3, SB-16, SB-17, SB-18, SB-19, SB-20, SB-21, SB-22, SB-24, SB-25, SB-26, SB-27, SB-28, SB-29, SB-31, SB-32, SB-33, SB-34, SB-35, SB-36, SB-37, SB-42, SB-43, SB-44, SB-45, SB-46, SB-48, SB-49, SB-50, SB-51, SB-52	SB-29, SB-33, SB-34, SB-35, SB-36, SB-37, SB-43	SB-1, SB-2, SB-3, SB-18, SB-22, SB-29, SB-31, SB-32, SB-33, SB-34, SB-35, SB-36, SB-37, SB-42, SB-43, SB-44, SB-46, SB-49, SB-50		SB-3, SB-17,, SB-31, SB-32, SB-44, SB-45, SB-52	SB-16





Hazard Type	Action Addressing Hazard, by Mitigation Type ^a					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Flood	SB-1, SB-2, SB-5, SB-6, SB-7, SB-8, SB-9, SB-10, SB-11, SB-12, SB-13, SB-15, SB-18, SB-19, SB-20, SB-21, SB-22, SB-24, SB-25, SB-26, SB-27, SB-28, SB-31, SB-32, SB-43, SB-44, SB-45, SB-46, SB-47, SB-49, SB-50, SB-51, SB-52	SB-7, SB-9, SB-43	SB-1, SB-2, SB-5, SB-6, SB-7, SB-8, SB-9; SB-10; SB-11, SB-12; SB-13, SB-15, SB-18, SB-22, SB-31, SB-32, SB-43, SB-44, SB-46, SB-49, SB-50	SB-14	SB-13,, SB-31, SB-32, SB-44, SB-45	SB-9, SB-12
Landslide	SB-1, SB-2, SB-13, SB-18, SB-19, SB-20, SB-21, SB-22, SB-24, SB-25, SB-26, SB-27, SB-28, SB-30, SB-31, SB-32, SB-43, SB-44, SB-45, SB-46, SB-47, SB-49, SB-50, SB-51, SB-52	SB-30, SB-43	SB-1, SB-2, SB-13, SB-18, SB-22, SB-30, SB-31, SB-32, SB-43, SB-44, SB-46, SB-49, SB-50		SB-13, SB-31, SB-32, SB-44, SB-45, SB-52	
Severe Weather	SB-1, SB-2, SB-18, SB-19, SB-20, SB-21, SB-22, SB-24 , SB-25, SB-26, SB-27, SB-28, SB-46, SB-50, SB-51, SB-52		SB-1, SB-2, SB-18, SB-46, SB-50		SB-52	
Tsunami						



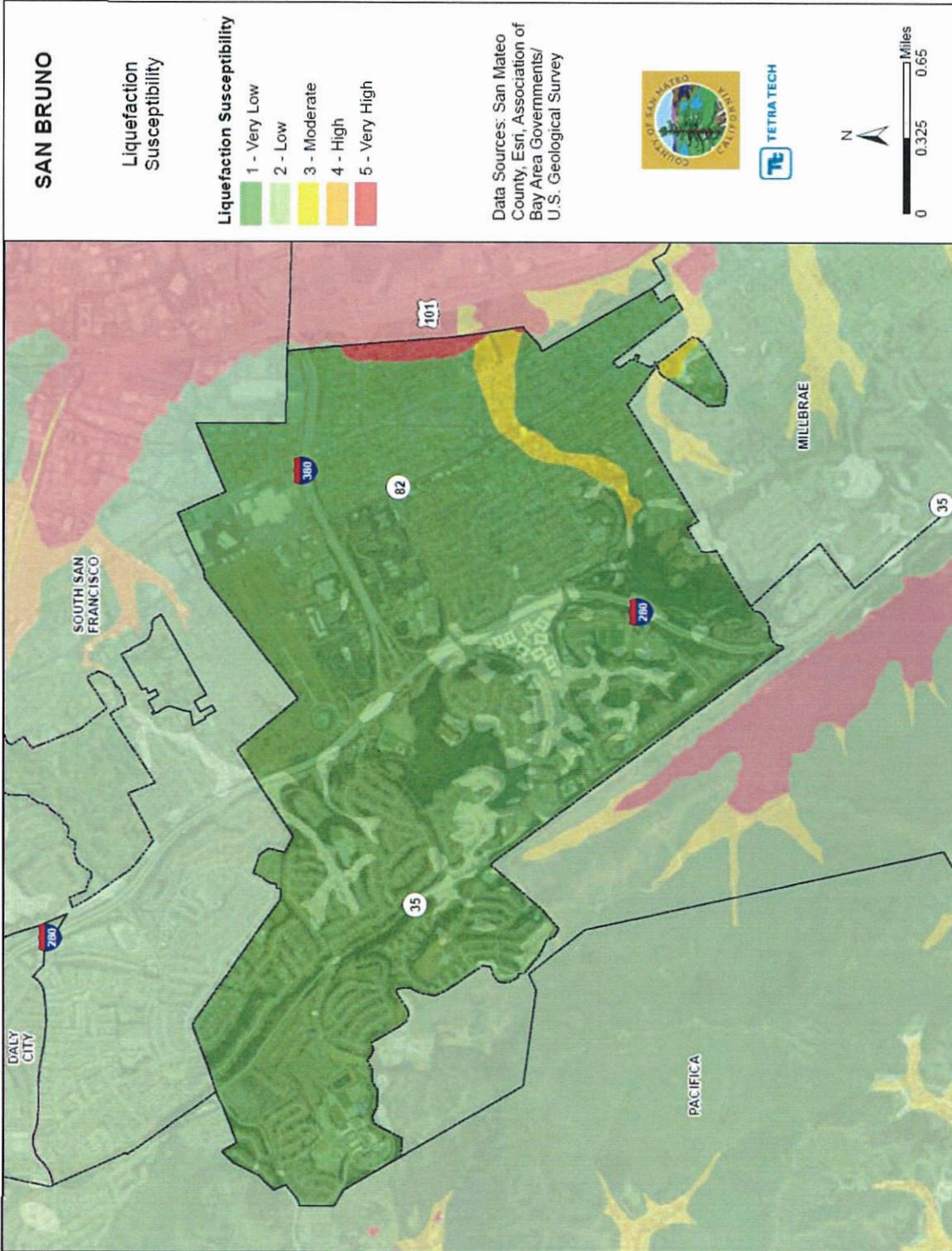
Hazard Type	Action Addressing Hazard, by Mitigation Type ^a					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Wildfire	SB-1, SB-2, SB-3; SB-17, SB-18, SB-19, SB-20, SB-21, SB-22, SB-23, SB-24, SB-25, SB-26, SB-27, SB-28, SB-31, SB-32, SB-38, SB-39, SB-40, SB-41, SB-42, SB-43, SB-44, SB-45, SB-46, SB-47, SB-49, SB-50, SB-51, SB-52	SB-38, SB-39, SB-40, SB-43,	SB-1, SB-2, SB-3, SB-18, SB-22, SB-31, SB-32, SB-38, SB-39, SB-40, SB-41, SB-42., SB-43, SB-44, S B-46, SB-49, SB-50		SB-3, SB-17, SB-31, SB-32, SB-44, SB-45, SB-52	

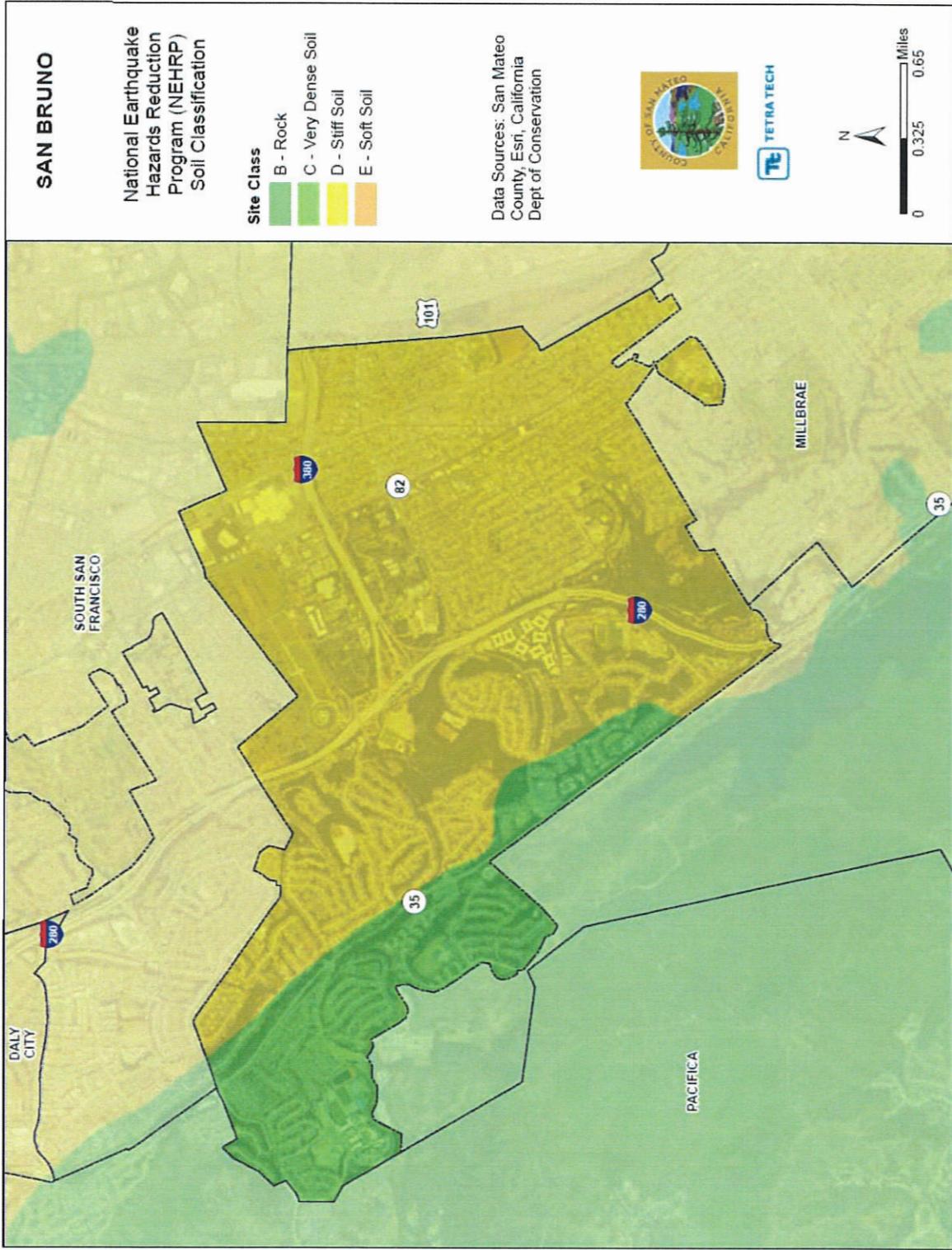
a. See the introduction to this volume for explanation of mitigation types.

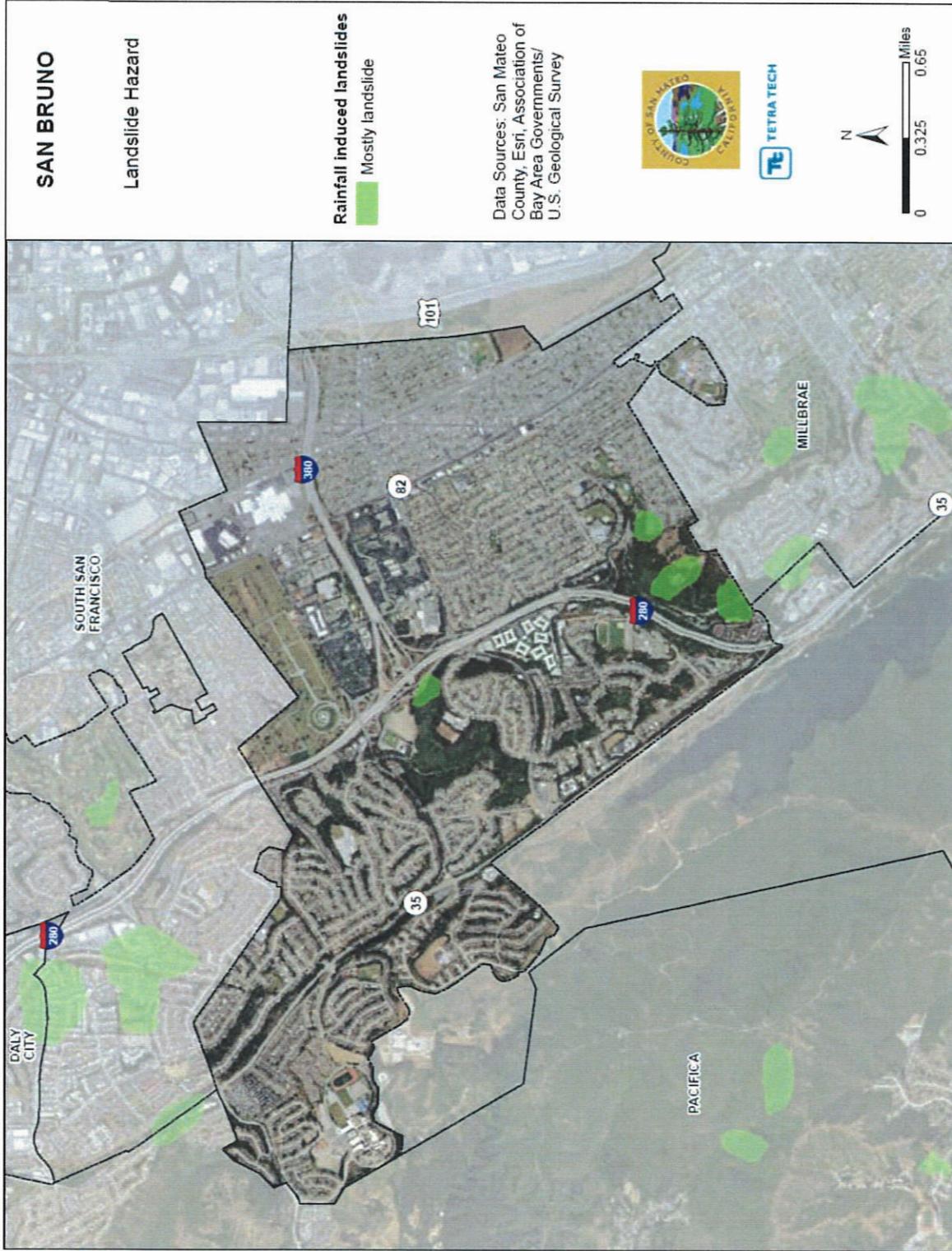
16.9 Additional Comments

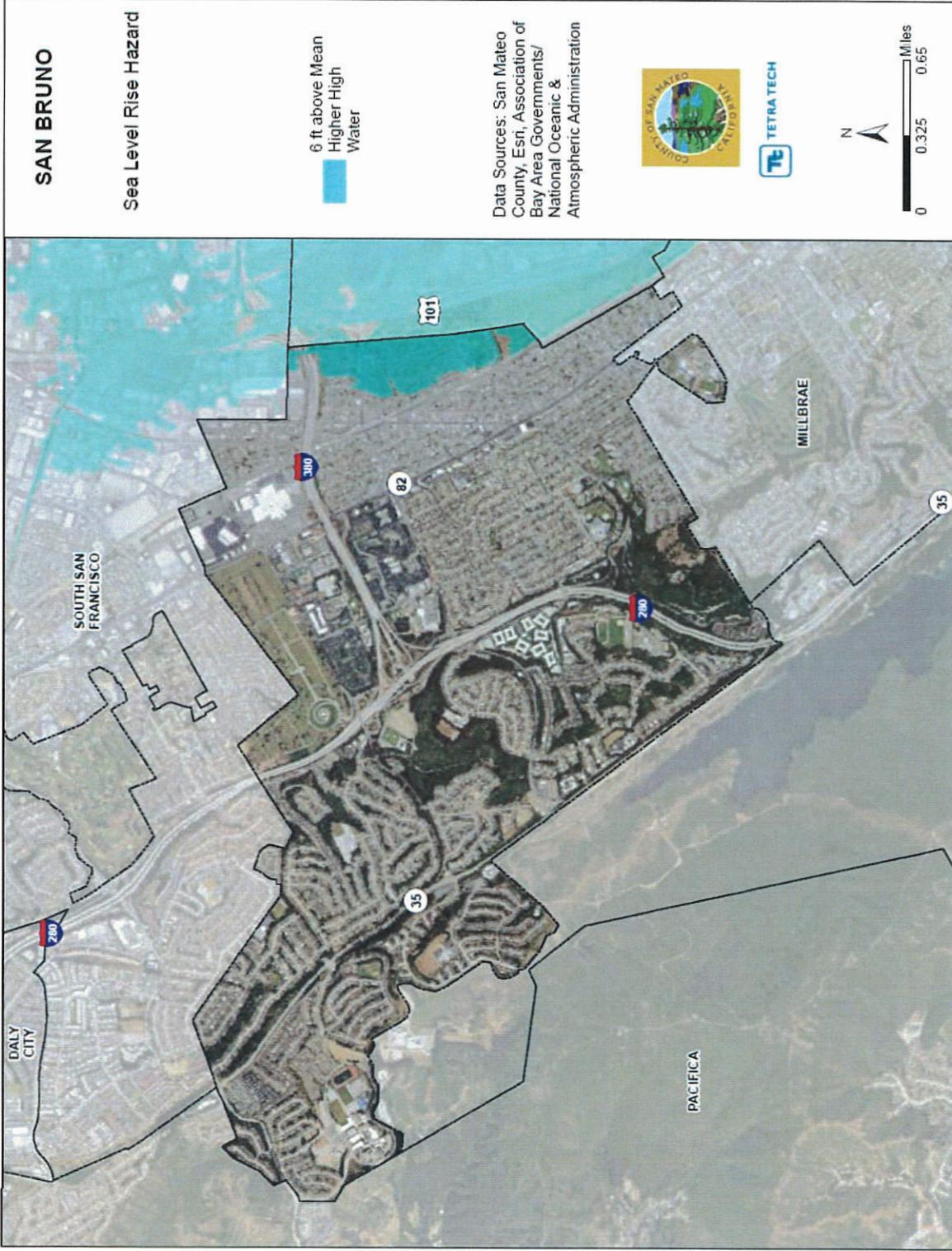
The City of San Bruno endured one of the worst pipeline disasters in U.S. history on Sept. 9, 2010 when a Pacific Gas & Electric (PG&E) 30-inch diameter, steel natural gas pipeline, exploded beneath a San Bruno community. The pipeline rupture unleashed millions of cubic feet of flammable natural gas over the Crestmoor neighborhood. The gas ignited flames that soared over 100 feet into the air. Eight people were killed, 66 people were injured, 38 homes were destroyed and scores more were damaged. San Bruno has fought to hold PG&E accountable. The City pushed for PG&E to bear significant financial penalty. The City also called for the California Public Utilities Commission (CPUC) to direct PG&E to adopt and fund a series of remedial measures to ensure systemic regulatory change in the future, including the installation of lifesaving fully Automatic Shutoff Valves, a new model for pipeline oversight, one in which cities develop relationships with regulators and public utility operators, where cities join together in discussion and problem solving to address the critical challenges that face communities and the nation related to aging infrastructure, the need to balance the competing policy considerations of ratemaking and safety, and the critical need to hold utility companies fully accountable for the highest possible standard of system maintenance and operation. Safety must be the highest and first priority outcome. The City has worked tirelessly since the explosion to hold both PG&E and the CPUC accountable and for safety reform with one single overriding objective in mind – to assure that what happened in San Bruno, never happens again anywhere.

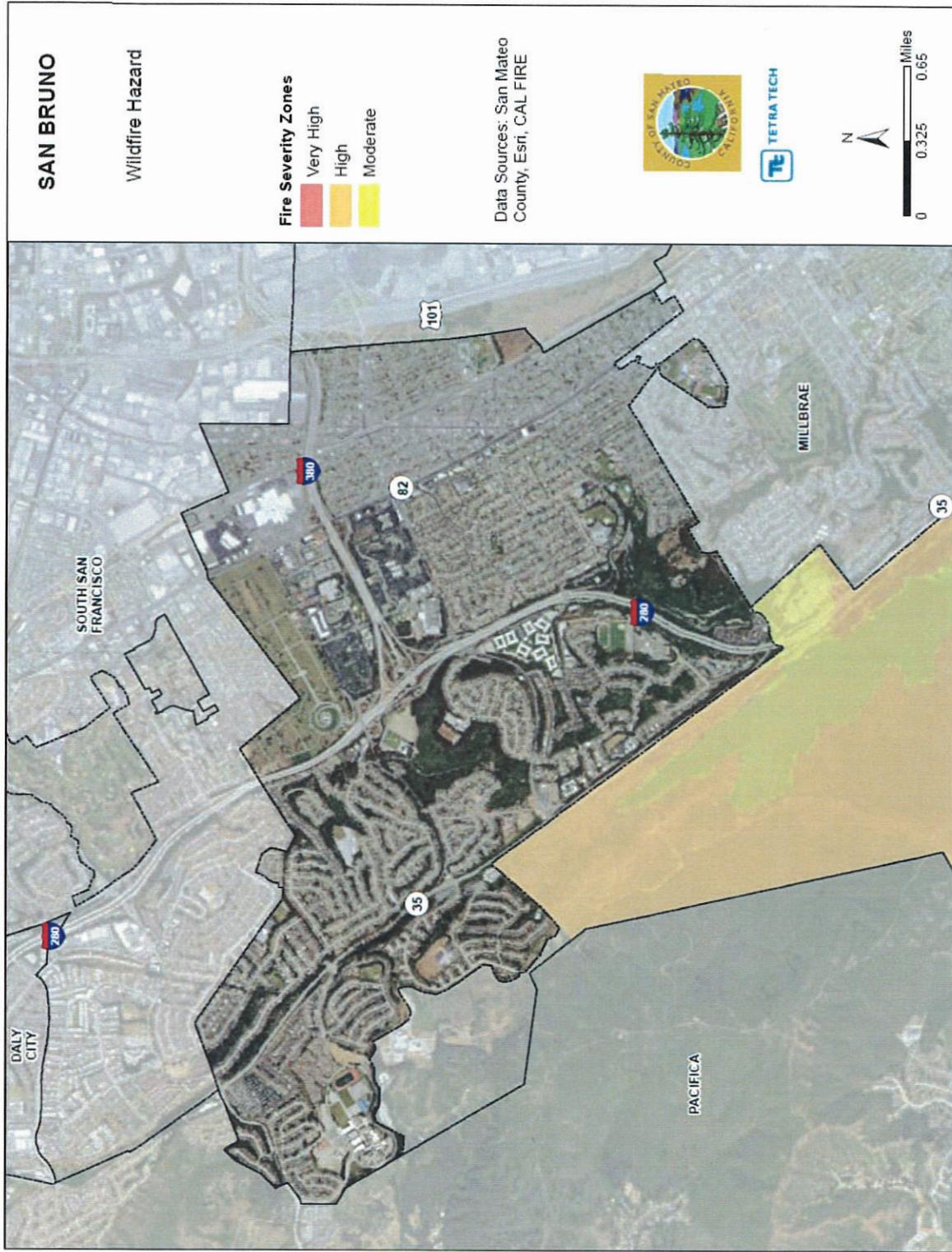










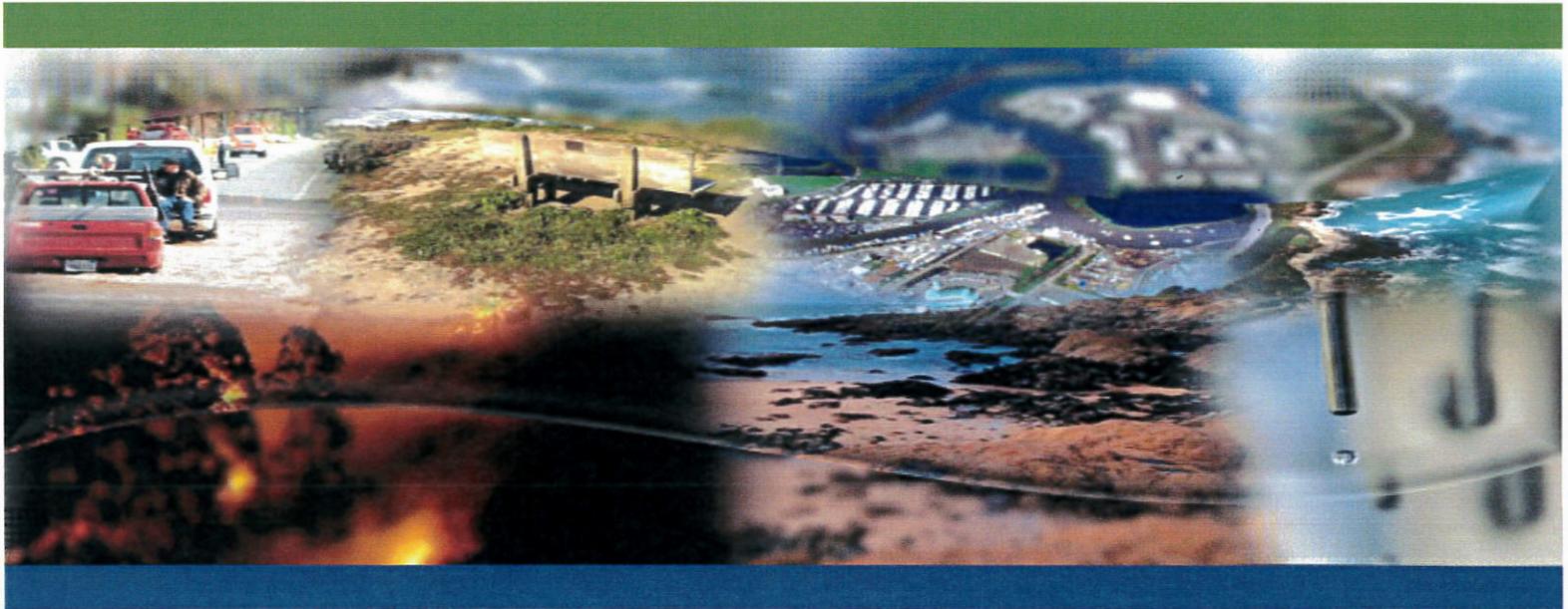




San Mateo County

HAZARD MITIGATION PLAN

July 2016



VOLUME 1





ACKNOWLEDGMENTS

Project Managers

- ❖ Bart Spencer, Emergency Services Coordinator, Central County Fire Department
- ❖ David Pucci, Deputy Chief, Redwood City Fire Department

Other Regional Project Staff

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Steering Committee members included:

- ❖ David Pucci, Chair, Redwood City and formerly assigned to Office of Emergency Services
- ❖ Bart Spencer, Co-Chair, Emergency Service Coordinator, Central County Fire Department
- ❖ Joseph Spanheimer, Captain, Pacifica Police Department
- ❖ Patrick Halleran, Captain, Belmont Police Department
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- ❖ Bradley Hartzell, Fire Liaison, San Mateo County Office of Emergency Services



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LIST OF ACRONYMS

°F	Degrees Fahrenheit
ABAG	Association of Bay Area Governments
BACERP	Bay Area Climate and Energy Resilience Project
ADA	Americans with Disabilities Act
ASPA	Aboveground petroleum storage tank
API	Advanced Persistent Threat
ATC	(Federal) Air Traffic Controller
BART	Bay Area Rapid Transit System
BPR	Bottom pressure recorder
CAL FIRE	California Department of Forestry and Fire Protection
CAL OES	California Office of Emergency Services
CCR	California Code of Regulations
CDC	Centers for Disease Control and Prevention
CEQA	California Environmental Quality Act
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CGS	California Geological Society
CHP	California Highway Patrol
CIP	Capital Improvement Program
CPTED	Crime Prevention Through Environmental Design
CPUC	California Public Utilities Commission
CRS	Community Rating System
CSA	County Service Area



CWA	Clean Water Act
CZM	Coastal Zone Management
DART	Deep ocean Assessment and Reporting of Tsunamis
DEM	Digital Elevation Model
DFIRM	Digital Flood Insurance Rate Map
DMA	Disaster Mitigation Act
DOF	Department of Finance
DODS	Division of Dam Safety
DRIP	Drought Implementation Plan
DWR	Department of Water Resources
EA	Electronic Attack
EDD	Employment Development Department
EMA	Emergency Managers Association
EMP	Electromagnetic Pulse
EOP	Emergency operations plan
EPA	U.S. Environmental Protection Agency (also USEPA)
EPCRA	Emergency Planning and Community Right to Know Act
ESA	Endangered Species Act
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FMA	Flood Mitigation Insurance
FHSZ	Fire Hazard Severity Zone
FRA	Federal responsibility area
FRAP	Fire and Resource Assessment



g	Gravity (%g, percent acceleration force of gravity)
GIS	Geographic information system
gpcd	Gallons per capita per day
HAZUS-MH	Hazards U.S.-Multi-Hazard
HMI	Hazard Mitigation Insurance
HMGP	Hazard Mitigation Grant Program
HMP	Hazard Mitigation Plan
IBC	International Building Code
IPCC	Intergovernmental Panel on Climate Change
ISO	Insurance Services Office
IT	Information Technology
LEPC	Local emergency planning committee
LHMP	Local hazard mitigation plan
LiMWAN	Limit of Moderate Wave Action
LRA	Local responsibility area
m	Meter
MCE	Maximum credible earthquake
MCI	Mass casualty incident
MITM	Man in the middle
mm	Millimeter
MM	Modified Mercalli
mm/yr	Millimeters per year
mph	Miles per hour
mrp	Mean return period
N/A	Not applicable



NASA	National Aeronautics and Space Administration
NCDC	National Climatic Data Center
NCRIC	Northern California Regional Intelligence Center
NDSP	National Dam Safety Program
NEHRP	National Earthquake Hazard Reduction Program
NFIP	National Flood Insurance Program
NFPA	National Fire Protection Academy
NLD	National Levee Database
NMDC	National Drought Mitigation Center
NOAA	National Oceanic and Atmospheric Administration
NTSC	National Transportation Safety Board
NWS	National Weather Service
ONI	Ocean Niño Index
PCB	Polychlorinated biphenyls
PDM	Pre-disaster Mitigation Grant Program <i>or</i> Pre-disaster Mitigation
PDSI	Palmer Drought Severity Index
PGA	Peak Ground Acceleration
PG&E	Pacific Gas and Electric
ppm	Part per million
PTWC	Pacific Tsunami Warning Center
RCRA	Resource Conservation and Recovery Act
RCRA Info	RCRA Information
SB 37	Senate Bill 379
SCA	(Bay Area Water) Supply Conservation Agency
SCADA	Supervisory Control and Data Acquisition



SEMS	Standardized Emergency Management System
SERC	State Emergency Response Commission
SFO	San Francisco International Airport
SFPUC	San Francisco Public Utilities Commission
SMSO	San Mateo County Sherri's Office
SPCC	Spill Prevention Control and Countermeasures
SRA	State responsibility area
TSCA	Toxic Substances Control Act
UN	United Nations
URM	Unreinforced Masonry
USACE	U.S. Army Corps of Engineers
USDA	United States Department of Agriculture
USEPA	U.S. Environmental Protection Agency (also EPA)
USGS	U.S. Geological Survey
UST	Underground storage tank
VHFHSZ	Very High Fire Hazard Severity Zone
WC/ATWC	West Coast and Alaskan Tsunami Warning Center
WMD	Weapons of Mass Destruction
WUI	Wildland Urban Interface





EXECUTIVE SUMMARY



Executive Summary

Hazard mitigation is the use of long-term and short-term policies, programs, projects, and other activities to alleviate the death, injury, and property damage that can result from a disaster. San Mateo County has developed and maintained a multi-hazard mitigation plan (HMP) to reduce risks from natural disasters. The plan complies with requirements for hazard mitigation planning to maintain eligibility for funding under Federal Emergency Management Agency (FEMA) grant programs.

Previous Hazard Mitigation Planning In San Mateo County

Federal regulations require hazard mitigation plans to include a strategy for monitoring, evaluating, and updating the hazard mitigation plan. An update provides an opportunity to reevaluate recommendations, monitor the impacts of actions that have been accomplished, and determine if there is a need to change the focus of mitigation strategies. Disaster Mitigation Act of 2000 (DMA) compliance is contingent on meeting the plan update requirement. A jurisdiction covered by a plan that has expired is not able to pursue funding under the Robert T. Stafford Act, which requires a current hazard mitigation plan as a prerequisite.

Initial Response to DMA in San Mateo County

The Association of Bay Area Governments (ABAG) provides planning and research resources related to land use, housing, environmental and water resource protection, disaster resilience, energy efficiency, hazardous waste mitigation, risk management, financial services, and staff training to local cities, and towns.

In 2004, ABAG led a regional effort to address hazard mitigation planning for jurisdictions within its area of responsibility. This regional template was used by numerous counties and cities within the ABAG planning area to achieve initial compliance under the DMA. The ABAG process equipped local governments with tools to complete individual planning processes that met their needs, while pooling resources and eliminating redundant planning efforts. In 2010, ABAG conducted its second regional planning effort. During the 2010 update, 17 local governments in San Mateo County used the ABAG tools to achieve DMA compliance.

The San Mateo County Planning Effort

In 2015, the San Mateo County Office of Emergency Services (OES) and San Mateo County jurisdictions have teamed together to prepare an updated countywide hazard mitigation plan that would best suit the needs and capabilities of the County and its planning partners. With these factors in mind, San Mateo County committed to preparation of its 2016 plan by securing technical assistance to facilitate a planning process that would comply with all program requirements. The ensuing planning process developed a new plan for the County and its planning partners from scratch, using lessons learned from the prior planning effort. While this plan is an update for many of the planning partners, it is the initial plan for others. The updated plan differs from the initial plan for a variety of reasons:

- ❖ The plan has been totally re-structured as a countywide regional plan, focusing only on the geographic region of San Mateo County. The risk assessment is not a subset of a larger regional or



multi-county effort. Instead, it is isolated to San Mateo County and focuses on hazards of concern for the County and local jurisdictions.

- ❖ The plan was expanded to include special districts as planning partners.
- ❖ The risk assessment has been formatted to best support future grant applications by providing information on risk and vulnerability that will directly support measurement of “cost-effectiveness” required under FEMA mitigation grant programs.
- ❖ Newly available data and tools provide for a more detailed and accurate risk assessment through means such as FEMA’s Hazards U.S. Multi-Hazard (HAZUS-MH) computer model or data such as FEMA’s countywide Digital Flood Insurance Rate Maps (DFIRMs).
- ❖ The update gave the County and its planning partners an opportunity to engage local citizens and gauge their perception of risk and support for risk reduction through mitigation.

Plan Update Process

The plan update was carried out in the following phases:

- ❖ **Phase 1, Organize and Review**—A planning team was assembled for the plan update, consisting of the Steering Committee Chair and Co-Chair. The team conducted outreach to establish the planning partnership. A 10-member steering committee was assembled to oversee the plan update, consisting of County staff, citizens, and other stakeholders in the planning area. Coordination with other county, state, and federal agencies involved in hazard mitigation occurred throughout the plan update process. This phase included a review of the existing HMP, the California State Hazard Mitigation Plan, and existing programs that may support hazard mitigation actions.
- ❖ **Phase 2, Update the Risk Assessment**—Risk assessment is the process of measuring the potential loss of life as well as personal injury, economic injury, and property damage resulting from natural hazards. This process assesses the vulnerability of people, buildings, and infrastructure to natural hazards. Risk assessment models were enhanced with new data and technologies that have become available since 2010. The risk assessment included the following:
 - Hazard identification and profiling
 - Assessment of the impact of hazards on physical, social, and economic assets
 - Vulnerability identification
 - Estimates of the cost of potential damage.

The Steering Committee used the risk assessment to rank risk and to gauge the potential impacts of each hazard of concern in the San Mateo County planning area.

- ❖ **Phase 3, Engage the Public**—The planning team implemented a public involvement strategy developed by the Steering Committee. The strategy included public meetings to present the risk assessment and the draft plan, a hazard mitigation survey, a County-sponsored website, and multiple media releases.
- ❖ **Phase 4, Assemble the Updated Plan**—The planning team and Steering Committee assembled a document to meet federal hazard mitigation planning requirements. A completed local mitigation



plan review crosswalk has been included in Appendix F of this volume. This completed crosswalk provides a comparative analysis between the content in the San Mateo County HMP and the federal hazard mitigation planning requirements.

- ❖ **Phase 5, Plan Adoption/Implementation**—The final adoption phase will begin once the State of California Governor’s Office of Emergency Services and FEMA Region IX have granted pre-adoption approval. The plan maintenance process includes a schedule for monitoring and evaluating the plan’s progress periodically and producing a revised plan every 5 years. This plan maintenance strategy also includes processes for continuing public involvement and integrating with other programs that can support or enhance hazard mitigation.

Risk Assessment Results

Based on the risk assessment, hazards were ranked as follows for the level of risk they pose to the overall planning area.

1. Earthquake
2. Severe Weather
3. Wildfire
4. Flood
5. Landslide
6. Tsunami
7. Dam Failure
8. Drought

Mitigation Guiding Principle, Goals, and Objectives

The Steering Committee and the planning partnership established the following goals for the plan update:

1. Protect life and property;
2. Provide information to residents to better understand the hazards of the region and ways to reduce their personal vulnerability to those hazards;
3. Promote hazard mitigation as an integrated public policy and as a standard business practice;
4. Increase resilience of infrastructure and critical facilities;
5. Protect the environment;
6. Develop and implement mitigation strategies that use public funds in an efficient and cost-effective way; and,
7. Improve community emergency management capability.

The following objectives were identified that meet multiple goals, helping to establish priorities for recommended mitigation actions:

1. Improve understanding of the locations, potential impacts, and linkages among threats hazards, vulnerability, and measures needed to protect life safety and health.



2. Establish and maintain partnerships among all levels of government, the private sector, community groups, and institutions of higher learning that improve and implement methods to protect life and property.
3. Develop and provide updated information about threats, hazards, vulnerabilities, and mitigation strategies to state, regional, and local agencies, as well as private-sector groups.
4. Encourage incorporation of mitigation measures into repairs, major alterations, new development, and redevelopment practices, especially in areas subject to substantial risk.
5. Promote and implement hazard mitigation plans and projects that are consistent with state, regional, and local climate action and adaptation goals, policies, and programs.
6. Advance community resilience through preparation, adoption, and implementation of state, regional, and local multi-hazard mitigation plans and projects.
7. Encourage life and property protection measures for all communities and structures located in hazard areas.
8. Actively promote effective coordination of regional and local hazard mitigation planning and action among state agencies, cities, counties, special districts, tribal organizations, councils of governments, metropolitan planning organizations, and regional transportation associations to create resilient and sustainable communities.
9. Improve systems that provide warning and emergency communications.
10. Promote dialogue between government representatives, private business, non-profit organizations, and the public regarding hazard mitigation.
11. Retrofit, purchase, or relocate structures in high hazard areas, especially those known to be repetitively damaged.

Mitigation Actions

Mitigation actions presented in this update are activities designed to reduce or eliminate losses resulting from natural hazards. The update process resulted in the identification of mitigation actions for implementation by a collective, regional effort, and by individual jurisdictions, as presented in Section 3 and Volume 2 of this plan.

Implementation

Full implementation of the recommendations of this plan will require time and resources. The measure of the plan's success will be its ability to adapt to changing conditions. San Mateo County and key plan stakeholders will assume responsibility for adopting the recommendations of this plan and committing resources toward implementation. The framework established by this plan commits San Mateo County and key plan stakeholders to pursue initiatives when the benefits of a project exceed its costs. San Mateo County and key plan stakeholders developed this plan with extensive public input, and public support of the actions identified in this plan will help ensure its success.



SECTION 1: PLANNING PROCESS AND COMMUNITY PROFILE

**Hazard Mitigation Grant Program (HMGP)
Pre-Disaster Mitigation Grant Program (PDM)**

FACT SHEET

I. HAZARD MITIGATION GRANT PROGRAM (HMGP)

What is the Hazard Mitigation Grant Program?

HMGP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HMGP is to provide the opportunity to take critical mitigation measures to reduce future loss of life and property during the reconstruction process following a disaster.

HMGP is available, when authorized under a Presidential major disaster declaration, in the Tribe or areas of the State requested by the Governor. The amount of HMGP funding available is based upon the estimated total Federal assistance provided by FEMA for disaster recovery under the Presidential major disaster declaration.

Who is eligible to apply?

Hazard Mitigation Grant Program funding is only available to applicants that reside within a Presidentially declared disaster area. Eligible applicants are

- State and local governments
- Indian tribes or other tribal organizations
- Certain non-profit organizations

What types of projects can be funded by the HMGP?

HMGP funds may be used to fund projects that will reduce or eliminate the losses from future disasters. Projects must provide a long-term solution to a problem, for example, elevation of a home to reduce the risk of flood damages as opposed to buying sandbags and pumps to fight the flood. In addition, a project's potential savings must be more than the cost of implementing the project. Funds may be used to protect either public or private property or to purchase property that has been subjected to, or is in danger of, repetitive damage. Examples of projects include, but are not limited to:

- Acquisition of real property for willing sellers and demolition or relocation of buildings to convert the property to open space use
- Retrofitting structures and facilities to minimize damages from high winds, earthquake, flood, wildfire, or other natural hazards
- Elevation of flood prone structures
- Safe room construction
- Development and initial implementation of vegetative management programs
- Minor flood control projects that do not duplicate the flood prevention activities of other Federal agencies
- Localized flood control projects, such as certain ring levees and floodwall systems, that are designed specifically to protect critical facilities
- Post-disaster building code related activities that support building code officials during the reconstruction process

What are the minimum project criteria?

There are five issues you must consider when determining the eligibility of a proposed project.

- Does your project conform to your State's Hazard Mitigation Plan?
- Does your project provide a beneficial impact on the disaster area i.e. the State?
- Does your application meet the environmental requirements?
- Does your project solve a problem independently?
- Is your project cost-effective?

II. **PRE-DISASTER MITIGATION GRANT PROGRAM (PDM)**

What is the Pre-Disaster Mitigation competitive grant program?

The Pre-Disaster Mitigation (PDM) competitive grant program provides funds to State, Tribal, and local governments for pre-disaster mitigation planning and projects primarily addressing natural hazards. Cost-effective pre-disaster mitigation activities reduce risk to life and property from natural hazard events before a natural disaster strikes, thus reducing overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations. Funds will be awarded on a competitive basis to successful applicants for mitigation planning and project applications intended to make local governments more resistant to the pacts of future natural disasters.

Who can apply for a PDM competitive grant?

Eligible PDM competitive grant applicants include state and territorial emergency management agencies, or a similar office of the State, District of Columbia, U.S. Virgin Islands, Commonwealth of Puerto Rico, Guam, American Samoa, Commonwealth of the Northern Mariana Islands, and Federally-recognized Indian Tribal governments.

- ✓ Eligible Sub-applicants include State agencies; Federally-recognized Indian Tribal governments; and local governments (including State recognized Indian Tribal governments and Alaska native villages).
- ✓ Applicants can apply for PDM competitive grant funds directly to FEMA, while Sub-applicants must apply for funds through an eligible Applicant.
- ✓ Private non-profit organizations are not eligible to apply for PDM but may ask the appropriate local government to submit an application for the proposed activity on their behalf.

What are eligible PDM projects?

Multi-hazard mitigation projects must primarily focus on natural hazards but also may address hazards caused by non-natural forces. **Funding is restricted to a maximum of \$3M Federal share per project.** The following are eligible mitigation projects:

- ✓ Acquisition or relocation of hazard-prone property for conversion to open space in perpetuity;
- ✓ Structural and non-structural retrofitting of existing buildings and facilities (including designs and feasibility studies when included as part of the construction project) for wildfire, seismic, wind or flood hazards (e.g., elevation, flood proofing, storm shutters, hurricane clips);
- ✓ Minor structural hazard control or protection projects that may include vegetation management, Stormwater management (e.g., culverts, floodgates, retention basins), or shoreline/landslide stabilization; and,

- ✓ Localized flood control projects, such as certain ring levees and floodwall systems, that are designed specifically to protect critical facilities and that do not constitute a section of a larger flood control system.

Mitigation Project Requirements

Projects should be technically feasible (see Section XII. Engineering Feasibility) and ready to implement. Engineering designs for projects must be included in the application to allow FEMA to assess the effectiveness and feasibility of the proposed project. The project cost estimate should complement the engineering design, including all anticipated costs. FEMA has several formats that it uses in cost estimating for projects. Additionally, other Federal agencies' approaches to project cost estimating can be used as long as the method provides for a complete and accurate estimate. FEMA can provide technical assistance on engineering documentation and cost estimation (see Section XIII.D. Engineering Feasibility).

Mitigation projects also must meet the following criteria:

1. Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster, consistent with 44 CFR 206.434(c)(5) and related guidance, and have a Benefit-Cost Analysis that results in a benefit-cost ratio of 1.0 or greater (see Section X. Benefit-Cost Analysis). **Mitigation projects with a benefit-cost ratio less than 1.0 will not be considered for the PDM competitive grant program;**
2. Be in conformance with the current FEMA-approved State hazard mitigation plan;
3. Solve a problem independently or constitute a functional portion of a solution where there is assurance that the project as a whole will be completed, consistent with 44 CFR 206.434(b)(4);
4. Be in conformance with 44 CFR Part 9, Floodplain Management and Protection of Wetlands, and 44 CFR Part 10, consistent with 44 CFR 206.434(c)(3);
5. Not duplicate benefits available from another source for the same purpose, including assistance that another Federal agency or program has the primary authority to provide (see Section VII.C. Duplication of Benefits and Programs);
6. Be located in a community that is participating in the NFIP if they have been identified through the NFIP as having a Special Flood Hazard Area (a FHBM or FIRM has been issued). In addition, the community must not be on probation, suspended or withdrawn from the NFIP; and,
7. Meet the requirements of Federal, State, and local laws.

What are examples of Ineligible PDM Projects?

The following mitigation projects are not eligible for the PDM program:

- ✓ Major flood control projects such as dikes, levees, floodwalls, seawalls, groins, jetties, dams, waterway channelization, beach nourishment or re-nourishment;
- ✓ Warning systems;
- ✓ Engineering designs that are not integral to a proposed project;
- ✓ Feasibility studies that are not integral to a proposed project;
- ✓ Drainage studies that are not integral to a proposed project;
- ✓ Generators that are not integral to a proposed project;
- ✓ Phased or partial projects;
- ✓ Flood studies or flood mapping; and,
- ✓ Response and communication equipment.



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

COMMUNITY DEVELOPMENT DEPARTMENT

DATE: September 27, 2016

TO: Honorable Mayor and Members of the City Council

FROM: David Woltering, Community Development Director

SUBJECT: Adopt Resolution Authorizing Purchase of Software Upgrades and Permitting System Program Enhancements from SunGard Public Sector, Inc., in the Amount of \$76,536, and Electronic Devices in the Amount of \$13,997, for a Total Amount of \$90,533

BACKGROUND:

In June, 2016, the City Council approved the Community Development Department Digital Permit and Management Systems Improvement Project as part of the 2016-17 Capital Improvement Program Budget. This project is intended to further one of the organizational priorities identified by City Council to improve and enhance the City's online services and responsiveness to the San Bruno community. To this end, the Community Development Department is proposing to purchase a software update to an existing permit management software system and acquire new e-commerce applications from SunGard Public Sector, Inc. to support new online services to customers, enabling them to electronically apply, make payments, obtain and schedule inspections for simple building permit applications that do not require a plan review. In addition, the Community Development Department is proposing to purchase electronic tablets for planning staff, building inspectors and code enforcement officers to improve service delivery and convenience to its customers.

DISCUSSION:

Acquisition and implementation of the software and hardware components of the Digital Permit and Management Systems Improvement Project will improve the efficiency with which staff is able to deliver services and provide more convenience to the City's customers. For example, planning staff will have field mobility to transport and provide stored electronic data such as large files containing construction drawings, specifications and correspondence to facilitate development reviews at community stakeholder, resident and permit applicant meetings.

Building Inspectors will be able to search, show and guide builders with timely applicable code section language and illustrations. Field inspection results will be auto linked to the TRAKIT building permit system for one step deposit of inspection comments as well as capabilities to field transmit information via the internet. The Global Positioning System (GPS) module will preload the most efficient inspection routes and allow for interactivity between the office and inspectors during the day for changes or additions to an inspection route. Changes will be dispatched and received immediately over a wireless network connection. The system also tracks an inspector's

time motion and location. The hand held devices eliminate redundancies in computer data entry process, resulting in real time savings and improved efficiency.

Code Enforcement Officers will have the capability from the field to collect, capture and transmit evidence, streamlining the data entry process and eliminating redundancies. Organized case management information is stored at the time of collection. Access to property and permit status information from the field will be immediate, enabling for real time compliance verifications. In addition, the proposed upgrades will allow more timely delivery of code enforcement courtesy advisories, notices of complaints or violations, resulting in significant time savings and improved efficiency.

These technology improvements will enhance current computer based service capabilities such as electronically issuing permits, conducting comprehensive presentations to our stakeholders, performing timely and efficient field construction inspections and streamlining the deployment of code enforcement case management resources

Specific components of the Community Development Department Digital Permit and Management System Improvements are described as follows:

Upgrade eTRAKiT2 to eTRAKiT3 Electronic Permit Issuance - New online service offered to customers enabling them to electronically apply, make payments, obtain and schedule inspections for simple building permit applications that do not require a plan review.

eTRAKiT Credit Card API - Integrates Online Payment Processing with Electronic Permit Issuance.

iTRAKiT Code and iTRAKiT Inspect - Allows remote users access to TRAKiT data using an iPad with a wireless connection

TRAKiT GIS- Integrate TRAKiT GIS with San Bruno GIS system - Standard Engine

Professional Services - Installation, Training and Technical Services to support conversion to the eTRAKiT3 product and to ensure proper transfer of the agency's license and maintenance from eTRAKiT2 to eTRAKiT3.

Building Inspection and Code Enforcement Field Electronic Tablets – Six (6) Electronic devices for use by building inspectors and code enforcement officers. Use of the electronic devices will improve substantially the efficiency with which these staff members are able to deliver services and provide more convenience to the City's customers. As examples, for building inspectors, field inspection results will be auto linked to the TRAKiT building permit system for one step deposit of inspection comments as well as capabilities to field transmit and receive information via the internet. And, for code enforcement officers, access to property and permit status information from the field will be immediate, enabling for real time compliance verifications.

Planning Division Project Management and Customer Service Tablets – Four (4) Electronic devices and four (4) hot spots where wi-fi access is not available for use by six Planning Division staff members. Use of the electronic devices will improve substantially the efficiency with which these staff members are able to deliver services and provide more convenience to the City's customers. For example, planning staff will have field mobility to transport and provide stored electronic data such as large files containing construction drawings, specifications and

correspondence to facilitate development reviews at community stakeholder, resident and permit applicant meetings.

FISCAL IMPACT:

The Fiscal Year 2016-17 Capital Improvement Program (CIP) Budget includes \$92,761 for the Digital Permit and Management System Improvement project and is funded from the Technology Fee charged on issued building permits.

The cost for the TRAKit upgrade equals \$76,536 which includes installation, training, technical support, maintenance and licensing. This cost includes first year maintenance and licensing fees of \$8,500. On-going maintenance and licensing fees associated with the TRAKiT upgrade is estimated to be \$8,500 annually and will be incorporated into the Department's annual Operating Budget. There are no sales tax, shipping or associated handling fees for the upgrade.

The cost for the electronic devices is \$13,997 which includes the total of 10 devices, four accessory "hot spots" for internet connections when wi-fi access is not available. The total cost of the TRAKiT upgrade and electronic devices is \$90,533 and is within the approved \$92,761 CIP budget for the Digital Permit and Management System Improvement project.

ALTERNATIVES:

1. Do not approve purchases.
2. Direct a modification to the requested purchases.

RECOMMENDATION:

Adopt Resolution Authorizing Purchase of Software Upgrade and Permitting System Program Enhancements from SunGard Public Sector, Inc., in the Amount of \$76,536, and Electronic Devices in the Amount of \$13,997 for a Total Amount of \$90,533.

ATTACHMENTS:

1. Resolution
2. Digital Permit and Management Systems Improvements, excerpted from the approved 2016-21 Capital Improvement Program Budget

DATE PREPARED:

September 14, 2016

REVIEWED BY:

___FIN, Other

___ACM

___CM

RESOLUTION AUTHORIZING PURCHASE OF SOFTWARE UPGRADES AND PERMITTING SYSTEM PROGRAM ENHANCEMENTS FROM SUNGARD PUBLIC SECTOR, INC., IN THE AMOUNT OF \$76,536, AND ELECTRONIC DEVICES IN THE AMOUNT OF \$13,997, FOR A TOTAL AMOUNT OF \$90,533

WHEREAS, the City of San Bruno has identified a priority to improve the City’s online services and ability to respond to the needs of the San Bruno Community; and

WHEREAS, the purchase and use of software upgrades and portable electronic devices will improve the service and efficiency to the City’s building permitting, code enforcement and planning services; and

WHEREAS, these technology improvements will enhance current computer based service capabilities such as electronically issuing permits, conducting comprehensive presentations to our stakeholders, performing timely and efficient field construction inspections and streamlining the deployment of code enforcement case management resources; and

WHEREAS, the total purchase cost of the Community Development Department Digital Permit and Management System Improvements is \$90,533; and

WHEREAS, this cost will be funded from Technology Fee charged on issued building permits.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the purchase of software upgrade and additional permitting system program enhancements from Sungard Public Sector, Inc., in the amount of \$76,536, and purchase electronic devices in the amount of \$13,997, in support of the Community Development Department Digital Permit and Management Systems Improvement Project for a total amount of \$90,533.

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 27th day of September 2016 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers: _____

ABSENT: Councilmembers: _____

Technology Capital

Management Systems

Digital Permit and Management System Improvement

PROJECT #: 81009

Total Project Cost: \$ 94,000

DEPARTMENT: Information Technology/Community Development

	Prior Appropriations	2016-17		2017/18	2018/19	2019/20	2020/21	Total
		Estimated Carryover	New Request					
PROJECT APPROPRIATIONS								
Design and Implementation	\$ 94,000	\$ 92,761	\$ -	\$ -	\$ -	\$ -	\$ -	2016-21 Budget 92,761
FUNDING SOURCES								
Technology Fee	\$ 94,000	\$ 92,761	\$ -	\$ -	\$ -	\$ -	\$ -	92,761

Project Description: The Community Development Department is proposing upgrading technology to improve operational efficiency, and provide improved service and convenience to San Bruno residents and its broader customer base. The upgrades will bring the City's digital permitting systems in-line with current industry standards and expected by many department customers. The upgrades will be funded by a Technology Fee charged on issued building permits. The improvements include:

1. Upgrading the current permit tracking software to allow electronic permit issuance, code enforcement case management, field inspections, and integrate permit information with the City's GIS system
2. Upgrading Planning Division Project Management capabilities
3. Allow future upgrades for electronic plan review capabilities

Project Details

Initial Funding Year	2014/15
Target Completion Year	2016/17
Expended as of June 30, 2016	\$1,239

