

**Citizens of San Bruno**

**Mayor and City Council**

**City Attorney**

**City Manager**

**Assistant City Manager**

- Boards, Commissions & Committees**
- Architectural Review Committee
  - Bicycle & Pedestrian Committee
  - Citizens Crime Prevention Committee
  - Citizens Revenue Measure Oversight Committee
  - Emergency Preparedness Committee
  - Culture & Arts Commission
  - Park & Recreation Commission
  - Planning Commission
  - Recreation & Aquatic Center Advisory Committee
  - San Bruno Community Foundation
  - Senior Citizen Advisory Board
  - Traffic Safety & Parking Committee

- City Manager's Office**
- Citywide Executive Management
  - City Clerk's Office
  - Human Resources
  - Labor Relations
  - Policy Analysis
  - Public Information

- CityNet Services**
- Commercial Voice and Data Services
  - Customer Care & Support
  - Internet/Phone/TV Services
  - Local Origination Programming
  - Optimized Delivery System Information Technology (IT)

- Community & Economic Development Department**
- Affordable housing
  - Building Inspections
  - Building Permit & Code Compliance
  - Long-range Planning
  - Private Development Review
  - Regional Land Use and Housing
  - Code Enforce. Support

- Community Services Department**
- Administration & Recreation Services
  - Library Services
  - Parks & Trees Maintenance
  - Senior Services

- Finance Department**
- Accounts Payable
  - Budget
  - Cashiering & Customer Service
  - Financial Report & Accounting
  - Payroll
  - Purchasing & Administration
  - Treasury Management

- Fire Department**
- Administration
  - Community Preparedness
  - Fire Prevention/ Life Safety
  - Operations
  - Training/ Emergency Medical Services (EMS)

- Police Department**
- Administration
  - Code Enforcement
  - Contract Services
  - Investigations & Support Services
  - Patrol
  - Records and Dispatch Services
  - Traffic & Parking

- Public Works Department**
- Administration & Engineering
  - Building & Facilities
  - Central Garage
  - Solid Waste
  - Street Maintenance
  - Stormwater
  - Wastewater
  - Water



**Functional Organizational Chart  
FY2021-22**

City Council



City Attorney

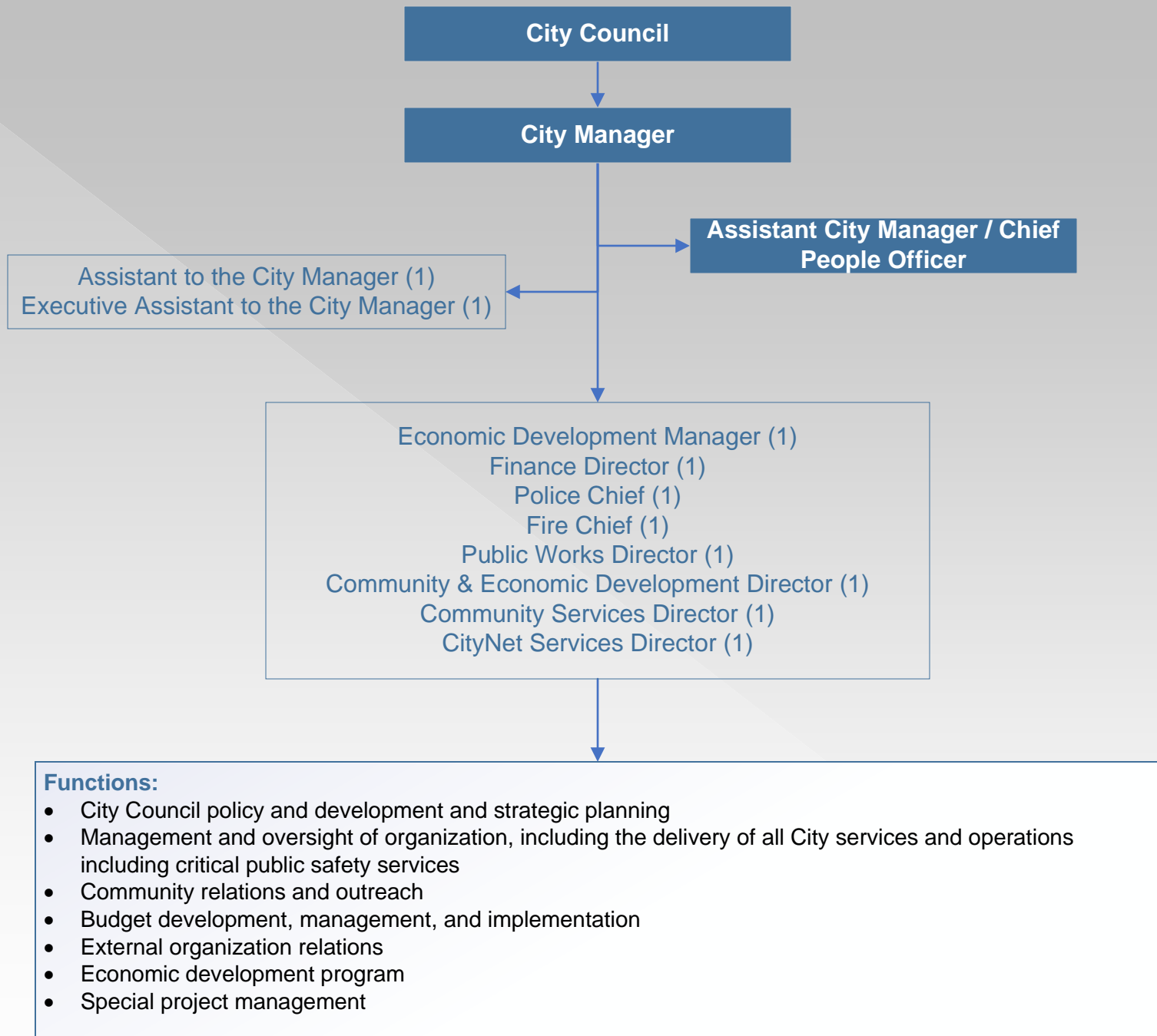


Legal Secretary (1)



**Functions:**

- Legal consultation and support
- Represent and advise the City Council, Planning Commission, and other Boards, Commissions and Committees on legal matters
- Provide legal advice to the City Council, City Manager, and City Departments on City matters
- Respond to requests for public records and subpoenas
- Manage City-related litigations and claims including appearing on behalf of the City in legal proceedings and directing the defense or prosecution of complex litigation matters assigned to outside counsel



**Assistant City Manager / Chief  
People Officer**

Human Resources Manager (1)  
Management Analyst I/II (1.5)

City Clerk (1)  
Deputy City Clerk (1)

**Functions:**

- Recruitment and retention of quality employees
- Classification and compensation
- Employee training and development
- Employee appreciation
- Benefits administration
- Compliance with State and Federal employment law
- Risk management and return-to-work / workers' compensation program
- Employee labor relations

**Functions:**

- Oversight of the City Council legislative processes
- Serve as the Office Elections Officer for local elections
- Generate Agendas and meeting minutes for regular and special meetings of the City Council
- Coordinate recruitments and appointments for the City's Boards, Commissions and Committees
- Maintain historical records of resolutions, ordinances, minutes and codification of the City's Municipal Code
- Oversight of the city's records management policy
- Act as the compliance filing officer for the Political Reform Act
- Certify official City documents using the official City Seal
- Receive claims against the City and certify foreign pension certificates

## CityNet Services Director

### Business Manager (1)

Lead Customer Service & Technical Support Representative (1)  
Accounting & Customer Service Representative III (1)  
Accounting & Customer Service Representative I/II (3)

#### Functions:

- Provide excellent customer care and support
- Deliver high quality 24/7 technical support service
- Provide informational website, online support, online bill presentation, and online payment options

### Programming & Technology Manager (1)

Part-Time Production Staff

#### Functions:

- Televise live City meetings
- Televise select San Bruno Park School District Board meeting
- Televise local events
- Promote CityNet Services programming and services
- Create public service announcements and department information videos

### System Engineer (1)

Field Supervisor (1)  
CityNet Headend Lead Technician I/II/III (1)  
CityNet Technician I/II/III (7)  
Warehouse Clerk (1)

#### Functions:

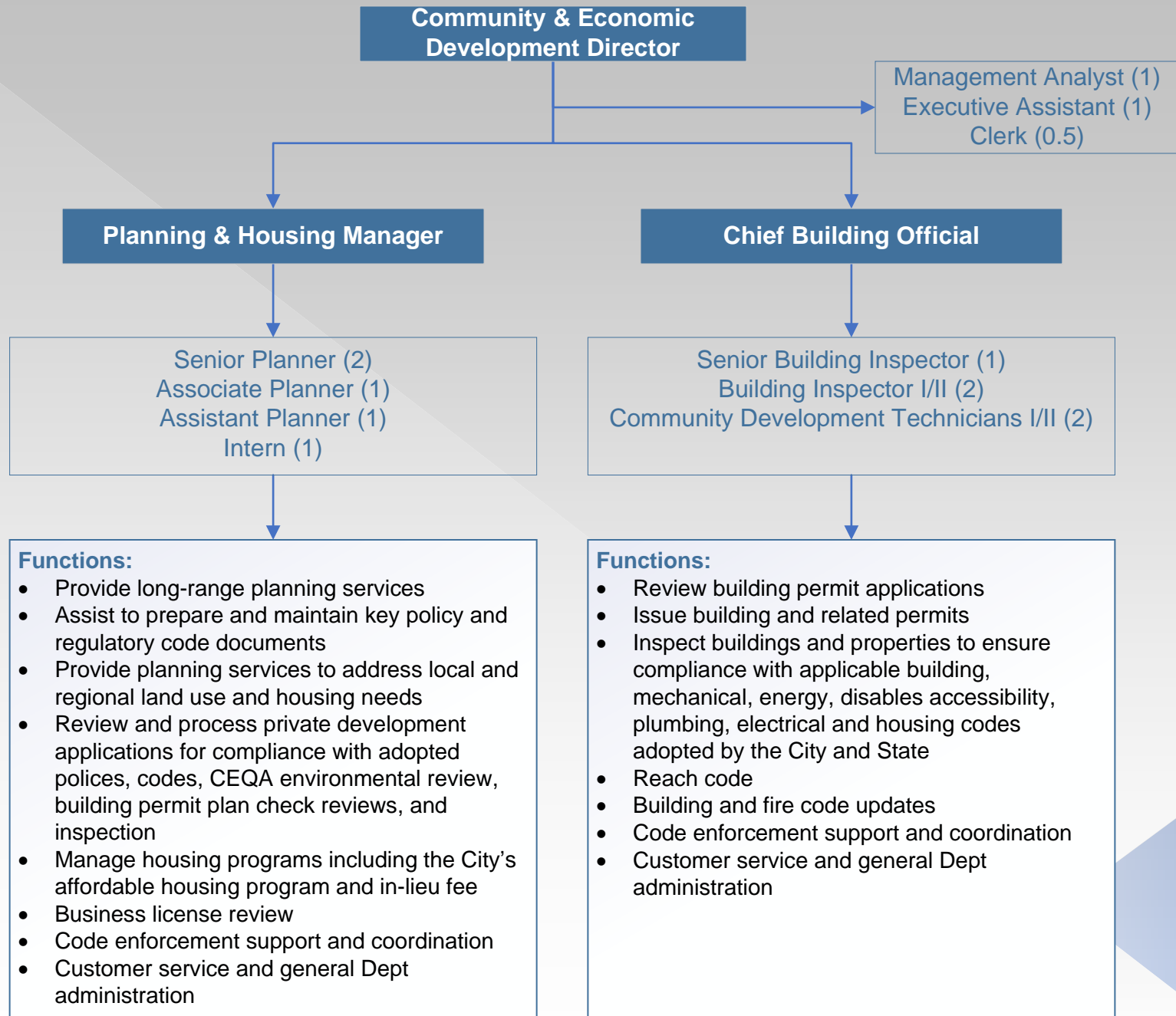
- Maintain cable system in compliance with the FCC regulations
- Implement cable technology for efficient utilization of infrastructure
- Offer comprehensive suite of services: high speed internet; wi-fi internet; voice over internet protocol phone service (VoIP); commercial voice and data services; over the top television services

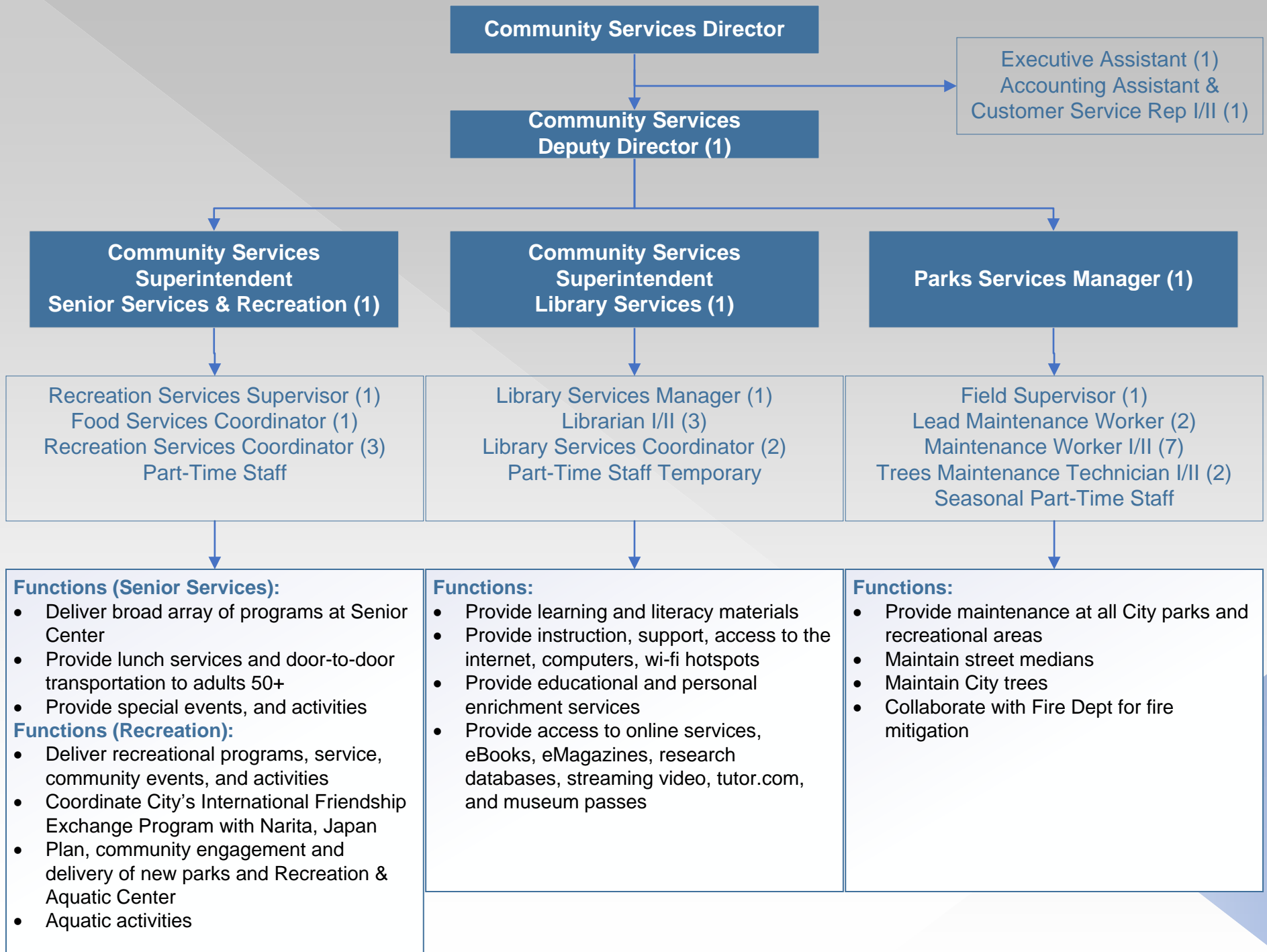
### Information Technology Manager (1)

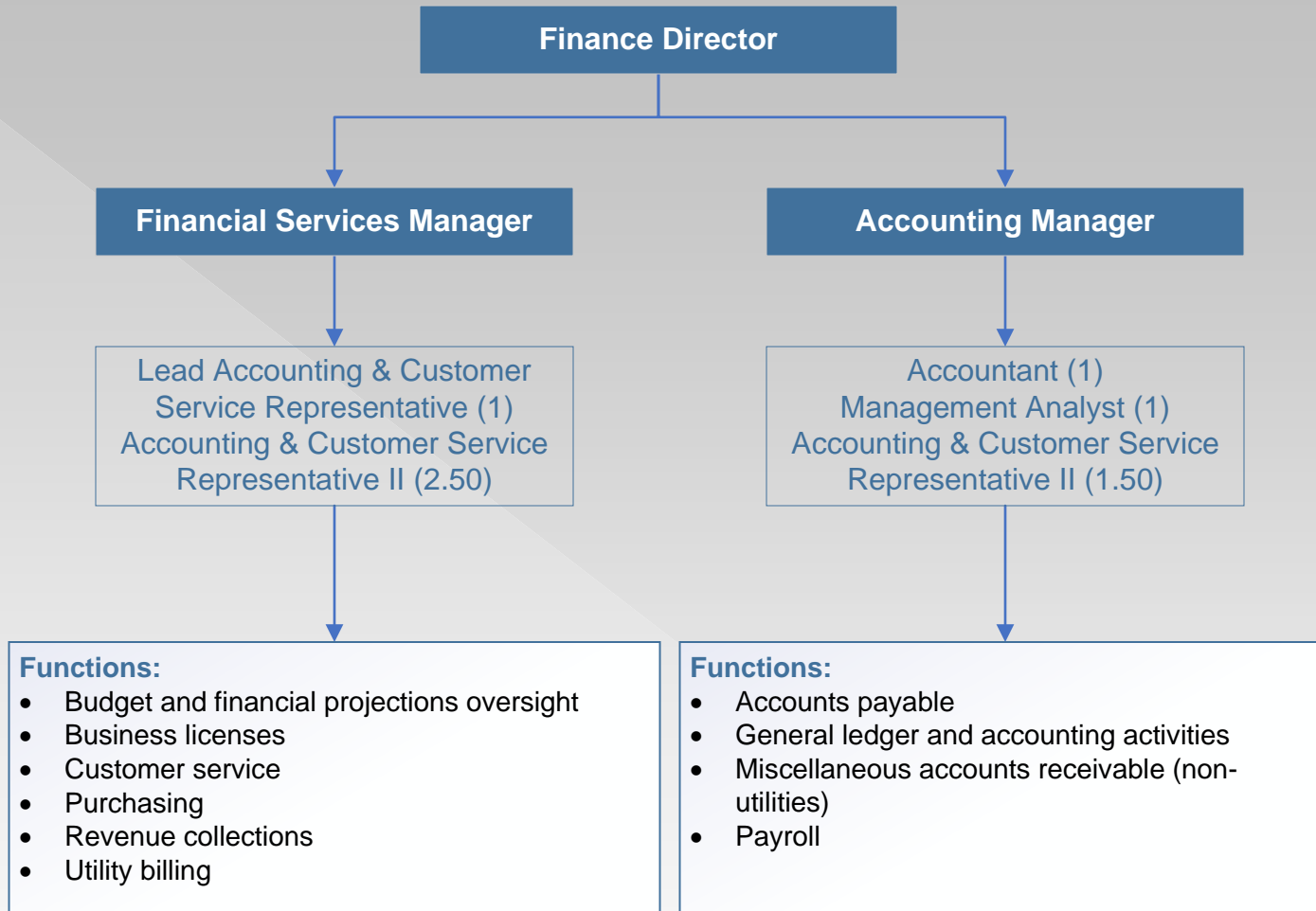
System Administrator (1)  
Information Technology Associate (2)

#### Functions:

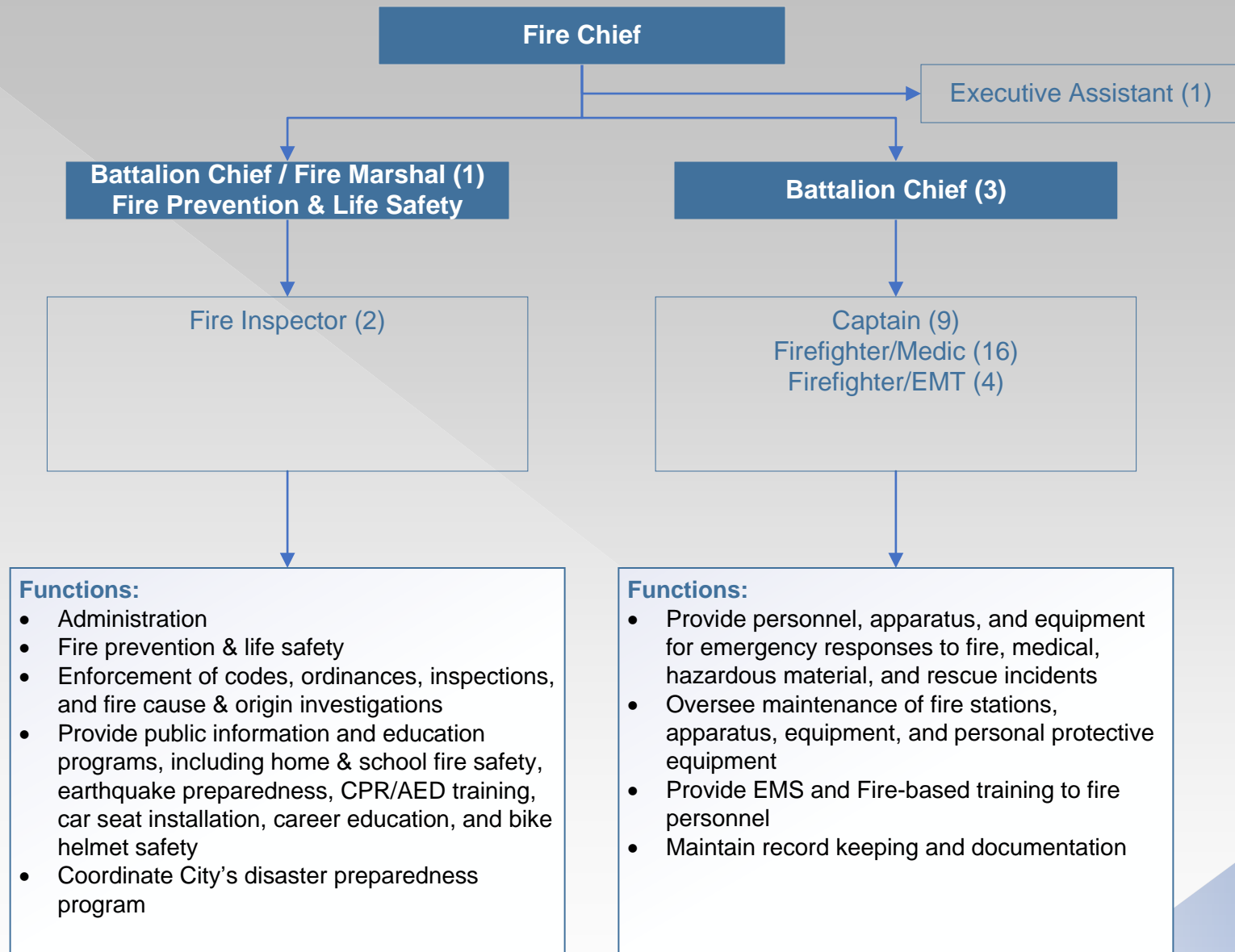
- Manage and maintain the City's core information technology infrastructure
- Network and data security
- Centralized service desk
- Business applications and management
- City department solutions management
- Staff education and training
- Centralized phone management
- Website development and administration

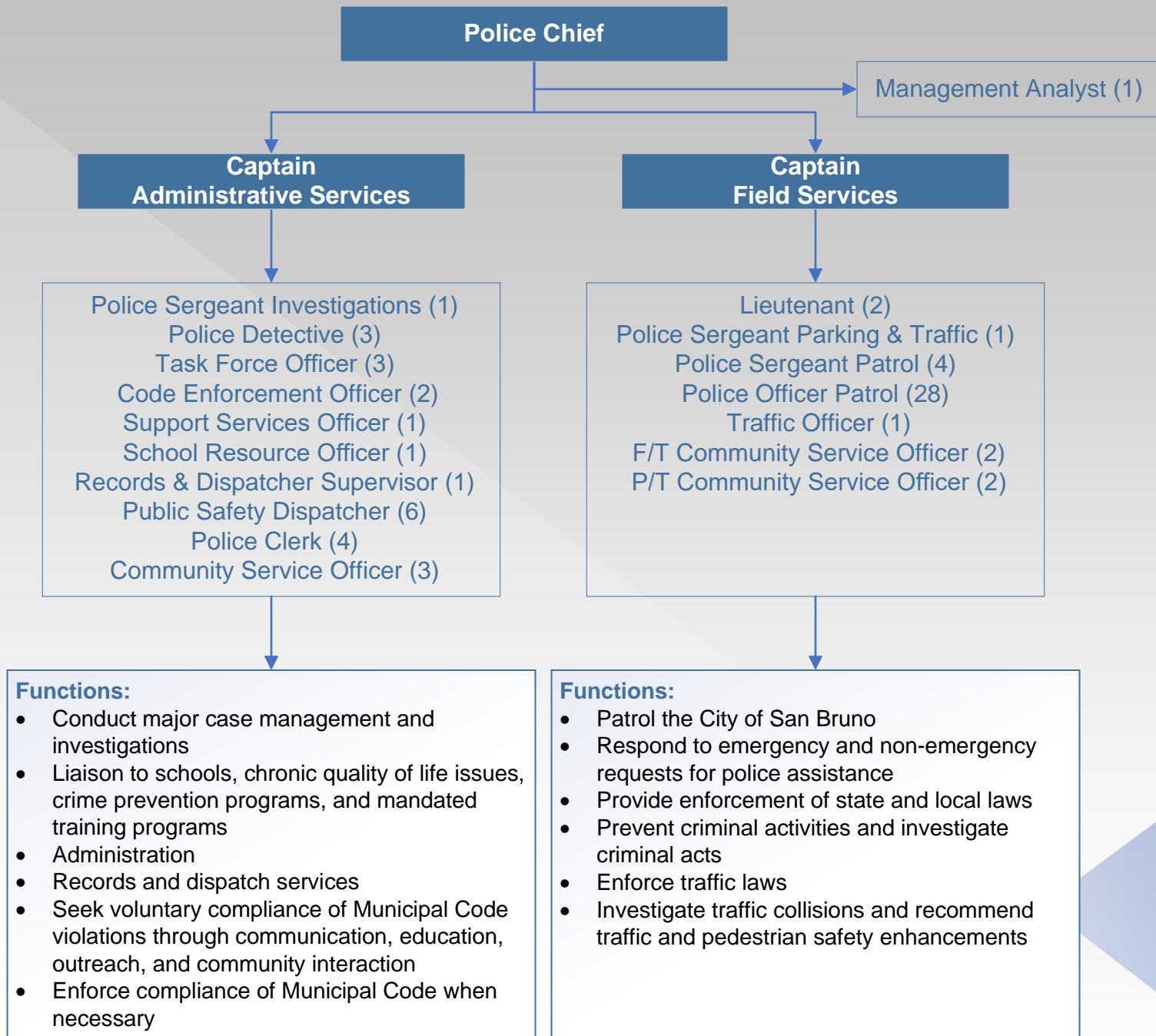


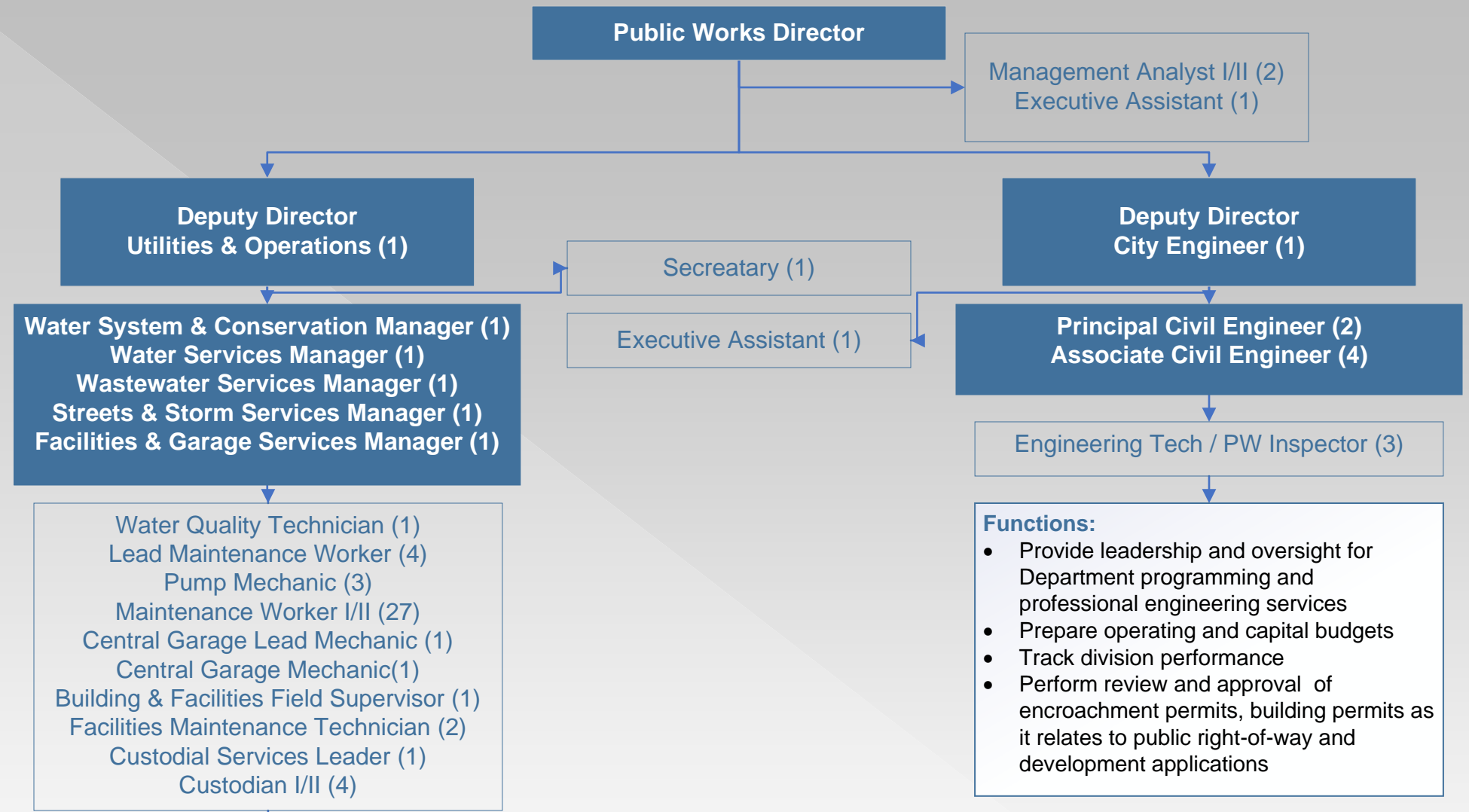












**Functions (Water):**

- Ensure high quality potable water service to the San Bruno community, & provide 24/7 response to emergency related calls
- Maintain City's water infrastructure

**Functions (Wastewater):**

- Provide inspection, maintenance, and operation of the City's wastewater infrastructure, & provide 24/7 response to emergency related calls

**Functions (Streets & Storm):**

- Provide maintenance & repair of City travel ways
- Provide routine pavement maintenance , pothole repairs and full depth spot repairs to prevent large scale pavement deterioration
- Remove trash in public right-of-way
- Maintain City's streetlight infrastructure and storm drain infrastructure

**Functions (Buildings, Facilities & Garage):**

- Provide routine custodial services, preventative maintenance & capital improvements at City facilities
- Provide maintenance & safety inspection of police & general use vehicles, safety-sensitive equipment, and routine repair of large equipment