"The City With a Heart"

Rico E. Medina, Mayor
Laura Davis, Vice Mayor
Marty Medina, Councilmember
Irene O'Connell, Councilmember
Michael Salazar, Councilmember

AGENDA
SAN BRUNO CITY COUNCIL SPECIAL MEETING
February 13, 2018
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 agendized pursuant to State Law.

4. CONDUCT OF BUSINESS:

Conduct Interviews to Fill Vacancies on San Bruno’s Parks & Recreation Commission, Culture & Arts Commission and Community Preparedness Committee.

5. CLOSED SESSION:

Conference with Labor Negotiators Pursuant to Government Code Section 54957.6:
Agency Designated Representatives: City Manager, Assistant City Manager, City Negotiator Employee Organizations: San Bruno Police Bargaining Unit

6. ADJOURNMENT:

The next Regular City Council Meeting will be held on February 13, 2018 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

Posted Pursuant to Law 02/09/18
"The City With a Heart"

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1. CALL TO ORDER:

2. ROLL CALL/PLEDGE OF ALLEGIANCE:

3. ANNOUNCEMENTS:

4. PRESENTATIONS:
   b. Receive Presentation from San Mateo County on the “Get Us Moving” Program Regarding Transportation Funding.
   c. Recognize Four Individuals For Their Actions in Addressing an Immediate Threat Posed by an Armed Subject on January 1, 2018.
   d. Receive Presentation of Community Grant Awards from the San Bruno Community Foundation.

5. 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.
   f. Adopt: Resolution Approving the Installation of a Marked Crosswalk at the Intersection of Huntington Avenue and Euclid Avenue.
g. **Adopt**: Resolution Accepting the Trenton Sewer Replacement Project as Complete, Authorizing the Filing of Notice of Completion with the San Mateo County Recorder’s Office, and Authorizing Release of the Construction Contract Retention in the Amount of $67,056.

h. **Adopt**: Resolution Approving Agreement between the City of San Bruno and the San Bruno Professional Firefighters Association, and Authorizing its Execution by the City Manager.

i. **Adopt**: Resolution Authorizing the Purchase of Emergency Medical Equipment including Automated External Defibrillators (AEDs) and Other Medical Equipment in the Total Amount of $17,700 from the Public Safety Equipment Restricted Donation Fund

j. **Adopt**: Resolution Appointing Deputy City Clerk as Acting City Clerk Retroactive to January 22, 2018 through Permanent Appointment of a Permanent City Clerk.

6. **PUBLIC HEARING:**

7. **REPORT OF COMMISSIONS, BOARDs & COMMITTEES:**


8. **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.

9. **CONDUCT OF BUSINESS:**


   b. Receive Report and Provide Direction to Staff on Additional Alternatives for Intersection Improvements on Susan Drive.


   d. Receive Oral Report and Review Status of Local Emergency Related to the Truck Collision at the Senior Center and Continuing Declaration of Local Emergency.

   e. Approve Design and Adopt Resolution Authorizing the City Manager to Execute a Construction Contract with Sposeto Engineering, Inc. for the Bus Route Pedestrian Improvement Project in the Amount of $74,820, Approving a Construction Contingency of $12,000 and a Total Budget in the Amount of $98,320.

10. **COMMENTS FROM COUNCIL MEMBERS:**

   Receive Oral Report from Mayor Rico E. Medina on Councilmember Attendance at the Recent League of California Cities New Mayor/City Councilmember Academy held in Sacramento, CA.

11. **CLOSED SESSION:**

   Public Employee Appointment/Employment pursuant to Government Code Section 54957: City Clerk.

12. **ADJOURNMENT:**

   The next Regular City Council Meeting will be held on February 27, 2018 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.
"The City With a Heart"

Rico E. Medina, Mayor
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Michael Salazar, Councilmember

MINUTES
SAN BRUNO CITY COUNCIL SPECIAL MEETING
January 23, 2018
6:00 p.m.

1. CALL TO ORDER:
   THIS IS TO CERTIFY THAT the San Bruno City Council met on January 9, 2018 at San Bruno’s Senior Center, located at 1555 Crystal Springs Road, San Bruno, CA. The Special City Council meeting was called to order at 6:00 p.m.

2. ROLL CALL/PLEDGE OF ALLEGIANCE:
   Presiding was Mayor R. Medina, Vice Mayor Davis, Councilmembers Salazar, M. Medina, and O’Connell. Recording by Deputy City Clerk Hasha.

3. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: None

4. CLOSED SESSION:
   Mayor R. Medina said they would be going into a Closed Session.
   Conference with Legal Counsel—Existing Litigation pursuant to Government Code section 54956.9(d)(1): Martin v. Shelter Creek Home Owners Association and City of San Bruno.

5. STUDY SESSION:

   David Alvey, Audit Partner with Maze & Associates, the City’s independent audit firm, gave a detailed presentation on the City’s Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2017.

6. ADJOURNMENT:
   Mayor R. Medina closed the meeting at 7:00 p.m. with no reportable action. The next Regular City Council meeting will be held on January 23, 2018 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.
   Respectfully submitted for approval at the Regular City Council meeting of February 13, 2018

Vicky S. Hasha, Deputy City Clerk

Rico E. Medina, Mayor
"The City With a Heart"

Rico E. Medina, Mayor
Laura Davis, Vice Mayor
Marty Medina, Councilmember
Irene O'Connell, Councilmember
Michael Salazar, Councilmember

MINUTES
SAN BRUNO CITY COUNCIL
January 23, 2018
7:00 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on January 23, 2018 at San Bruno's Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The Council meeting was called to order at 7:00 p.m.

2. ROLL CALL/PLEDGE OF ALLEGIANCE:

Presiding was Mayor R. Medina, Vice Mayor Davis, Councilmembers Salazar, M. Medina, and O'Connell. The Pledge of Allegiance was led by the San Bruno Fire Chief, David Cresta. Recording under the direction of Deputy City Clerk Vicky Hasha.

3. ANNOUNCEMENTS:

Mayor R. Medina made the following announcements:

a. Community Development Director Woltering announced the recently installed display of “The Independence of Switzerland,” a wooden sculpture at San Bruno’s City Hall, 567 El Camino Real, San Bruno, CA and gave a brief overview of the sculpture’s background, history and restoration.

b. City Manager Jackson introduced Police Chief Barberini to give an overview of the homeless situation occurring in San Bruno and announced staff’s recommendation to schedule a study session within the next 60 days to discuss and strategize on how to better address the homeless issue.

Police Chief Barberini discussed the partnership with LifeMoves and the San Bruno Police Department which has supported the department to better assist homeless individuals.

Mayor R. Medina invited anyone that has an item they would like to speak on that is not on the agenda to get a speaker card from the Deputy City Clerk who in turn will read it in the order received under Public Comment.

Stephen Seymour, Mastick Ave. expressed appreciation for the discussion by City Council and expressed interest in having members of the public be part of the dialogue on homeless.

Reyna Burgos, Florida Ave. expressed concern regarding a specific homeless individual.

Jamie Monozon, San Mateo Ave. expressed appreciation to City staff for efforts over the last several years to reduce the amount of homeless individuals on San Mateo Ave.

c. Mayor R. Medina acknowledged the flowers from staff honoring the passing of City Clerk Carol Bonner on Monday morning and thanked the Deputy City Clerk for her assistance during this difficult time.
4. PRESENTATIONS:

Brian Weber, Assistant Manager - San Mateo County Mosquito and Vector Control District gave a presentation on the District’s mission, background and work in the San Bruno community. He also thanked the City for the Mills Field work completed by the San Bruno Public Works Department at Mills Field, which was previously creating numerous mosquito problems. He also announced the District’s Open House on April 26, 2018, and invited the City Council, City Manager, and the public to attend at 1351 Rollins Road, Burlingame, CA.

5. REVIEW OF AGENDA:

Mayor R. Medina announced staff’s request to have item 8 moved to the Regular City Council Meeting of February 27, 2018.

Community Development Director Woltering spoke on staff’s request to have item 8 continued to the February 27, 2018 City Council Meeting to provide time to evaluate correspondence just received by city staff on whether past environmental mitigation measures at Skyline College Residential Project had been fully implemented. City staff has reached out to environmental consultants to review the concerns brought to staff’s attention and want to complete research before proceeding with the project Public Hearing. He requested to have item 8 continued to the Regular City Council Meeting on February 27, 2018.

6. APPROVAL OF MINUTES: Special City Council Meeting of January 8th and Special and Regular City Council Meetings of January 9th, 2018, approved as submitted.

7. CONSENT CALENDAR:


d. Adopt: Resolution Upholding the Planning Commission’s Decision Denying a Whale Mouth Façade at an Existing Cash Wash Located at 1199 El Camino Real.

e. Adopt: Resolution Approving Agreement between the City of San Bruno and the Mid Management Bargaining Unit, and Authorizing its Execution by the City Manager.

f. Adopt: Resolution Accepting the Masson and Easton Culvert Repaired Project as Complete, Authorizing the Filing of a Notice of Completion with the San Mateo County of Recorder’s Office, and Authorizing Release of the Construction Contract Retention in the Amount of $37,230.

g. Adopt: Resolution Accepting the Crestmoor Canyon Sewer 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 $12,234.

h. Adopt: Resolution Authorizing City Officials to Invest Funds in the State of California Local Agency Investment Fund.

i. Adopt: Resolution Approving the Recognized Obligation Payment Schedule (ROPS 18-19) and Successor Agency Administrative Budget for the Period July 1, 2018 through June 30, 2019.

Councilmember O’Connell pulled items 7.f. and 7.g.

M/S O’Connell/Marty Medina to approve items 7.a., 7.b., 7.c., 7.d., 7.e., 7.h., and 7.i. of the Consent Calendar and passed with all ayes.

Councilmember O’Connell pulled item 7.f. to congratulate staff for completing the project under budget.
M/S O’Connell/Davis to approve item 7.f. of the Consent Calendar and passed with all ayes.

Councilmember O’Connell pulled item 7.g. to congratulate staff and the City’s contractor on completing the project under budget and for completing the project within 31 days rather 7 than the proposed 60 days.

M/S O’Connell/Davis to approve item 7.g. of the Consent Calendar and passed with all ayes.

8. PUBLIC HEARING: (Moved to the Regular City Council Meeting on February 27, 2018.)

Hold Public Hearing and Take the Following Actions to Approve the Skyline College Residential Project at 3300 College Drive:

1. Adopt Resolution Adopting an Environment Impact Report Addendum and Mitigation Monitoring and Reporting Program for the Proposed Skyline College Residential Project at 3300 College Drive
2. Adopt Resolution Amending the General Plan to Change the Land Use of a Two-Acre Site at 3300 College Drive to Medium Density Residential for the Proposed Skyline College Residential Project
3. Waive First Reading and Introduce an Ordinance Amending Chapter 12.96 of the San Bruno Municipal Code to Establish a Planned Development District, Update the Zoning Map and Adopt a Development Plan for the Skyline College Residential Project
4. Adopt Resolution Approving a Vesting Tentative Map for the Skyline College Residential Project at 3300 College Drive
5. Adopt Resolution Approving a Planned Development Permit for the Single-Family Portion of the Skyline College Residential Project
6. Adopt Resolution Approving a Planned Development Permit for the Multi-Family Portion of the Skyline College Residential Project
7. Adopt Resolution Authorizing Installation of Stop Signs on the Eastbound and Westbound Approaches of College Drive at the Intersection with Marisol Drive

9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:

Sandra Perez-Vargas, Mastick Ave. discussed concerns on a fire at a household on Garden Ave. and also mentioned safety concerns from residents not properly maintaining their households.

Reyna Burgos, Florida Ave. spoke of unsafe homes and offered to partake in a committee if available to assist families in removing trash from households. Also spoke about the illegal dumping occurring in the city.

Ken Ibarra gave his condolences regarding the recent passing of San Bruno City Clerk, Carol Bonner and thanked her for all that she gave to the community.

10. CONDUCT OF BUSINESS:


Interim Finance Director Jim O’Leary gave an overview of the staff report and summarized discussion held at the Study Session held prior to the regular meeting.

O’Leary expressed appreciation for Finance staff assistance in completed the annual financial statements and audit, and acknowledged Accounting Manager Darlene Wong for her extensive work over the last year.

Councilmember O’Connell introduced the resolution for adoption. It passed unanimously.
b. Adopt Resolution Authorizing the City Manager to Execute a Memorandum of Agreement with the City and County of San Francisco Public Utilities Commission for the San Andreas Pipeline No. 2 Replacement Project.

Director Tan gave an overview of the staff report and introduced Jan Ng, San Francisco Public Utilities Commission to present the project and answer questions.

Councilmember Medina asked if the contractor for the project had already been selected. Ng said Mitchell Engineering was selected and was the lowest bid.

Councilmember O'Connell asked if it was possible to add the San Francisco Public Utilities website and contact number to the San Bruno city website.

Vice Mayor Davis asked how San Francisco Public Utilities will handle the project in San Bruno differently than other previous projects. Ng said they are aware of previous affected properties in other projects and they will work with the City of San Bruno and geotechnical engineering to identify problems and design solutions for their work.

Councilmember O'Connell introduced the resolution for adoption. It passed unanimously.


City Attorney Zafferano gave an overview of the staff report and asked for questions.

Pam Riechel, 7th Avenue asked for clarification on the policy pertaining to the number of dogs allowed at the park. Zafferano clarified that its three dogs per owner handler allowed at the park.

M/S Davis/Salazar to waive the first reading and passed with all ayes.

Vice Mayor Davis introduced the ordinance and passed with four ayes Vice Mayor Davis, Councilmembers Medina and Salazar, and Mayor R. Medina, and one nay, Councilmember O'Connell.

d. Adopt Resolution Authorizing the City Manager to Execute a Contract with West Yost Associates for Design of the Avenues 1-3 Sewer and Water Main Replacement Project in an amount not to exceed $383,352.

Councilmember Medina asked City Attorney Zafferano whether he should be excused while the item is discussed since his property lies within Avenues 1-3. Zafferano clarified that he is allowed to participate in the voting process for the project due to the action benefitting all residents equally.

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

Councilmember Salazar asked for further information regarding conditions of the storm drains in the area and whether they should be taken into consideration for this project and requested further information regarding the extent of repaving the roads. Tan said improvements to the storm drains in the area are not included in the master plan and have not been recommended for improvement. Tan also said the entire roadway will be repaved.

Councilmember Medina asked about the material evaluation used for the project. Tan said they look at the corrosiveness of the soil in the area.

Councilmember Salazar asked about opportunities with lower laterals while replacing the mains with changes in materials and the financial impacts they may have. Tan said lower laterals are homeowner’s responsibilities and any homeowners interested in replacing lower laterals can contact the City, but replacements will be at the homeowner’s own expense.

Councilmember Salazar introduced the resolution for adoption. It passed unanimously.
11. REPORT OF COMMISSIONS, BOARDS & COMMITTEES: None

12. COMMENTS FROM COUNCIL MEMBERS:

Councilmember Medina expressed his appreciation to the first responders who handled the fire at his neighbor’s house and said he was grateful that no one was hurt. He also announced the Pancake Breakfast at the American Legion this Saturday from 8:30 a.m. to 11:30 a.m.

Mayor R. Medina asked for consideration of placing agenda item 5, Review of Agenda and item 6, Approval of Minutes under Consent Calendar and moving agenda item 11, Report of Commissions, Boards & Committees further up in the agenda to streamline the process.

Councilmember Salazar said he was in favor to make the process more efficient.

Councilmember O’Connell said they try to make the public aware of what City Council is doing especially with Public Works projects and wouldn’t want to such big projects moved to Consent Calendar.

Mayor R. Medina agreed and elaborated on sample topics that could move to consent in order to streamline the agenda process.

13. CLOSED SESSION: None

14. ADJOURNMENT:

Mayor R. Medina spoke on the recent passing of San Bruno’s City Clerk, Carol Bonner and her service to the City and the public. He closed the meeting at 8:28 p.m. in her memory. The next Regular City Council Meeting will be held on February 13, 2018 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
February 13, 2018

Vicky Hasha, Deputy City Clerk

Rico E. Medina, Mayor
CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

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TOTAL FOR APPROVAL $317,710.74

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 172883 THROUGH 173018 INCLUSIVE, TOTALING IN THE AMOUNT OF $317,710.74 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,

[Signature]
FINANCE DIRECTOR

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Total count: 136
01/29/18

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

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TOTAL FOR APPROVAL $1,286,597.31

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 173019 THROUGH 173130 INCLUSIVE, TOTALING IN THE AMOUNT OF $1,286,597.31 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 1-31-2018
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City Council Agenda Item
Staff Report

DATE: February 13, 2018
TO: Honorable Mayor and Members of the City Council
FROM: Darlene Wong, Accounting Manager
SUBJECT: Payroll Approval

City Council approval of the City payroll distributed January 26, 2018 is recommended. The Labor Summary report reflecting the total payroll amount of $1,406,491.29 for bi-weekly pay period ending January 21, 2018 is attached.
LABOR SUMMARY FOR PAY PERIOD ENDING: JANUARY 21, 2018

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<td>Fund: 190 - EMERGENCY DISASTER FUND</td>
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<td>Fund: 203 - STREET IMPROVE. PROJECTS</td>
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Total                      | 1,406,491.29 |
CITY OF SAN BRUNO  
Portfolio Summary  
December 31, 2017

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<th>Interest Rate</th>
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<td>1,982,180.00</td>
<td>1.19%</td>
<td>April 25, 2019</td>
<td>3%</td>
</tr>
<tr>
<td>Federal Farm Credit Bank</td>
<td>3133EGSD8</td>
<td>2,000,000.00</td>
<td>1,972,100.00</td>
<td>1.15%</td>
<td>August 23, 2019</td>
<td>3%</td>
</tr>
<tr>
<td>Federal Farm Credit Bank</td>
<td>3133EGG66</td>
<td>1,000,000.00</td>
<td>985,240.00</td>
<td>1.15%</td>
<td>November 15, 2019</td>
<td>2%</td>
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<tr>
<td>Federal Home Loan Mortgage Corp</td>
<td>3134G7FK2</td>
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<td>1,982,180.00</td>
<td>1.19%</td>
<td>April 25, 2019</td>
<td>3%</td>
</tr>
<tr>
<td>Federal Farm Credit Bank</td>
<td>3133EGSD8</td>
<td>2,000,000.00</td>
<td>1,972,100.00</td>
<td>1.15%</td>
<td>August 23, 2019</td>
<td>3%</td>
</tr>
<tr>
<td>Federal Farm Credit Bank</td>
<td>3133EGG66</td>
<td>1,000,000.00</td>
<td>985,240.00</td>
<td>1.15%</td>
<td>November 15, 2019</td>
<td>2%</td>
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<tr>
<td>Federal Home Loan Mortgage Corp</td>
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<td>1,983,220.00</td>
<td>0.00%</td>
<td>November 22, 2019</td>
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<td>Federal Farm Credit Bank</td>
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<td>990,980.00</td>
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<td>December 29, 2019</td>
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<td>Federal Farm Credit Bank</td>
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<td>1.70%</td>
<td>September 1, 2020</td>
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<td>Total Union Bank Investments</td>
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<td></td>
<td>24,038,353.03</td>
<td>23,872,713.03</td>
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<tr>
<td>TOTAL INVESTMENTS</td>
<td></td>
<td></td>
<td>24,038,353.03</td>
<td>23,872,713.03</td>
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<td>100%</td>
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</table>

All securities held by the City of San Bruno as of December 31, 2017 were in compliance with the City’s Investment Policy Statement. There is adequate cash flow and maturity of investments to meet the City’s needs for the next six months.
## Cash and Investments Report

City of San Bruno  
Through period: 6  
Through December 2017

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Cash</th>
<th>Investments</th>
<th>Fund Total</th>
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<tbody>
<tr>
<td>GENERAL FUND</td>
<td>1,557,558.69</td>
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<tr>
<td>ONE-TIME REVENUE</td>
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<td>CAP IMPROV/ONE-TIME INITIATIVE RSRV</td>
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<td>GAS TAX</td>
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<td>MEASURE A TRANSPORTATION TAX</td>
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<td>STREET SPECIAL REVENUE</td>
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<td>FEDERAL/STATE GRANTS</td>
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<td>SOLID WASTE/RECYCL.</td>
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<td>LIBRARY SPECIAL REVENUE</td>
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<td>IN-LIUE FEES</td>
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<td>RESTRICTED REVENUES</td>
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<td>GLENVIEW FIRE DONATIONS</td>
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<td>EMERGENCY DISASTER RESERVE</td>
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<td>SUCCESSOR AGENCY TO THE SB RDA - OPS</td>
<td>0.00</td>
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<td>CITY OF SB AS SUCCESSOR HOUSING AGENC</td>
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<td>DISASTER RECOVERY FUND</td>
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<td>LEASE DEBT SERVICE</td>
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<td>WATER FUND</td>
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<td>STORMWATER FUND</td>
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<td>CABLE TV FUND</td>
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<tr>
<td>CENTRAL GARAGE</td>
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<td>213,360.01</td>
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<td>FACILITY MAINT.FUND</td>
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<td>PROJECT DEVELOP. TRUST</td>
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<td>S.B. GARBAGE CO. TRUST</td>
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**Grand Total:**  
68,253,300.58  | 927,099.67  | 69,180,400.25

* Reconciliation of Pooled Cash & Investments to Portfolio Book Value

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
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<td>Cash on hand - Checking Account</td>
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<tr>
<td>Payroll and Accounts Payable Outstanding Checks</td>
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<td>Deposits in Transit</td>
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<tr>
<td>General Ledger Cash Balance as of December 31, 2017</td>
<td>68,253,300.58</td>
</tr>
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</table>

Totals are through period: 6
DATE: February 13, 2018

TO: Honorable Mayor and Members of the City Council

FROM: Marc Zafferano, City Attorney
       Kerry Burns, Community Services Director

SUBJECT: Waive Second Reading and Adopt Ordinance Amending Chapter 9.16 of the San Bruno Municipal Code to Allow Leashed Dogs in Specified City Parks

BACKGROUND:

The City’s Municipal Code Section 9.16.10-Domestic Animals currently prohibits all animals, except service animals, whether on- or off-leash from entering all City parks except the dog run at Commodore Park. The section was incorporated into the City’s Municipal Code by Ordinance 1493 in 1988. The section states:

No owner or possessor of any dog, cat, fowl or any animal, whether domestic, livestock, wild or exotic shall permit such animal to enter or run at large in any park, school or recreation area or in the city and county of San Francisco watershed recreational easement, either with or without a keeper, except as permitted by Section 9.16.020 [Authorized Dog Runs] of the chapter. Nothing in this section shall prohibit a Seeing-Eye dog under the control of a blind person from entering a park, school or recreation area or the city and county of San Francisco watershed recreational easement.

At both a City Council Study Session in September 2016 and during the Parks and Recreation Commission Annual Report to the City Council in November 2016, the City Council expressed interest in receiving the Parks and Recreation Commission’s input on how to address the matter of dogs frequently being present both on and off leash in City parks. At their meeting on January 18, 2017, the Parks and Recreation Commission considered ideas to address the presence of both dogs off and on-leash in City parks. Following discussion, the Commission voted 6-1 to recommend to the City Council that an amendment be made to the Municipal Code allowing leashed dogs in all City parks.

At its meeting on February 28, 2017, the City Council received the Parks and Recreation Commission recommendation to allow leashed dogs in City parks and directed staff to develop a pilot program allowing leashed dogs in City parks. At its March 28, 2017 meeting, the City Council authorized a six month pilot program allowing leashed dogs in City Park and Grundy Park. On November 14, 2017, the City Council received a report from staff on the results of this six month pilot programming. During its discussion, the City Council requested the pilot program results be provided to the Parks and Recreation Commission. The City Council further requested the Commission’s input on which parks, if any, dogs should be allowed and rules regulating their use.
At its Special Meeting on December 6, 2017, the Parks and Recreation Commission received a report on the results of the pilot program and was requested to provide input regarding regulations for leashed dogs in City parks. Commissioners expressed concern about allowing leashed dogs in the City’s smaller parks and tot lots. By unanimous vote of the Commissioners present, the Commission recommended the following regulations related to leashed dogs in City parks:

1. Dogs should be allowed in the following parks: Bayshore Circle Park, Belle Air Park/Lions Field, Buckeye Park, City Park, Commodore Park, Earl-Glenview Park, Fleetwood Park, Florida Avenue Park, Forest Lane Park, Grundy Park, Monte Verde Park, Pacific Heights Park, 7th Avenue Park, and 7th/Walnut Park;

2. Dogs should be prohibited from the following parks: Catalpa Tot Lot, Herman Park, Lomita Park, Ponderosa Park, and Posy Park;

3. Owner/handlers should have no more than three (3) leashed dogs under their control;

4. Owner/handlers should be required keep the dog(s) on a non-retractable leash at all times with a maximum leash length of six (6) feet;

5. Owner/handlers should be responsible for promptly cleaning-up after the dog(s);

6. Dogs should be restricted from entering the surface surrounding children’s play equipment and synthetic turf areas; and,

7. Dogs should be permitted throughout the listed parks and not be required to remain on park pathways.

On January 9, 2018, the City Council considered these recommendations and directed staff to prepare an ordinance for introduction that incorporates them. Then City Council introduced the ordinance at its meeting on January 23, 2018.

DISCUSSION:

The attached ordinance reflects the ordinance introduced at the January 23, 2018 City Council meeting.

FISCAL IMPACT:

Each park would need to be equipped with waste bag kiosks and new signage. The supply cost for new signs, waste bag kiosks, and poles would vary dependent upon its size and number of entrances. Costs for a park the size of Commodore Park would be approximately $2,500, and a park the size of Monte Verde Park would cost approximately $250. Funding is available in the Parks Maintenance Division budget. It is estimated the total cost would be $8,250 to equip and re-sign the 14 parks reflected in the ordinance.
ALTERNATIVES:

1. Make no modifications to the Municipal Code and continue to prohibit dogs in all City parks.
2. Modify the list of parks and/or regulations recommended; substantive changes to the ordinance would require re-introduction of the ordinance at a subsequent meeting.
3. Refer the item back to the Parks and Recreation Commission and/or staff for further review.

RECOMMENDATION:

Waive Second Reading and Adopt Ordinance Amending Chapter 9.16 of the San Bruno Municipal Code to Allow Leashed Dogs in Specified City Parks

DISTRIBUTION:

None.

ATTACHMENTS:

1. Ordinance Amendments to Chapter 9.16 for Adoption

DATE PREPARED:

February 13, 2018
ORDINANCE NUMBER:_______

The City Council of the City of San Bruno does ordain as follows:

SECTION I: FINDINGS
WHEREAS, at both a City Council Study Session in September 2016 and during the Parks and Recreation Commission Annual Report to the City Council in November 2016, the City Council expressed interest in receiving input from the Parks and Recreation Commission on how to address the frequent presence of on- and off-leash dogs in City parks; and

WHEREAS, the Parks and Recreation Commission discussed the topic at its meeting in January 2017, and reported its recommendation to allow dogs in certain City parks under specified circumstances to the City Council in February 2017; and

WHEREAS, the City Council authorized a six-month pilot program starting on April 24, 2017 and ending on October 23, 2017 allowing leashed dogs in City Park and Grundy Park; and

WHEREAS, the City Council received a report on this six-month pilot program at its November 14, 2017 meeting, and requested additional input from the Parks and Recreation Commission; and

WHEREAS, on January 9, 2018, the City Council considered the recommendations of the Parks and Recreation Commission and directed staff to prepare an ordinance for introduction and adoption that incorporates those recommendations;

NOW THEREFORE, it is the intent of the City Council in enacting this ordinance to allow dogs in certain City parks under specified circumstances.

SECTION II. Chapter 9.16 Animal Regulations of the City of San Bruno's Municipal Code is hereby amended as reflected below:

Chapter 9.16 ANIMAL REGULATIONS

9.16.010 Domestic animals.

   No owner or possessor of any dog, cat, fowl or of any animal, whether domestic, livestock, wild or exotic shall permit such animal to enter or run at large in any park, school or recreation area or in the city and county of San Francisco watershed recreational easement, either with or without a keeper, except as permitted by Sections 9.16.011 and 9.16.020 of this chapter. Nothing in this section shall prohibit a Seeing-
Eye dog under the control of a blind person from entering a park, school or recreation area or the city and county of San Francisco watershed recreational easement. (Ord. 1493 § 2, 1988)

9.16.011 Parks where dogs allowed; Regulations.

Dogs shall be allowed only in the following City parks, and subject to the regulations listed in this section: Bayshore Circle Park, Belle Air/Lion’s Field Park, Buckeye Park, City Park, Commodore Park, Earl-Glenview Park, Fleetwood Park, Florida Avenue Park, Forest Lane Park, Grundy Park, Monte Verde Park, Pacific Heights Park, 7th Avenue Park, and 7th/Walnut Park. Dogs are not allowed in the following City Parks: Catalpa Tot Lot, Herman Tot Lot, Lomita Park, Ponderosa Park, and Posy Park.

In those parks where dogs are allowed, owner/handlers shall not have more than three (3) dogs, which shall be on a non-retractable leash of not more than six (6) feet. Dogs shall be under the control of the owner/handlers at all times. Owner/handlers shall promptly pick up after their dogs and use appropriate trash receptacles to dispose of all waste. Dogs shall be prohibited from entering the surface surrounding children’s play areas and synthetic turf areas.

9.16.020 Authorized dog runs.

The city council may, by resolution, authorize identified public facilities as dog runs within the city. Upon the designation of an authorized dog run, the following shall apply:

A. The use of the identified public facility as a dog run is for the recreation and/or exercise of dogs only, which may or may not be restrained by a leash, rope or other physical restraint while the dog is within the designated dog run.

B. During the transportation of a dog or dogs to and from designated dog runs, the dog or dogs must be restrained by leash, rope or other physical restraint which shall be continuously held by a competent person.

C. All dogs within a designated dog run must be licensed and vaccinated pursuant to Chapter 6.36 of this code.

D. Unrestrained dogs within a designated dog run must be under the supervision and control of a competent person. Dogs may not be left unattended within any designated dog run.

E. The days and hours of operation of the public facility as a dog run, and other such limiting conditions shall be established by resolution of the city council and posted upon a conspicuous place within the designated dog run.
F. In permitting a designated area to be operated as a dog run within the public facility, neither the city nor the facility owner, nor any employee, officer or agent of the city or the facility owner assumes responsibility or liability for any personal injury, injury to other animals, or property damage occasioned by a leashed or unleashed dog within the designated dog run area. The dog owner and/or custodian of the dog assumes actual liability for any such injury so occasioned. (Ord. 1493 § 2, 1988)

SECTION III. It is the intent of the City Council of the City of San Bruno to supplement applicable state law and not to duplicate or contradict such law and this ordinance shall be construed consistently with that intention. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this ordinance, or its application to any other person or circumstance. The City Council of the City of San Bruno hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

SECTION IV. This ordinance amendment is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) because it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment per 14 California Code of Regulations §15061(b)(3).

SECTION V. This Ordinance shall take effect and be in full force and effect as prescribed in state law.

SECTION VI. The City Clerk shall cause this Ordinance to be published and posted in accordance with the requirements of Section 36933 of the Government Code of the State of California.

Adopted this ___ day of ____________, 2018.

*   *   *   *   *   *   *

PASSED AND ADOPTED as an Ordinance of the City of San Bruno at a regular meeting thereof held on the ___ day of ____________, 2018.
AYES, COUNCILMEMBERS:

NOES, COUNCILMEMBERS:

ABSENT, COUNCILMEMBERS:

ABSTAIN, COUNCILMEMBERS:

Mayor of the City of San Bruno

ATTEST:

Clerk of the City of San Bruno
DATE: February 13, 2018

TO: Honorable Mayor and Members of the City Council

FROM: Jimmy Tan, Public Works Director/City Engineer

SUBJECT: Adopt Resolution Approving the Installation of a Marked Crosswalk at the Intersection of Huntington Avenue and Euclid Avenue

BACKGROUND:

Huntington Avenue is a north-south street that extends from the northern City limit to San Felipe Avenue, which is a distance of approximately 1.75 miles. Huntington Avenue is classified as a Major Collector roadway for its entire length. Huntington Avenue in the vicinity of Euclid Avenue is 68 feet wide and is a four lane road with a raised median. Euclid Avenue intersects Huntington Avenue on the west side and forms a “T” intersection. There is a left turn pocket for northbound vehicles to turn onto Euclid Avenue. The Caltrain tracks run parallel to Huntington Avenue on the east side and the tracks are grade separated in this area. There is a pedestrian underpass under the Caltrain tracks immediately south of Euclid Avenue. The nearest places for pedestrians to cross the tracks are at Scott Street, approximately 1700 feet to the north, and at San Bruno Avenue, approximately 650 feet to the south.

The Public Works Department received a request to install a marked crosswalk across Huntington Avenue at the intersection of Euclid Avenue to improve pedestrian access to the east side of the Caltrain tracks. Staff evaluated the request and presented the results to the Traffic Safety and Parking Committee (TSPC) on January 10, 2018.

DISCUSSION:

To evaluate the crosswalk request, staff used the process set forth in the Pedestrian Safety Toolkit (the Toolkit) that was approved by the TSPC in March 2016. The toolkit criteria requires the proposed crosswalk to be in a location that connects two pedestrian generators such as a school, park or transit stop, that the distance to the nearest marked crosswalk is at least 300 feet and that pedestrians can be seen from a feasible stopping sight distance. Staff determined that there is pedestrian demand at this location due to a bus stop on the west side of Huntington Avenue near the intersection, and the Caltrain station and pedestrian undercrossing on the east side of Huntington Avenue. In addition, the nearest marked crossing is over 300 feet away and there is sufficient sight distance for on-coming traffic to see pedestrians. Therefore, staff recommended that a marked crossing can be installed at this location.

On January 10, 2018 the TSPC reviewed staff’s evaluation and voted in favor of recommending to install a marked crosswalk on the south side of the intersection.
TSPC also recommended that staff check the lighting at the location to ensure the crosswalk will be adequately lit at night. Staff verified that there are existing streetlights on both sides of Huntington Avenue on the south side of the intersection which should provide adequate lighting for the crosswalk. Staff also determined whether parked cars would obstruct sight distance and based on the evaluation, both northbound and southbound has clear sight distance.

The scope of work for installing a marked crosswalk on the south side of the intersection includes:

- Reconstruction of an existing corner bulb out on the southwest corner of the intersection in order to properly align the curb ramp,
- Construction of curb ramps on both sides of Huntington Avenue,
- Modifications to the existing pavement markings,
- Painting the new crosswalk and yield markings; and
- Installation of new pedestrian signage.

If the City Council approves the installation of the marked crosswalk, staff will need to procure a surveyor to complete the survey at the intersection for the purpose of designing the modification of the bulb out and the curb ramps. Once the survey data is obtained, staff will complete the design in-house.

FISCAL IMPACT:

The total estimated cost for installing a marked crosswalk and concrete improvements at this location is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surveying and Mapping</td>
<td>$5,000</td>
</tr>
<tr>
<td>Staff Project Management and Design</td>
<td>$5,000</td>
</tr>
<tr>
<td>Estimated Construction Cost</td>
<td>$36,000 (including contingency)</td>
</tr>
<tr>
<td>Total Project Cost Estimate</td>
<td>$46,000</td>
</tr>
</tbody>
</table>

The FY 2017-18 Capital Improvement Program budget includes the Accessible Pedestrian Ramps at Various Locations Project which has an approximate budget of $189,390 to complete the project and no additional appropriation is needed. Construction of the Pedestrian Ramps Project is coordinated with construction of the City’s annual Sidewalk Repair Project to maximize cost efficient project delivery.

ALTERNATIVES:

1. Do not approve installation of a marked crosswalk.

RECOMMENDATION:

Adopt resolution approving the installation of a marked crosswalk at the intersection of Huntington Avenue and Euclid Avenue.
Honor. Mayor & Members of the City Council  
February 13, 2018  
Page 3 of 3

**DISTRIBUTION:**

None

**ATTACHMENTS:**

1. Resolution  
2. Vicinity Map  
3. Proposed Crosswalk

**DATE PREPARED:**  
January 22, 2018
RESOLUTION NO. 2018-____

RESOLUTION APPROVING THE INSTALLATION OF A MARKED CROSSWALK AT THE INTERSECTION OF HUNTINGTON AVENUE AND EUCLID AVENUE

WHEREAS, pursuant to Title VII, Section 7.08.050, of the San Bruno Municipal Code, any action of the City Council following a recommendation from the Traffic Safety and Parking Committee (TSPC) shall be taken by resolution; and

WHEREAS, the City received a request to install a marked crosswalk across Huntington Avenue at the intersection with Euclid Avenue to improve access to the east side of the Caltrain tracks; and

WHEREAS, the location meets the criteria for pedestrian safety improvements as set forth in the City’s Pedestrian Safety Toolkit because there is a bus stop on the west side, the Caltrain station is on the east side, a Caltrain track pedestrian underpass on the east side, the nearest marked crosswalk is over 300 feet away, and there is adequate sight distance for pedestrians to cross safely; and

WHEREAS, the TSPC discussed this at their meeting on January 10, 2018 and voted to recommend installation of a marked crosswalk on the south side of the intersection.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves the installation of a marked crosswalk at the intersection of Huntington Avenue and Euclid Avenue.

Dated: February 13, 2018

ATTEST:

____________________________
City Clerk

-000-

I, ____________________, 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 February 2018 by the following vote:

AYES: Councilmembers: ___________________________________________

NOES: Councilmembers: ___________________________________________

ABSENT: Councilmembers: _________________________________________
DATE: February 13, 2018

TO: Honorable Mayor and Members of the City Council

FROM: Jimmy Tan, Public Works Director/City Engineer

SUBJECT: Adopt Resolution Accepting the Trenton Sewer Replacement Project as Complete, Authorizing the Filing of Notice of Completion with the San Mateo County Recorder’s Office, and Authorizing Release of the Construction Contract Retention in the Amount of $67,056

BACKGROUND:

The Trenton Drive sewer main is located in an easement behind the homes on the south side of Trenton Drive, uphill from San Bruno Avenue. The sewer main is approximately 2,400 feet long and was constructed in the 1950s using an 8-inch diameter vitrified clay pipe. The main line collects sewage from several neighborhoods in the upper Crestmoor area north and south of San Bruno Avenue and the adjacent properties. The existing sewer main is located between the homes along the south side and San Bruno Avenue in an area of steep terrain and heavy eucalyptus and vegetative growth. The sewer main was inundated with root intrusion, which required constant and extensive maintenance work by City crews. At many locations along this sewer main, City crews were unable to maneuver the maintenance equipment to the manholes in order to clear blockages.

In November 2012, staff began to evaluate options for replacement and relocation of the existing sewer main to resolve access and maintenance issues. Six (6) alternative were evaluated which included the following:

1. Rehabilitate the existing sewer with cured-in-place pipe (CIPP), which is a structural rehabilitation method that will reduce inflow and infiltration, as well as root intrusion.
2. Replace the sewer main by pipe-bursting with high density polyethylene (HDPE) pipe.
3. Construct a new sewer in Trenton Drive with a single discharge point to San Bruno Avenue and a new sewer in San Bruno Avenue to the manhole downstream of Livingston Terrace.
4. Construct a new sewer in Trenton Drive with two (2) discharge points to San Bruno Avenue and a new sewer in San Bruno Avenue to the manhole downstream of Livingston Terrace.
5. A hybrid project that would include CIPP, pipe-bursting, and open-cut construction sewers through easements, and a longer new sewer in San Bruno Avenue.
6. Install individual grinder pumps in the backyard of each house, install individual force mains from the backyard to the front yard, install common force mains in Trenton Drive and extend the sewer main west in San Bruno Avenue to pick up flow from the last easement sewer.
On July 12, 2016, the City Council approved a construction budget in the amount of $1,878,242 for the Trenton Sewer Replacement Project which included $1,313,242 for the construction contract to Casey Construction (Casey), $265,000 for construction contingencies, and $300,000 for project management and inspection. Due to the onset of the storm season, the start of construction was postponed until January 2017.

In November 2017, Casey completed construction of the Trenton Sewer Replacement Project. A total of two Change Orders were issued to Casey during the construction. Change Order No. 1 in the amount of $69,836 was issued for additional slurry seal, sewer spot repairs, message board, and access improvement. A credit in the amount of $41,954 was issued for Change Order No. 2 to adjust the bid quantities to match actual quantities installed which brings the final contract amount to $1,341,124.

There are no unresolved stop notices or outstanding construction claims for this project. The construction contract requires a 5% retention, which totals $67,056, be withheld by the City. Staff recommends that the City Council accept the project as complete, authorize filing a Notice of Completion with the San Mateo County Recorder’s Office, and approve release of the contract retention.

**FISCAL IMPACT:**

The total approved project budget which included design, construction, and staff management is $2,265,180. As summarized below, the total expenditure for the project is approximately $1,812,139.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Consultant Contract</td>
<td>$ 179,066</td>
</tr>
<tr>
<td>Staff Design Management</td>
<td>$ 113,862</td>
</tr>
<tr>
<td>Final Construction Contract</td>
<td>$ 1,341,124</td>
</tr>
<tr>
<td>(Contract $1,313,242 plus Change Orders $27,882)</td>
<td></td>
</tr>
<tr>
<td>Staff Construction Management</td>
<td>$ 95,554</td>
</tr>
<tr>
<td>Construction Inspection Services</td>
<td>$ 68,673</td>
</tr>
<tr>
<td>Surveying, Reproduction and Advertisement</td>
<td>$ 13,860</td>
</tr>
<tr>
<td>Project Total</td>
<td>$ 1,812,139</td>
</tr>
</tbody>
</table>

The remaining budget of approximately $453,041 will be returned to the Wastewater Capital Funds.

**ALTERNATIVES:**

1. Do not accept the construction contract as complete and do not authorize filing of a Notice of Completion.
RECOMMENDATION:

Adopt resolution accepting the Trenton Sewer Replacement Project as complete, authorizing the filing of Notice of Completion with the San Mateo County Recorder's Office, and authorizing release of the construction contract retention in the amount of $67,056.

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolution
2. Project Acceptance Information Form

DATE PREPARED:

January 24, 2018
RESOLUTION NO. 2018 - ___

RESOLUTION ACCEPTING THE TRENTON SEWER REPLACEMENT PROJECT AS COMPLETE, AUTHORIZING THE FILING OF NOTICE OF COMPLETION WITH THE SAN MATEO COUNTY RECORDER'S OFFICE, AND AUTHORIZING RELEASE OF THE CONSTRUCTION CONTRACT RETENTION IN THE AMOUNT OF $67,056

WHEREAS, the City's FY 2016-17 Capital Improvement Program (CIP) included a wastewater improvement project to replace the Trenton Drive sewer main located in an easement behind the homes on the south side of Trenton Drive, uphill from San Bruno Avenue; and

WHEREAS, The Trenton Sewer Replacement Project is an established CIP project funded through Wastewater Capital funds with a total approved project budget of $2,265,180 which included design, construction, and staff management; and

WHEREAS, On July 12, 2016, the City Council approved a construction budget in the amount of $1,878,242 for the Trenton Sewer Replacement Project which included $1,313,242 for the construction contract to Casey Construction (Casey), $265,000 construction contingencies, and $300,000 for project management and inspection; and

WHEREAS, two (2) contract change orders for a total amount of $27,882 were issued with a final construction contract amount of $1,341,124; and

WHEREAS, all construction work as part of this contract has been completed to the satisfaction of the City's project management team; and

WHEREAS, the total expenditure for the project is approximately $1,812,139 and a remaining budget of approximately $453,041 to be returned to the Wastewater Capital Funds; and

WHEREAS, the construction contract requires the filing of a Notice of Completion of this project with the San Mateo County Recorder's Office and release of the construction contract retention in the amount of $67,056 upon the acceptance of the project as complete.

NOW, THEREFORE, BE IT RESOLVED that the City Council accepts the Trenton Sewer Replacement Project as complete, authorizes the filing of Notice of Completion with the San Mateo County Recorder's Office, and authorizes release of the construction contract retention in the amount of $67,056.

Dated: February 13, 2018

ATTEST:

______________________________
City Clerk

-000-
I, ____________________, 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 February, 2018 by the following vote:

<table>
<thead>
<tr>
<th></th>
<th>Councilmembers</th>
</tr>
</thead>
<tbody>
<tr>
<td>AYES</td>
<td></td>
</tr>
<tr>
<td>NOES</td>
<td></td>
</tr>
<tr>
<td>ABSENT</td>
<td></td>
</tr>
</tbody>
</table>

(Handwritten notes and signatures)

City of San Bruno
City Clerk
February 13, 2018
Capital Improvement Program

Project Acceptance Information Form

As of January, 2018

<table>
<thead>
<tr>
<th>Contract Name</th>
<th>Trenton Sewer Replacement Project</th>
<th>Contract No.:</th>
<th>85704</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Contractor:</td>
<td>Casey Construction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Project Information:

| Project Description: | Work for the Trenton Sewer Replacement Project consisted of the rehabilitation of approximately 1,800 linear feet of 6-inch and 8-inch diameter sewer behind the homes on the south side of Trenton Drive by cured-in-place pipe (CIPP) method, construction of approximately 2,000 linear feet of 8-inch and 10-inch diameter sewer on San Bruno Avenue by open-cut construction, and installation of new manholes and miscellaneous sewer appurtenances. |
|---------------------| July 12, 2016 |
| Start of Construction: | January 3, 2017 |
| Contract Change Orders (CCO): | Two (2): CCO#1 in the amount of $69,836 was to account for out-of-scope work items which included additional slurry seal, spot repairs, message board, and access road improvement. CCO#2 was for quantity adjustment of bid items to reflect actual quantities completed and a credit in the amount of $41,954 was issued to the City. |
| Substantial Completion: | July 14, 2017 |
| Final Completion: | November 1, 2017 |
| Notice of Completion: | Scheduled for filing on February 14, 2018. |
## Project Costs:

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL PROJECT</strong></td>
<td>$ 2,265,180</td>
<td>$ 1,812,139</td>
</tr>
<tr>
<td>Design Consultant Contract (West Yost)</td>
<td>$ 179,066</td>
<td>$ 179,066</td>
</tr>
<tr>
<td>Staff Management (Design)</td>
<td>$ 190,000</td>
<td>$ 113,862</td>
</tr>
<tr>
<td>Construction Contract (Casey Construction)</td>
<td>$ 1,313,242</td>
<td>$ 1,313,242</td>
</tr>
<tr>
<td>Contingency</td>
<td>$ 265,000</td>
<td></td>
</tr>
<tr>
<td>Change Orders (Two)</td>
<td>-</td>
<td>$ 27,882</td>
</tr>
<tr>
<td>Staff Management (Construction)</td>
<td>$ 300,000</td>
<td>$ 95,554</td>
</tr>
<tr>
<td>Construction Inspection Services</td>
<td></td>
<td>$ 68,673</td>
</tr>
<tr>
<td>Surveying, Reproduction &amp; Advertisement</td>
<td>$ 17,872</td>
<td>$ 13,860</td>
</tr>
</tbody>
</table>
DATE: February 13, 2018

TO: Honorable Mayor and Members of the City Council

FROM: Tami Yuki, Assistant City Manager

SUBJECT: Adopt Resolution Approving Agreement between the City of San Bruno and the San Bruno Professional Firefighters Association, and Authorizing its Execution by the City Manager

BACKGROUND:

The existing Memorandum of Understanding between the City of San Bruno and the San Bruno Professional Firefighters Association represented by the Teamsters Union Local 856 expired on December 31, 2017. Representatives from both the City and the Firefighters Association have been negotiating an extension to the July 1, 2012 – December 31, 2016 Memorandum of Understanding (MOU). This bargaining unit is comprised of 20 firefighters and 9 fire captains.

Both the City and Union representatives desired a swift and efficient process with an extension to the Fire Association’s current MOU; therefore, both parties agreed to focus only on compensation issues similar to the four other bargaining units’ settled contracts. The City has successfully settled four other contracts: Mid Management Bargaining Unit, Miscellaneous Bargaining Unit, Public Safety Mid Management Bargaining Unit, and the San Bruno Management Employees Association. The City and Teamsters Union are in active negotiations with the remaining and not settled Police Bargaining Unit.

The City and Teamsters’ Union negotiated an extension to the San Bruno Professional Firefighters Association’s MOU which was ratified by their membership on January 22, 2017.

DISCUSSION:

The attached Tentative Agreement for the San Bruno Professional Firefighters Association will extend their current Memorandum of Understanding through December 31, 2020. This agreement is similar to the City’s other settled contracts in that it provides general wage adjustments and market equity adjustments for classifications in the unit.

The tentative agreement includes a wage adjustment each year of the three-year contract: 3% retroactive to the first full pay period in January 2018, 3% retroactive to
the first full pay period in January 2019, and 3% effective the first full pay period in January 2020. There are also 1% market equity adjustment to be retroactive to the first full in January 2018, and subsequently another 1% adjustment to the first full pay period in January 2019 for positions in the bargaining unit to keep pace with the average total salary and benefits of similar positions in neighboring jurisdictions.

There were minor “clean up” language changes to the retirement provision to be consistent with other settled City contracts and the California Public Employees’ Pension Reform Act (PEPRA), which took effect in January 2013, which changes the way CalPERS retirement and health benefits are applied, and places compensation limits on members.

FISCAL IMPACT:

The FY2017-18 Budget includes a 3% scheduled wage adjustment through the end of the January 1, 2017 – December 31, 2017 Fire MOU extension agreement; however, the additional 3% wage adjustment and 1% market adjustment, effective January 1, 2018, was not included in the FY2017-18 Budget. The increase in costs in excess of the approved FY2017-18 Budget, which includes the wage and market equity adjustment and the increase in health care costs are anticipated to total approximately $90,000 for the first year of the contract.

ALTERNATIVES:

1. Do not approve the agreement and direct the negotiating team to seek changes or to begin negotiating a Memorandum of Understanding with the San Bruno Professional Firefighters Association whose agreement has expired

RECOMMENDATION:

Adopt Resolution Approving Agreement between the City of San Bruno and the San Bruno Professional Firefighters Bargaining Unit, and Authorizing its Execution by the City Manager

ATTACHMENTS:

1. Resolution
2. Tentative Agreement between the City of San Bruno and the Mid Management Bargaining Unit

DATE PREPARED:

February 1, 2018
RESOLUTION NO. 2018–

ADOPT RESOLUTION APPROVING AGREEMENT BETWEEN THE CITY OF SAN BRUNO AND THE SAN BRUNO PROFESSIONAL FIREFIGHTERS ASSOCIATION, AND AUTHORIZING ITS EXECUTION BY THE CITY MANAGER

WHEREAS, representatives of the San Bruno Professional Firefighters Association and representatives of the City of San Bruno have met and negotiated in good faith; and

WHEREAS, as a result of those negotiations, an agreement has been reached regarding changes to the terms and conditions of employment for the San Bruno Professional Firefighters Association Memorandum of Understanding to the period from January 1, 2018 to December 31, 2020; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of San Bruno that it hereby approves the Agreement reached between the City of San Bruno and the San Bruno Professional Firefighters Association modifying the existing Memorandum of Understanding between the parties, and consistent with terms and conditions outlined in the Agreement attached hereto and marked Exhibit A; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute on behalf of the City of San Bruno the attached Agreement, and any modified and consolidated Memorandum of Understanding prepared incorporating all prior agreed upon terms and conditions of employment approved by the City of San Bruno and the San Bruno Professional Firefighters Association.

---oOo---

I, ________, City Clerk, do hereby certify the foregoing Resolution No. _____ was introduced and adopted by the San Bruno City Council, at a regular meeting on February 13, 2018 by the following vote:

AYES: Councilmembers: __________________________

NOES: Councilmembers __________________________

ABSENT: Councilmembers: __________________________

City Clerk
City of San Bruno and  
San Bruno Firefighters Association  
Represented by Teamsters Local #856  

Amendment to the  

MEMORANDUM OF UNDERSTANDING (MOU)  

Pursuant to the Meyers-Millas-Brown Act (Government Code Sections 3500-3510) the parties to the Memorandum of Understanding (MOU) 2012-2016 have agreed to the amendments described below. Except for these amendments, all other provision of the MOU remain unchanged.  

Section 6. Salary Plan  

The following reflects the understanding as to adjustments, modifications and changes related to salary and/or benefits which were agreed upon:  

(a) 3% increase effective the first full pay period following ratification by the City Council retroactive to first full pay period January 1, 2018  
(b) 3% increase effective the first full pay period in January 2019  
(c) 3% increase effective the first full pay period in January 2020  
(d) 1% market equity adjustment for all represented ranks effective the first full pay period in January 2018  
(e) 1% market equity adjustment for all represented ranks effective the first full pay period in January 2019  

Section 23.1 PERS Membership  

(a) "Classic" employees in sworn public safety classifications shall continue to be covered by the PERS three percent (3%) at age fifty (50) retirement benefit option. Employees shall continue to contribute 9% of pensionable compensation.  

(b) The retirement contract in effect on December 1, 1984, between the City of San Bruno and the Public Employees Retirement System (PERS) on behalf of eligible employees of this unit shall be continued during the term of this Memorandum of Understanding. Final compensation for purposes of calculating retirement benefits shall be based upon the "highest year" method under the Public Employees Retirement System (PERS).
(c) For employees hired on or after January 1, 2013, their retirement benefit shall be as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA) and AB340 and AB197. **PEPRA members shall pay member contributions pursuant to Government Code Section 7522.30, which shall be at least 50% of normal cost as determined annually by CalPERS, and expressed as a percentage of payroll.**

**Section 43. Term**

This Memorandum of Understanding, except as otherwise noted, shall remain in effect for those employees employed in the classifications set forth in Appendix "A" for the period from **January 1, 2018, and until December 31, 2020**. except to the extent that such Memorandum of Understanding may be modified by the parties during such period, and shall continue in full force and effect until either superseded by a subsequent Memorandum of Understanding or by such other action of the City Council affecting wages, hours, and conditions of employment of the employees in classifications covered by this Memorandum of Understanding.

Agreed upon by representatives of the City of San Bruno:

[Signature]
Connie Jackson, City Manager
Date: Feb. 8, 2018

Agreed upon by representatives of the San Bruno Firefighters Association, represented by Teamsters Local 856:

[Signature]
Peter Finn, Secretary-Treasurer
Date: 2/8/18
DATE: February 13, 2018
TO: Honorable Mayor and Members of the City Council
FROM: David Cresta, Fire Chief
SUBJECT: Adopt Resolution Authorizing the Purchase of Emergency Medical Equipment including Automated External Defibrillators (AEDs) and Other Medical Equipment in the Total Amount of $17,700 from the Public Safety Equipment Restricted Donation Fund.

BACKGROUND:

As part of the City’s continued effort to take advantage of opportunities and technology to improve and expand lifesaving medical aid to employees and residents, the City Council requested staff to research and develop a plan to install lifesaving Automated External Defibrillators (AEDs) in all City facilities. During cardiac emergencies every second counts. An automated external defibrillator (AED) is a lightweight, portable device that delivers an electric shock through the chest to the heart. The heart must be “defibrillated” quickly, because a victim’s chance of surviving drops by 7 to 10 percent every minute a normal heartbeat isn’t restored. After 10 minutes without bystander CPR or first responder emergency care, resuscitation is rarely successful. AED’S make it possible for trained or untrained bystanders to respond to a medical emergency where defibrillation is required, thus increasing the chances for survival. As part of a donation made by a San Bruno resident, it was stipulated that the fire department use the donation to purchase medical equipment to assist first responders in providing enhanced medical services to the community of San Bruno.

In March of 2016, the City Council authorized the purchase of AEDs for installation in all City buildings where public services are provided and to equip all marked Police Patrol vehicles. Staff identified the Heartsine Samaritan AED because of its compact size, ease of use and durability. Additionally its long lasting combined pads and battery pack unit makes it easier to use and maintain. Staff conducted a search of multiple vendors and the units were purchased for $600 each with an additional cost of $150 for a durable case for the 15 portable units The units were installed in the following buildings: City Hall, Library, San Bruno Cable office, Public Works and Parks Corporation Yards, Swimming Pool, Police Department as well as in fifteen Police Patrol vehicles. During distribution some modifications were made to the plan which left both fire stations without AEDs. It was determined there was an additional patrol car that needed an AED. Additionally, an AED was placed in the training room on the 2nd floor of the police department. Since there are AEDs on fire apparatus when they are in the station these other locations were prioritized. There were AEDs previously installed in the Senior Center and at the Community Center administrative office.
The San Bruno Fire Department currently offers CPR and AED training to all City employees. Once completed an employee receives a 2 year certification from the American Heart Association. The Fire Department continues to expand the CPR/AED training program and will continue to offer a number of CPR classes to employees, businesses and residents throughout the year.

On February 23, 2016 San Mateo County launched PulsePoint – a free mobile app that alerts registered CPR trained users if a heart attack victim is in their immediate vicinity. Trained CPR users can then start CPR in the critical minutes before emergency teams arrive. The mobile app also shows locations of all registered AEDs in the area. All of the AEDs in San Bruno public buildings have been registered into the PulsePoint mobile app (see photo). PulsePoint is used in over 1700 cities and counties throughout the country. Public safety personnel continue to encourage San Bruno employees and residents to join PulsePoint.

DISCUSSION:

Staff is proposing to purchase seven additional AEDs for approximately $915 each with the additional cost of $150 for four durable cases. One would be placed in the gym at the Community Center and one for each for Fire Station. The additional four AEDs would be placed in Fire Department marked staff vehicles.

In addition, the Fire Department is requesting the purchase of basic life support bags for the Fire Department staff vehicles and first aid equipment to supply our emergency cache at the San Bruno BART Station. Also, we are requesting to purchase a rescue Mannequin that will benefit Emergency Management System (EMS) training as well as Community Emergency Response Training (CERT).

Staff believes that the Community Center would benefit from an additional AED as there are physical activities taking place on both floors of the building. Currently there would be a delay if there was an incident in the gymnasium and staff needed to go downstairs and get the one AED available at that facility. The City’s two Fire Stations also do not have AEDs installed.

Defibrillator equipment is available on each fire apparatus however apparatus are frequently out of the station due to calls for service, training, and inspections. It is not uncommon for a resident to stop at the Fire Station during a medical emergency. With an AED in the station, forty hour staff or the person accompanying the person in need could use the AED if indicated.

The fire department is requesting to purchase of AEDs and basic life support (BLS) packs for Fire Department Staff marked vehicles. Personnel who operate staff vehicles are certified Emergency Medical Technicians (EMT). During their duties it is possible they could arrive on scene prior to Advanced Life Support Apparatus. Having an AED and Basic Life Support Equipment (BLS) would allow fire personnel to begin care and early defibrillation as directed by
the American Heart Association. This BLS equipment would include lifesaving equipment, and patient assessment tools so they could begin patient care prior to the arrival of the engine.

When BART started service to San Mateo County, the County Fire Chief’s recommended that emergency supplies be available on site at each station. Having equipment in the event of a mass causality incident prepositioned near the platform would be beneficial to emergency operations. BART agreed to provide a storage area for this emergency cache. The cache contains both firefighting and EMS equipment. The EMS equipment includes backboards, cervical spine collars, oxygen masks and bandaging supplies are outdated and in some cases no longer operable. The department would like to upgrade the cache based on current need and replace the outdated equipment.

An EMS rescue training mannequin would benefit the Fire Department’s training program as well benefit the Community Emergency Response Training (CERT) Program. These mannequins simulate a victim in stature and weight. They allow Fire Staff to train using various rescue techniques where safety concerns don’t allow for a human role player. It will also be used during the skills day during CERT training where students need to practice moving injured victims. Currently the department relies on a borrowed mannequin that isn’t always available.

**FISCAL IMPACT:**

The total cost of the equipment proposed for purchase is estimated at $17,700. It is recommended that the funding be appropriated from donation proceeds that the City has received for public safety equipment. The current balance in the Public Safety restricted donation fund is $234,639. The majority of this amount is restricted for use to purchase medical equipment to assist first responders in providing enhanced medical services to the San Bruno community.

Below is the breakdown of costs for each item:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 AEDs, durable cases, shipping &amp; tax (7 @ $1,100 each)</td>
<td>$ 7,700</td>
</tr>
<tr>
<td>2 BART Cache EMS Supplies</td>
<td>$ 2,500</td>
</tr>
<tr>
<td>3 Rescue Mannequin</td>
<td>$ 1,500</td>
</tr>
<tr>
<td>4 Basic Life Support packs (5 @ $1,200)</td>
<td>$ 6,000</td>
</tr>
</tbody>
</table>

**ALTERNATIVES:**

1. Do not purchase new medical equipment.
2. Defer consideration for purchase of the equipment to the fiscal year 2018-19 budget.
3. Provide alternative direction regarding medical equipment to be purchased.
RECOMMENDATION:

Adopt Resolution Authorizing the Purchase of Emergency Medical Equipment including Automated External Defibrillators (AEDs) and Other Medical Equipment in the Total Amount of $17,700 from the Public Safety Equipment Restricted Donation Fund.

ATTACHMENTS:

1. Resolution
RESOLUTION NO. 2018 - ___

ADOPT RESOLUTION AUTHORIZING THE PURCHASE OF EMERGENCY MEDICAL EQUIPMENT INCLUDING AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) AND OTHER MEDICAL EQUIPMENT IN THE TOTAL AMOUNT OF $17,700 FROM THE PUBLIC SAFETY EQUIPMENT THE RESTRICTED DONATION FUND

WHEREAS, the City Council instructed staff to research and develop a plan to install lifesaving Automated External Defibrillators (AEDs) in all City facilities; and

WHEREAS, AEDs are highly specialized medical equipment that automatically diagnose life-threatening cardiac arrhythmias during a cardiac emergency; and

WHEREAS, the installation of AEDs in all City facilities is intended as a safety enhancement that provides an increased service to all San Bruno employees and residents; and

WHEREAS, AEDs provided to Fire Staff Officers in the field will significantly increase the ability of first responders to render advanced aid and will enhance the care and possible survivability to residents; and

WHEREAS, the Fire Department also proposed to purchase an basic medical supplies for staff vehicles, the BART Station emergency cache and a rescue mannequin to further assist emergency personnel during response to life threatening emergencies and; and

WHEREAS, the cost of the AEDs and other equipment is $17,700; and

WHEREAS, funds are available to cover the cost of the medical equipment purchase through the Public Safety Equipment Restricted Donation Fund.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby authorizes the purchase of automated external defibrillators (AEDs) and other medical equipment in the total amount of $17,700 from the restricted donation fund.

Dated: February 13, 2018
ATTEST:

City Clerk

I, __________________, 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 February 2018 by the following vote:

AYES:  Councilmembers: ____________________________

NOES:  Councilmembers: ____________________________

ABSENT:  Councilmembers: ____________________________
DATE: February 13, 2018

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager

SUBJECT: Adopt Resolution Appointing Deputy City Clerk as Acting City Clerk Retroactive to January 22, 2018 through Appointment of a Permanent City Clerk

BACKGROUND:

On November 3, 2015, the voters of the City decided to make the office of the City Clerk appointive. On April 11, 2017, the City Council considered whether the City Manager or the City Council should appoint the City Clerk. The City Council determined that the City Council should be the appointing body for that position, and the City Council approved a job description for the City Clerk position. On September 26, 2017, the City Council retained a recruiter to assist in the hiring process. Interviews were conducted on January 20, 2018 and follow up interviews and review of finalist candidates is in process. It is currently anticipated that the new City Clerk will begin by early March 2018.

With the expiration of the previous elected City Clerk’s term as of December 12, 2017, and to assure continuity of service, on November 28, 2017 the City Council took action to appoint the former elected City Clerk to continue service temporarily as the Interim (appointive) City Clerk.

DISCUSSION:

Although Carol Bonner, the former elected City Clerk, anticipated to continue serving in the position until March 2018 as appointed by the City Council, unfortunately, the City was deeply saddened by her unexpected death on January 22, 2018. The position of City Clerk therefore once again needs to be filled by a temporary appointment in order to assure continuity of coverage until the new permanent City Clerk begins work.

The incumbent Deputy City Clerk is willing and available to serve in the acting City Clerk capacity through early March 2018, until the permanent City Clerk is appointed and takes office. The City Council retains the discretion to modify the dates if necessary or appropriate depending on the status of the recruitment.
FISCAL IMPACT:

None.

ALTERNATIVES:

1. Do not appoint an acting City Clerk. The office would be vacant for a period of about one month, resulting in potential disruption of service.

RECOMMENDATION:

Adopt resolution appointing Deputy City Clerk as acting City Clerk retroactive to January 22, 2018 through appointment of a permanent City Clerk.

ATTACHMENTS:

1. Resolution

DISTRIBUTION:

None.
RESOLUTION NO. 2018-__

RESOLUTION APPOINTING DEPUTY CITY CLERK AS ACTING CITY CLERK RETROACTIVE TO JANUARY 22, 2018 THROUGH APPOINTMENT OF A PERMANENT CITY CLERK

WHEREAS, on November 3, 2015, the voters of the City decided to make the office of City Clerk appointive; and

WHEREAS, on April 11, 2017, the City Council considered whether the City Manager or the City Council should appoint the City Clerk, and decided that the City Council should be the appointing body for that position, and approved the job description for the position; and

WHEREAS, on September 26, 2017, the City Council retained a recruiter to assist in the hiring process; and

WHEREAS, on November 28, 2017 the City Council took action to appoint former elected City Clerk Carol Bonner to continue service temporarily as the Interim (appointive) City Clerk; and

WHEREAS, interviews for City Clerk were conducted on January 20, 2018, follow up interviews and review of finalist candidates is in process, and it is anticipated that the new City Clerk will begin by early March 2018; and

WHEREAS, the City was deeply saddened by Carol Bonner’s unexpected death on January 22, 2018; and

WHEREAS, for continuity of service, the incumbent Deputy City Clerk is willing and available to serve in the acting City Clerk capacity retroactive from January 22, 2018 through early March 2018, or until the permanent City Clerk is appointed and takes office;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of San Bruno adopts a resolution appointing Deputy City Clerk as acting City Clerk retroactive to January 22, 2018 through appointment of a permanent City Clerk.

---oOo---

I, ___________, City Clerk, do hereby certify that foregoing Resolution No. ___ was introduced and adopted by the San Bruno City Council at a regular meeting on February 13, 2018, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:
DATE: February 13, 2018

TO: Honorable Mayor and Members of the City Council

FROM: Jimmy Tan, Public Works Director/City Engineer

SUBJECT: Receive Report and Provide Direction to Staff on Additional Alternatives for Intersection Improvements on Susan Drive

BACKGROUND:

Susan Drive is a local residential street that runs approximately ¾ mile parallel to Skyline Boulevard from Sharp Park Road to College Drive. The road has a posted speed limit of 25 MPH for its entire length.

Beginning in 2008, residents in the vicinity of Susan Drive expressed concerns related to traffic speeds. In response, the City conducted a field review and evaluated vehicular speed and volume data along the corridor to determine the appropriate types of traffic calming measures. Staff presented their recommendations at the October 2010 Traffic Safety and Parking Committee (TSPC) meeting and as a result the following traffic calming measures were implemented: installation of additional speed limit signs, refreshing of existing centerline striping, installation of edge line markings and continued routine visible traffic enforcement as available on Susan Drive.

In April 2014, a motorcyclist traveling southbound on Susan Drive was seriously injured when he collided with a vehicle traveling eastbound on Geoffrey Drive at the intersection of Susan Drive and Geoffrey Drive. Although traffic calming enhancements had already been made to this corridor, based on residents’ interest and consistent with TSPC process to evaluate sight distances at the intersections, the City evaluated whether additional enhancements could be implemented.

The City contracted with the traffic engineering firm TJKM, to conduct a comprehensive traffic study to understand the existing conditions along Susan Drive and the potential enhancements that could be made to improve sight distance, reduce vehicle speeds and enhance safety for all modes of travel. The study proposed various options to improve sight distance at the intersections. TJKM found that the combination of minor street stop controls and bulb outs would provide the required intersection sight distance with the least loss of on-street parking.

The Traffic Safety and Parking Committee (TSPC) reviewed the results of the TJKM study at both the July 5, 2017 and August 2, 2017 meetings and recommended the option developed by TJKM to establish minor street stop controls, install a concrete corner bulb outs, and various pavement marking improvements, at a total cost of $432,000 for design and construction. At the October 10, 2017 City Council meeting, staff presented the results
of the study, and the City Council identified its support generally for the option recommended by the TSPC but expressed concern about the high cost of the preferred option. The City Council requested that staff develop and evaluate lower cost options that would retain the required sight distances for future consideration by the City Council.

DISCUSSION:

Following the City Council’s review staff identified four additional options to address intersection sight distance and respond to the City Council’s interest and direction. In addition to assuring adequate sight distance, the primary considerations for comparing the various options are as follows:

1. The level of protection provided to pedestrians. Typically, pedestrians waiting to cross a street are standing on the raised sidewalk at the intersection corner, which provides some protection for the pedestrians, especially against drivers cutting the corner when turning. Pedestrians standing on the bulb out should be provided a similar level of protection.

2. The effect on drainage. Certain types of improvements will affect the way water drains from the roadway and flows to the storm drains. Mitigation of the drainage issue can be achieved by re-grading or installing a new storm drain system which increases the cost of the project. Staff has assumed a moderate amount of work will be required to mitigate drainage impacts, but the precise nature and extent of work required will not be known until the survey is completed and design begins.

3. Ease of use for visually impaired pedestrians. The addition of bulb outs will change the path pedestrians must follow to cross the side streets. Some configurations could pose more challenges to visually impaired pedestrians than others.

4. Maintenance requirements. In addition to maintenance of the newly constructed elements, certain options may pose challenges to street cleaning efforts by increasing the amount of trash that collects in the area or by making it difficult for cleaning equipment to access the area.

5. Cost of improvements.

Descriptions of the identified options and discussion of their relative merits follows.

Option 1 - Striping only (Attachment 1)

The bulb out may be installed using only pavement markings. This option provides the least amount of protection for pedestrians. This option will not affect the flow of water. This option will pose a significant challenge to visually impaired pedestrians as there will be no means provided to guide them to the crosswalks. Maintenance of pavement markings will be required but no impact on street cleaning is expected. The cost to install striped bulb outs at all four intersections is estimated to be $4,200.
Option 2 – Striping and Channelizers (Attachment 2)

The bulb out may be installed using pavement markings supplemented with channelizers, which are flexible plastic posts about 2.5 inches thick and 3 feet tall with a retro-reflective strip at the top. This option provides some protection for pedestrians because the channelizers serve as a visual deterrent to vehicles cutting corners and do not have impact on drainage. However, the option will present a significant challenge to visually impaired pedestrians. Adding channelizers along the edge of the pedestrian path through the bulb out may help visually impaired pedestrians but would not provide a continuous detectable path. Maintenance of the pavement markings and damaged channelizers would be required. The option would create some difficulty for the street cleaning equipment to maneuver into the area demarcated by the delineators. The cost for installing striped bulb outs with channelizers at all four locations is estimated to be $8,600. If additional channelizers are added along the internal pedestrian path, the cost is estimated to be $14,600.

Option 3 – Striping and Asphalt Dike (Attachment 3)

The bulb out may be installed using pavement markings supplemented by a 6" high asphalt dike which is a free standing curb or berm. This option provides approximately the same level of protection for pedestrians as a raised sidewalk. The drainage flow will be impacted because the dike will affect the flow of water. Breaks in the berm can be provided to allow water to flow through and reduce the drainage impacts. This option presents some challenges to visually impaired pedestrians. However, additional dikes could be placed along the edge of the pedestrian path which would provide continuous detectable guidance and reduce the impact on visually impaired pedestrians. Regular maintenance of the dike will be required to ensure it is structurally sound and visible to motorists and pedestrians. Trash may accumulate inside the area enclosed by the dike and there may be difficulty maneuvering street sweeping equipment into the area enclosed by the dike. The cost for installing bulb outs with striping and asphalt dikes at all four intersections is estimated to be $18,400. If additional dikes are installed along the internal pedestrian paths the estimated cost to be $24,600.

Option 4 – Striping, Channelizers, and Asphalt Dike (Attachment 4)

The bulb outs may be installed using a combination of all the previously described elements. This option provides the highest level of protection for pedestrians as it combines the high visibility of the channelizers with the physical protection of the dike. Drainage impacts will be the same as for Option 3 but can be mitigated by breaks in the berm. The impact to visually impaired pedestrians will be the same as for Option 3 and can similarly be greatly reduced by including dikes along the edge of the pedestrian path. The maintenance required will be a combination of Options 2 and 3, with the need to maintain both channelizers and dikes, and the challenges associated with cleaning the area inside the bulb out perimeter. The cost for installing bulb outs using striping, channelizers, and dikes at all four intersections is estimated to be $24,400. If additional dikes and channelizers are installed along the edge of the pedestrian paths, the cost is estimated to be $36,600.

Based on the evaluation, staff is recommending Option 4, with the inclusion of dikes to provide continuous detectable guidance through the bulb outs.
FISCAL IMPACT:

There are no fiscal impacts related to this update. Future fiscal impacts will depend on the direction staff receives from the City Council.

ALTERNATIVES:

1. Select a different option and direct staff to proceed with implementation.
2. Direct staff to stop working on the project.

RECOMMENDATION:

Receive report and provide direction to staff on additional alternatives for intersection improvements on Susan Drive.

DISTRIBUTION:

None

ATTACHMENTS:

1. Option 1 – Striping
2. Option 2 – Striping and Channelizers
3. Option 3 – Striping and Dike
4. Option 4 – Striping, Channelizers, and Dike

DATE PREPARED:

January 22, 2018
DATE: February 13, 2018

TO: Honorable Mayor and Members of the City Council

FROM: Jim O'Leary, Interim Finance Director

SUBJECT: Receive Mid-Year Financial Update Report as of December 31, 2017 and Adopt Resolution Approving Second-Quarter Budget Amendment for the 2017-18 Operating and Capital Budget

BACKGROUND

The City Council approved the 2017-18 Operating and Capital Budget on June 27, 2017. The approved budget is the annual plan and resource allocation guiding and ensuring implementation of City Council policies and priorities. The budget implements the vision and direction for the broad range of services meeting the needs of the community in accordance with City Council policy.

This financial review as of December 31, 2017 provides the mid-year budget update to the City Council for the current fiscal year. Analysis of the revenues collected and all expenditures through December 31, 2017 measures the budget’s adherence to the established resource allocation plan.

DISCUSSION

The Adopted Budget incorporates the estimated revenues and planned expenditures for all funds. The attached Mid-Year Financial Update Report as of December 31, 2017 provides the revenue and expenditure summary for the General Fund, Enterprise Funds, and the Internal Service Funds. The following detailed discussion focuses on variances from the revenue and expenditure plans and allocations reflected in the budgets.

General Fund

The General Fund finances the operations of the City that have no special or dedicated revenue sources and pays for basic municipal services. The 2017-18 adopted General Fund budget projects revenues totaling $43,630,509 (including purchase order carryover balances of $92,197) and expenditures totaling $45,238,999 including Supplemental Enhancements covered by prior fund balance.

Revenue and expenditure data over the first six-months of the fiscal year begins portraying trends for actual year-end. General Fund revenue and expenditure percentages through December 31, 2017 are generally consistent with the same 2016-17 period. A detailed review of revenues and expenditures is presented below.
General Fund Revenue

- **Property Tax** (41% of budget compared to 50% in 2016-17). The budget for Property Tax revenue is $980,085 higher compared to 2016-17. Of the total, $1,332,000 comes from redistribution of Tax Increment funds previously received by the Redevelopment Agency. Property Tax revenue is lower to date because distribution of the Redevelopment Agency Property Tax revenues amounting to $746,263 were not received until January 2018. Current Secured Property Tax revenue was $355,843 higher and Current Unsecured Property Tax revenue was $30,818 higher compared with 2016-17.

- **Sales Tax** (33% of budget compared to 37% in 2016-17). Sales tax revenue is budgeted for 2017-18 at $191,274 above the 2016-17 amended budget of $7,448,000. Revenues are $267,800 behind the same period last year. MuniServices, the City’s sales tax advisor, projects the City will receive the budgeted revenue by June 30, 2018.

- **Hotel/Motel Occupancy Tax** (43% of budget compared to 41% in 2016-17). TOT revenue is budgeted $205,000 less in 2017-18 than the amended budget for 2016-17.

- **Motor Vehicle License Fee** (50% of budget compared to 50% in 2016-17). The budget for Motor Vehicle License Fee is $281,917 higher in 2017-18 compared with 2016-17. Current year revenues are up $118,000 over the prior year, an increase of 5%.

- **Departmental – Aggregate** (48% of budget compared to 48% in 2016-17). Total departmental revenues as of December 31, 2017 are $206,000 higher than in 2016-17. Higher revenues at mid-year include Police Parking Fine revenues and Fire Permit fees.

General Fund Expenditures

- **General Fund, Total Expenditures** (50% of budget compared to 49% in 2016-17). Mid-year expenditures were $22,684,000, 50% of the budget of $45,239,000. All departments are within the expected range as of the end of the second quarter. Expenditures are greater in 2017-18 with the cost-beneficial prepayment of both the Safety and Miscellaneous Plans’ annual costs for the Unfunded Accrued Liability for CalPERS employee retirement.

Enterprises and Internal Service Funds

Four Enterprise Funds make up the City’s business type operations. The Water Fund, Stormwater Fund, Wastewater Fund, and Cable Television Fund are City municipal operations designed to fully recover costs through user fees. Internal Service Funds, which include the Central Garage, Building and Facilities Maintenance, Self-Insurance, and Technology Support, also operate as business activities, exclusively supporting the City’s internal operations.
Revenues

- **Water** (56% of budget compared to 54% in 2016-17). Revenues through December 31, 2017 were $8,138,000, $699,000 higher than in the prior year.
- **Wastewater** (50% of budget compared to 49% in 2016-17). Revenues at mid-year were $8,367,000, compared to $7,926,000 in the prior year.
- **Cable Television** (43% of budget compared to 45% in 2016-17). Actual revenues of $5,022,000 are higher by $66,000 compared with 2016-17. The budget for the 2017-18 year was increased by $510,000 anticipating the rate increase approved June 27, 2017 and appearing on customer accounts after August 1.

Expenditures

- **Self-Insurance Fund** (80% of budget compared to 74% in 2016-17). The expenditure total at mid-year is $173,500 higher than in 2016-17. In 2017-18, the General Liability insurance premium and claim costs for workers compensation significantly increased compared to 2016-17.

Expenditures for the four Enterprise Funds and the four Internal Service Funds are all within their respective budget levels for the six-month period.

BUDGET AMENDMENT

The City Council approves annual budgets based on the best revenue and expenditure information available several months prior to the actual adoption of budget appropriations. As a result, budget adjustments are periodically necessary for changes that arise requiring additional budget appropriations or re-appropriations between budget line items.

Revenues and expenditures in the proposed amendment was previously presented to and approved by the City Council. The proposed amendments are summarized below including the purpose of the expenditure, amount, funding source, and date the matter was previously acted on by the City Council:

**General Fund Appropriations**

- Increase for COLA and equity adjustments by $30,951 for the implementation of San Bruno Management Employees Association MOU and City Manager and City Attorney agreements (approved on October 10, 2017 and November 28, 2017).

**Capital Project Revenue/ Appropriations**

- Senior Center Deck Replacement - Appropriate $40,000 from Senior Citizens' Trust Fund and $71,646 from General Fund Capital Reserve to cover construction contract with Sacramento Builders (approved on November 14, 2017).
• Wood Carving Restoration/Preservation Project – Donation received from Recology for $35,063 covering cost of contract with ARG Conservation Services for transportation, assembly, and installation of wood carving for display at San Bruno City Hall (approved on November 14, 2017).

• City Park Stormwater Improvement – Defer and defund CIP project ($850,000) and transfer funds to General Fund Capital Reserve.

• Crestmoor Canyon Detention Basin Improvement – Defer and defund CIP project ($250,000) and transfer funds to General Fund Capital Reserve.

• Green Infrastructure Development Plan – Defer and defund CIP project (150,000) and transfer funds to General Fund Capital Reserve.

**Enterprise Operations Revenue/Appropriations**

• Cable - Increase for COLA adjustment for SBMEA MOU by $9,940 (approved October 10, 2017).

• Stormwater & Wastewater – City Council authorized the purchase of one portable stormwater and wastewater pump and trailer Rockweel Engineering and Equipment Co. totaling $66,429 (approved on November 14, 2017).

**Capital Improvement Reserve**

• City Park Stormwater Improvement – Defer and defund CIP project for $850,000 transferring funds to General Fund Capital Reserve.

• Crestmoor Canyon Detention Basin Improvement – Defer and defund CIP project for $250,000 and transferring funds to General Fund Capital Reserve.

• Green Infrastructure Development Plan – Defer and defund CIP project for $150,000 and transferring funds to General Fund Capital Reserve.

**FISCAL IMPACT**

The Mid-Year Financial Report as of December 31, 2017 for the General Fund, Special Revenue Funds, Enterprise Funds, and Capital Improvement Program Budgets provides the City Council a periodic update on the 2017-18 budget.

The proposed budget amendment adjusts revenues and expenditures for the City’s 2017-18 General Fund, Special Revenue Funds, and Enterprise Funds, and Capital Improvement Program Budgets and is summarized as follows:
<table>
<thead>
<tr>
<th>Fund</th>
<th>Revenue Increase / (Decrease)</th>
<th>Appropriation Increase / (Decrease)</th>
<th>Inter-fund Transfers in/(out)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td></td>
<td>$ 30,951</td>
<td></td>
</tr>
<tr>
<td>General Fund Capital Reserve</td>
<td></td>
<td></td>
<td>$ 1,178,254</td>
</tr>
<tr>
<td>Restricted Rev – Senior Citizen’s Trust Fd</td>
<td></td>
<td></td>
<td>$ (40,000)</td>
</tr>
<tr>
<td>Parks &amp; Facilities</td>
<td>$ 35,063</td>
<td>$ 146,709</td>
<td></td>
</tr>
<tr>
<td>Streets Capital</td>
<td></td>
<td>$ 50,000</td>
<td></td>
</tr>
<tr>
<td>Wastewater Fund</td>
<td></td>
<td>$ 33,215</td>
<td></td>
</tr>
<tr>
<td>Stormwater Fund</td>
<td></td>
<td>$ 33,215</td>
<td>$ (1,250,000)</td>
</tr>
<tr>
<td>Cable Fund</td>
<td></td>
<td>$ 9,940</td>
<td></td>
</tr>
</tbody>
</table>

**ALTERNATIVES**

1. Do not approve the proposed budget amendments and maintain budgeted amounts as approved in the 2017-18 budgets.
2. Amend the proposed budget adjustments by adding to or eliminating any proposed appropriation changes to any line item.

**RECOMMENDATION**


**ATTACHMENTS**

1. Resolution

**DATE PREPARED**

January 30, 2018
RESOLUTION NO. 2018-____

RESOLUTION APPROVING SECOND QUARTER BUDGET AMENDMENT
FOR 2017-18 OPERATING AND CAPITAL BUDGETS

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

WHEREAS, the City Council approved Resolution no. 2017-54 adopting the 2017-18
Operating and Capital Budget on June 27, 2017; and

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

WHEREAS, amendments for revenues and expenditures impacting the various funds
should be approved consistent with the operating requirements and previous City Council
actions and consistent with the information provided with the Mid-Year Financial Update
Report received by the City Council on February 13, 2018:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Revenue Increase / (Decrease)</th>
<th>Appropriation Increase / (Decrease)</th>
<th>Inter-fund Transfers in/(out)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund (5101)</td>
<td></td>
<td>$ 30,951</td>
<td></td>
</tr>
<tr>
<td>General Fund Capital Reserve (4999)</td>
<td></td>
<td>$ 1,178,254</td>
<td></td>
</tr>
<tr>
<td>Restricted Revenue – Senior Citizen’s Trust Fund (8999)</td>
<td></td>
<td>$ (40,000)</td>
<td></td>
</tr>
<tr>
<td>Parks &amp; Facilities (8020)</td>
<td>$ 35,063</td>
<td>$ 146,709</td>
<td></td>
</tr>
<tr>
<td>Streets Capital (4999)</td>
<td></td>
<td>$ 50,000</td>
<td></td>
</tr>
<tr>
<td>Wastewater Fund (5101/8014)</td>
<td>$ 33,215</td>
<td>$ (1,250,000)</td>
<td></td>
</tr>
<tr>
<td>Stormwater Fund (8014)</td>
<td>$ 33,215</td>
<td></td>
<td>$ 9,940</td>
</tr>
</tbody>
</table>

NOW THEREFORE, the City Council of the City of San Bruno hereby resolves to
amend the 2017-18 General Fund, General Fund Capital Reserve, Special Revenue Funds,
Enterprise Funds, and Capital Improvement Reserve Budgets and that specific revenue and
expenditure line items enumerated are hereby amended.

---

I hereby certify that foregoing Resolution No. 2018-____ was introduced and
adopted by the San Bruno City Council at a regular meeting on February 13,
2018 by the following vote:

AYES:

NOES:

ABSENT:

__________________________________________
City Clerk

Attachment 1
City of San Bruno  
Mid-Year Financial Report  
As of December 31, 2017

<table>
<thead>
<tr>
<th>Revenues</th>
<th>2017-18</th>
<th>2016-17</th>
<th>Yr to Yr Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL GOVERNMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax</td>
<td>9,850,085</td>
<td>4,045,140</td>
<td>41%</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>7,839,274</td>
<td>2,432,150</td>
<td>33%</td>
</tr>
<tr>
<td>Hotel/Motel Occupancy Tax</td>
<td>3,353,200</td>
<td>1,452,561</td>
<td>43%</td>
</tr>
<tr>
<td>Motor Vehicle License Fee</td>
<td>4,579,919</td>
<td>2,276,220</td>
<td>50%</td>
</tr>
<tr>
<td>Regulatory (Card Room) Tax</td>
<td>1,843,531</td>
<td>921,706</td>
<td>50%</td>
</tr>
<tr>
<td>Business Taxes</td>
<td>2,471,719</td>
<td>2,015,662</td>
<td>82%</td>
</tr>
<tr>
<td>Franchise Fees</td>
<td>1,669,000</td>
<td>666,716</td>
<td>30%</td>
</tr>
<tr>
<td>Use of Money and Property</td>
<td>1,270,000</td>
<td>719,928</td>
<td>67%</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>3,295,297</td>
<td>1,647,642</td>
<td>50%</td>
</tr>
<tr>
<td>Recoveries &amp; One-time</td>
<td>603,000</td>
<td>130,089</td>
<td>22%</td>
</tr>
<tr>
<td>PO Carryover Balance</td>
<td>92,197</td>
<td>92,197</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>36,975,222</td>
<td>16,480,324</td>
<td>45%</td>
</tr>
<tr>
<td><strong>DEPARTMENTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>1,463,125</td>
<td>706,860</td>
<td>48%</td>
</tr>
<tr>
<td>Fire</td>
<td>271,700</td>
<td>344,792</td>
<td>127%</td>
</tr>
<tr>
<td>Engineering &amp; Streets</td>
<td>1,052,700</td>
<td>594,694</td>
<td>56%</td>
</tr>
<tr>
<td>Planning</td>
<td>150,150</td>
<td>89,667</td>
<td>60%</td>
</tr>
<tr>
<td>Building</td>
<td>1,420,416</td>
<td>820,178</td>
<td>66%</td>
</tr>
<tr>
<td>Recreation/Senior Services</td>
<td>2,030,005</td>
<td>549,755</td>
<td>27%</td>
</tr>
<tr>
<td>Parks</td>
<td>180,691</td>
<td>35,699</td>
<td>19%</td>
</tr>
<tr>
<td>Library</td>
<td>76,500</td>
<td>42,953</td>
<td>56%</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>6,665,287</td>
<td>3,184,418</td>
<td>48%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>43,630,599</td>
<td>19,544,742</td>
<td>45%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Administration - City Cncl</td>
<td>214,799</td>
<td>75,169</td>
<td>36%</td>
</tr>
<tr>
<td>General Administration - City Clerk</td>
<td>411,876</td>
<td>167,521</td>
<td>36%</td>
</tr>
<tr>
<td>General Administration - City Treasurer</td>
<td>52,302</td>
<td>37,293</td>
<td>71%</td>
</tr>
<tr>
<td>General Administration - City Attorney's Office</td>
<td>468,584</td>
<td>222,247</td>
<td>47%</td>
</tr>
<tr>
<td>General Administration - City Manager's Office</td>
<td>1,037,041</td>
<td>483,692</td>
<td>47%</td>
</tr>
<tr>
<td>General Administration - Human Resources</td>
<td>510,855</td>
<td>224,577</td>
<td>44%</td>
</tr>
<tr>
<td>General Administration - Finance Administration</td>
<td>1,131,689</td>
<td>494,925</td>
<td>44%</td>
</tr>
<tr>
<td>General Administration - Finance - Revenue Services</td>
<td>1,008,647</td>
<td>434,754</td>
<td>43%</td>
</tr>
<tr>
<td>Police</td>
<td>17,089,520</td>
<td>8,023,063</td>
<td>58%</td>
</tr>
<tr>
<td>Fire</td>
<td>10,256,030</td>
<td>5,403,415</td>
<td>53%</td>
</tr>
<tr>
<td>Engineering &amp; Streets</td>
<td>3,470,964</td>
<td>1,715,830</td>
<td>49%</td>
</tr>
<tr>
<td>Planning</td>
<td>1,366,085</td>
<td>603,082</td>
<td>44%</td>
</tr>
<tr>
<td>Building</td>
<td>2,050,375</td>
<td>956,438</td>
<td>47%</td>
</tr>
<tr>
<td>Recreation</td>
<td>2,264,623</td>
<td>1,208,216</td>
<td>53%</td>
</tr>
<tr>
<td>Parks</td>
<td>3,053,501</td>
<td>1,264,894</td>
<td>41%</td>
</tr>
<tr>
<td>Senior Services</td>
<td>1,194,088</td>
<td>575,338</td>
<td>48%</td>
</tr>
<tr>
<td>Library</td>
<td>2,305,778</td>
<td>1,216,537</td>
<td>53%</td>
</tr>
<tr>
<td>Non-Departmental</td>
<td>(2,618,010</td>
<td>(1,469,314</td>
<td>54%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>45,238,899</td>
<td>22,683,616</td>
<td>50%</td>
</tr>
<tr>
<td>enterprises &amp; internal service funds</td>
<td>2017-18</td>
<td>2016-17</td>
<td>2017-18 v 2016-17</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>December 31, 2017</td>
<td>December 31, 2016</td>
<td>Yr to Yr Change ($)</td>
</tr>
<tr>
<td></td>
<td>Amended Budget 12/31/2017</td>
<td>% of Budget</td>
<td>Amended Budget 12/31/2016</td>
</tr>
<tr>
<td>Central Garaga</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>600,000</td>
<td>250,337</td>
<td>50%</td>
</tr>
<tr>
<td>Expenditure</td>
<td>600,256</td>
<td>280,568</td>
<td>46%</td>
</tr>
<tr>
<td>Buildings &amp; Facilities Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>1,259,080</td>
<td>628,544</td>
<td>50%</td>
</tr>
<tr>
<td>Expenditure</td>
<td>1,289,817</td>
<td>657,732</td>
<td>51%</td>
</tr>
<tr>
<td>Self-insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>2,078,553</td>
<td>1,134,346</td>
<td>56%</td>
</tr>
<tr>
<td>Expenditure</td>
<td>2,080,219</td>
<td>1,667,440</td>
<td>50%</td>
</tr>
<tr>
<td>Technology Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>738,789</td>
<td>389,901</td>
<td>50%</td>
</tr>
<tr>
<td>Expenditure</td>
<td>756,873</td>
<td>393,229</td>
<td>46%</td>
</tr>
<tr>
<td>Water Enterprise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>14,422,883</td>
<td>8,437,672</td>
<td>56%</td>
</tr>
<tr>
<td>Expenditure</td>
<td>9,398,990</td>
<td>4,172,171</td>
<td>44%</td>
</tr>
<tr>
<td>Stormwater Enterprise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>679,000</td>
<td>335,228</td>
<td>40%</td>
</tr>
<tr>
<td>Expenditure</td>
<td>1,058,816</td>
<td>321,343</td>
<td>29%</td>
</tr>
<tr>
<td>Wastewater Enterprise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>16,814,526</td>
<td>8,397,435</td>
<td>50%</td>
</tr>
<tr>
<td>Expenditure</td>
<td>8,558,904</td>
<td>4,166,644</td>
<td>48%</td>
</tr>
<tr>
<td>Cable Television Enterprise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td>11,636,887</td>
<td>5,022,350</td>
<td>43%</td>
</tr>
<tr>
<td>Expenditure</td>
<td>11,024,737</td>
<td>4,692,167</td>
<td>44%</td>
</tr>
</tbody>
</table>
DATE: February 13, 2018
TO: Honorable Mayor and Members of the City Council
FROM: Jimmy Tan, Public Works Director/City Engineer
SUBJECT: Approve Design and Adopt Resolution Authorizing the City Manager to Execute a Construction Contract with Sposeto Engineering, Inc. for the Bus Route Pedestrian Improvement Project in the Amount of $74,820, Approving a Construction Contingency of $12,000 and a Total Budget in the Amount of $86,820

BACKGROUND:

The City has adopted a Complete Streets Policy that encourages enhancing the existing public transit system to improve the general quality of life for residents. Local bus service is provided through the San Mateo County Transit District (Samtrans) which runs nine separate routes that provide service to and from the City. During FY 2009-10, the City applied for a Lifeline Transportation Program grant from the Metropolitan Transportation Commission (MTC). In 2010, the City was awarded approximately $450,000 for three separate projects under this grant which required a local match of 20%. This project has been delayed due to staff turnover within both Samtrans and the City. Due to the various delays these grant funds may be reallocated to another agency if the projects are not completed by summer of 2018. The awarded projects are as follows:

- Purchase of replacement shuttle bus for the San Bruno Senior Center. The bus was purchased in 2012.
- Modification of parking lot in the vicinity of Belle Air Elementary School. The project was advertised for construction on December 29, 2017 and has been scheduled for construction contract award on February 27, 2018.
- Replacement of sidewalk, curb ramps and new benches at various locations. The City was awarded $201,600 to perform these improvements and twenty two curb ramps were installed along routes leading to bus stops in 2011. The remaining funds will be used for this Bus Route Pedestrian Improvement Project.

The purpose of the Bus Route Pedestrian Improvement Project is to replace damaged sidewalk and install accessible curb ramps along routes leading to bus stops in order to improve accessibility along those pedestrian paths. It also includes the installation of new benches in order to improve the physical environment at bus stops. Project improvements will be installed at the locations listed below:

- 3rd Avenue between Pine Street and San Bruno Avenue
- Cherry Avenue between Sneath Lane and Commodore Drive
- Jenevein Avenue between Acacia Avenue and Elm Avenue
• Niles Avenue between Cherry Avenue and Maple Avenue
• San Bruno Avenue between 2nd Avenue and 3rd Avenue
• Sneath Lane between El Camino Real and Huntington Avenue
• Intersection of Euclid Avenue / Huntington Avenue

The project will install 4 additional curb ramps, 10 perforated metal benches, replace approximately 600 square feet of sidewalk, and perform incidental work such as curb and gutter replacement necessary for the construction of this project.

**DISCUSSION:**

City staff performed the design and coordinated with Samtrans staff to determine the project improvements and proposed locations of those improvements. Improvements were proposed at locations that would not require right of way acquisition and are in proximity to either schools, high density housing, shopping centers or low income neighborhoods. These improvements and their locations have been approved by the Director of Bus Transportation from Samtrans.

The project was advertised in the San Mateo County Times newspaper on December 1, 2017 and December 8, 2017. Notice to bidders was sent to fifty-six (56) contractors listed in the City’s contractor directory, posted on the City’s website and provided to five (5) construction distribution centers. A total of two (2) bids were received and opened on December 22, 2017 as follows:

<table>
<thead>
<tr>
<th>No.</th>
<th>Contractor</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sposeto Engineering, Inc.</td>
<td>$74,820</td>
</tr>
<tr>
<td>2.</td>
<td>Golden Bay Construction, Inc.</td>
<td>$84,630</td>
</tr>
</tbody>
</table>

Engineer’s Estimate $86,700

The lowest bid was received from Sposeto Engineering, Inc. in the amount of $74,820, which was approximately $11,880 lower or within 15% of the engineer’s estimate. Staff recommends awarding the project to, Sposeto Engineering, Inc., which has an office located in Livermore, California. Staff has reviewed the bid materials and determined that the submitted bid is complete and accurate. Sposeto Engineering, Inc. has satisfactorily completed numerous sidewalk and accessible ramp installation projects for public agencies such as the cities of Los Altos and Mountain View, and Alameda County. Based on their experience and performance with other agencies, staff determined that Sposeto Engineering, Inc. meets the qualifications to perform the work for the Bus Route Pedestrian Improvement Project as specified in the contract documents.

**FISCAL IMPACT:**

The FY 2017-22 Capital Improvement Program (CIP) budget for the project includes an allocation of $201,600 to complete the design, bid and construction phases. Staff recommends a construction budget that includes a 15% construction contingency to address potential unforeseen conditions during construction. The total amount from
existing carryover balance of $138,658 is sufficient to fund the entire project. The carryover balance is the amount remaining after staff time for the design of this project and the construction of curb ramps in 2011.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Contract</td>
<td>$74,820</td>
</tr>
<tr>
<td>Construction Contingency (15%)</td>
<td>$12,000</td>
</tr>
<tr>
<td>Staff Management and Inspection</td>
<td>$11,500</td>
</tr>
<tr>
<td><strong>Total Estimated Construction Phase</strong></td>
<td><strong>$98,320</strong></td>
</tr>
</tbody>
</table>

**ALTERNATIVES:**

1. Reject all bids and rebid the project. This action may result in the loss of City eligibility for the assigned grant as the project is required to be completed by summer 2018.
2. Revise the project to include different improvements at other locations. Additional time will be required for re-design, coordination with Samtrans and bid award. This action may result in the loss of City eligibility for the assigned grant as the project is required to be completed by summer 2018.
3. Do not award the construction contract and do not complete the project. This may affect City eligibility for future grants as MTC may review the ability of public agencies to deliver past projects when awarding grant funding.

**RECOMMENDATION:**

Approve design and adopt resolution authorizing the City Manager to execute a construction contract with Sposeto Engineering, Inc. for the Bus Route Pedestrian Improvement Project in the amount of $74,820, approving a construction contingency of $12,000 and a total budget in the amount of $98,320.

**DISTRIBUTION:**

None

**ATTACHMENTS:**

1. Resolution
2. Location Map
3. CIP Budget Document

**DATE PREPARED:**

February 5, 2018
RESOLUTION NO. 2018 - ___

APPROVE DESIGN AND ADOPT RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH SPOSETO ENGINEERING, INC. FOR THE BUS ROUTE PEDESTRIAN IMPROVEMENT PROJECT IN THE AMOUNT OF $74,820, APPROVING A CONSTRUCTION CONTINGENCY OF $12,000 AND A TOTAL BUDGET IN THE AMOUNT OF $98,320

WHEREAS, the City has adopted a Complete Streets Policy that encourages enhancing the existing public transit system to improve the general quality of life for residents; and

WHEREAS, local bus service is provided through Samtrans which runs routes that provide service to and from the City; and

WHEREAS, the City has received grant funding from the Metropolitan Transportation Commission Lifeline Transportation Program to enhance those routes; and

WHEREAS, the City advertised this project for bid in compliance with State Contract Code and received two (2) sealed bids; and

WHEREAS, Sposeto Engineering, Inc. submitted the lowest bid in the amount of $74,820 and was determined to be a responsive and responsible bidder; and

WHEREAS, Sposeto Engineering, Inc. has satisfactorily completed numerous sidewalk and accessible ramp installation projects for public agencies in the Bay Area, meets the contractor qualifications, and has a valid contractor’s license required to perform the scope of work of this project; and

WHEREAS, the FY 2017-22 Capital Improvement Program budget for the project includes an allocation of $201,600 for the Bus Route Pedestrian Improvement Project; and

WHEREAS, a total construction cost of $98,320 includes a construction contingency of $12,000 to address potential unforeseen field conditions.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council approves the design and authorizes the City Manager to execute a construction contract with Sposeto Engineering, Inc. for the Bus Route Pedestrian Improvement Project in the amount of $74,820, approving a construction contingency of $12,000 and a total budget of $98,320.

Dated: February 13, 2018

ATTEST:

__________________________
City Clerk

-o0o-
I, ____________________, 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 February 2018 by the following vote:

AYES: Councilmembers: __________________________________________________________

NOES: Councilmembers __________________________________________________________

ABSENT: Councilmembers: ______________________________________________________
# Streets Capital

## Sidewalk Repair Program

**PROJECT #: 83908**

**DEPARTMENT: Public Works**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Repairs</td>
<td>$2,091,252</td>
<td>$275,294</td>
<td>$115,000</td>
<td>$390,294</td>
<td>$150,000</td>
<td>$150,000</td>
<td>$150,000</td>
<td>$ - 840,294</td>
</tr>
<tr>
<td><strong>FUNDING SOURCES</strong></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Gas Tax</td>
<td>$822,313</td>
<td>$66,466</td>
<td>$15,000</td>
<td>$81,466</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$ - 231,466</td>
</tr>
<tr>
<td>Measure A</td>
<td>868,131</td>
<td>70,170</td>
<td>100,000</td>
<td>170,170</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>- 470,170</td>
</tr>
<tr>
<td>ABAG Grant</td>
<td>37,037</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CIWMG Grant</td>
<td>25,030</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Homeowner Participation</td>
<td>137,141</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Lifeline Grant (Prop 1B)</td>
<td>201,600</td>
<td>138,658</td>
<td>-</td>
<td>138,658</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>- 138,658</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,091,252</td>
<td>$275,294</td>
<td>$115,000</td>
<td>$390,294</td>
<td>$150,000</td>
<td>$150,000</td>
<td>$150,000</td>
<td>$ - 840,294</td>
</tr>
</tbody>
</table>

**Project Description:** This program includes sidewalk repairs and improvements to provide a safe and accessible public sidewalk. A sidewalk survey was completed in 2015-16 to identify sidewalk defects that are the City's or private property owners' responsibility to repair. Repair of sidewalk defects that are not caused by street trees is the adjacent property owners' responsibility. Sidewalk locations scheduled for City repair each year are identified through the 2015-16 inventory assessment and by complaints received from residents. Additional funding is included to increase repairs of sidewalks with greater than 1 1/2 inch separation lift affected by City trees.

**Project Details**

<table>
<thead>
<tr>
<th>Initial Funding Year</th>
<th>2004/05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Completion Year</td>
<td>On-going</td>
</tr>
<tr>
<td>Expended as of June 30, 2017</td>
<td>$1,815,958</td>
</tr>
</tbody>
</table>