



“The City with a Heart”

Rico Medina, Mayor
Marty Medina, Vice Mayor
Tom Hamilton, Councilmember
Linda Mason, Councilmember
Michael Salazar, Councilmember

GOVERNOR’S EXECUTIVE ORDER N-25-20**** CORONAVIRUS COVID-19

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the CDC’s social distancing guidelines which discourage large public gatherings, the San Bruno City Council is now holding meetings via Zoom. Members of the public may attend the meeting by video or phone linked in this agenda or watch by livestream at www.youtube.com/user/cityofsanbruno. CityNet Services Channel 1 will air the meeting live and the recorded meeting will be made available for viewing on the City’s YouTube channel after the meeting has concluded.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email mthurman@sanbruno.ca.gov. Emails received before the special or regular meeting start time will be forwarded to the City Council, posted on the City’s website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the City Council and filed with the agenda packet becoming part of the public record for that meeting. Emails received will not be read aloud during the meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Melissa Thurman, City Clerk 48 hours prior to the meeting at (650) 619-7070 or by email at mthurman@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

AGENDA

SAN BRUNO CITY COUNCIL

June 22, 2021

7:00 p.m.

Zoom Meeting Details:

<https://sanbruno-ca-gov.zoom.us/j/96339370322?pwd=Z3dCQlpZbEI5dk5EWi91NHZMVWw2QT09>

Webinar or Meeting ID: 963 3937 0322 (audio only)

Participant ID: #

Webinar or Meeting Password: 268432

Zoom Phone Line: 1-669-900-9128 (same webinar ID and password as above)

City Council meetings are conducted in accordance with Roberts Rules of Order. All regular Council meetings are recorded and televised on CityNet Services Channel 1 and replayed the following Thursday, at 2:00 pm.

1. **CALL TO ORDER**
2. **ROLL CALL/PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

Individuals allowed three minutes. It is the Council's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or acting upon any matter not agendaized pursuant to State Law.

4. **ANNOUNCEMENTS/PRESENTATIONS**

- a. **Receive** Presentation from the Police Chief Regarding 4th of July Safety.

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.

- a. **Accept** Accounts Payable of June 7 and June 14, 2021.
- b. **Accept** Payroll of June 6, 2021.
- c. **Accept** Reconciliation of General Ledger to Bank Report Dated April 30, 2021.
- d. **Approve** the Regular Meeting Minutes for the Regular Meetings of June 3, June 8 and June 9, 2021.
- e. **Adopt** Resolution Approving the San Bruno Community Foundation FY2021-22 Budget.
- f. **Adopt** Resolution:
- Approving the Design;
 - Authorizing the City Manager to Execute a Construction Contract with Golden Bay Construction Inc. for the San Bruno Avenue / Cherry Avenue Intersection Improvements Project in the Amount of \$339,139;
 - Authorizing the City Manager to Amend the Agreement with DKS Associates for \$28,570 for a Total Agreement in an Amount Not to Exceed \$88,048;
 - Approving a Construction Contingency of \$55,000;
 - Approving a Total Budget in the Amount of \$602,000; and
 - Authorizing the Return of \$470,000 in Project Budget to Measure A Fund Balance.
- g. **Adopt** Resolution Approving the Design, Authorizing the City Manager to Execute a Construction Contract with Nema Construction for the Streetlight Pole Replacement Project in the Amount of \$327,100, Approving a Construction Contingency of \$49,065, Appropriating \$9,875 from the Measure A Fund Balance, and Approving a Total Budget in the Amount of \$408,875.
- h. **Adopt** Resolution Authorizing the City Manager to Execute an Amendment to the Agreement with West Yost for Construction Support Services in the Amount Not to Exceed \$20,000 for the Avenues 1-3 Sewer and Water Replacement Project.
- i. **Appoint** Councilmember Tom Hamilton to Serve a Four-Year Term on the Bay Area Water Supply and Conservation Agency Board and the Bay Area Regional Water System Financing Authority through June 30, 2025.
- j. **Adopt** Resolution Approving the Design, Authorizing the City Manager to Execute a Construction Contract with Safety Network Traffic Signs, Inc. for the 2021 Traffic Sign Replacement Project in the Amount of \$92,295.

6. **PUBLIC HEARING**

- a. Hold Public Hearing and Adopt Resolutions

- Approving FY2021-22 Operating and FY 2021-26 Capital Improvement Program Budget
- Approving City Appropriations (Gann) Limit for FY 2021-22
- Approving the Cost Recovery Policy and Updated User Fee Schedule for FY 2021-22

7. CONDUCT OF BUSINESS

- a. **Adopt** Resolution Adopting a List of Projects for Fiscal Year 2021-22 Funded by SB1: The Road Repair and Accountability Act of 2017.

8. COMMENT FROM COUNCIL MEMBERS

9. **ADJOURNMENT** - The next Regular City Council Meeting will be held on July 13, 2021 at 7:00 p.m.

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**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 7, 2021
TO: Honorable Mayor and Members of the City Council
FROM: Jovan D. Grogan, City Manager
PREPARED BY: Qianyu Sun, Finance Director
Kathleen O'Malley, Accounting & Customer Service Representative
SUBJECT: Accounts Payable Warrant Register

This is to certify that the claims listed on pages 1 to 2 inclusive, and/or claims numbered from 192746 through 192830 inclusive, totaling \$260,254.50 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. The table below summarizes the total paid by Fund.

Fund	Fund Name	Amount
001	General Fund	\$126,454.45
133	Restricted Revenues	\$246.70
137	Developer Project Contributions	\$77,472.14
201	Parks and Facilities Capital	\$7,531.86
203	Street Improvement Projects	\$793.52
611	Water Fund	8,025.87
621	Stormwater Fund	1,484.25
631	Wastewater Fund	16,793.56
641	CityNet Services Fund	11,802.66
701	Central Garage	1,599.98
702	Facility Maintenance Fund	7,629.16
703	General Equipment Revolving	140.01
707	Technology Development	280.34
TOTAL FOR APPROVAL		\$260,254.50

Respectfully submitted,



Finance Director

06/08/2021

Date

ITEM 5.a.

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0107878 4LEAF, INC.	192746	6/7/2021	14,352.00
0104680 ACCESS 24 COMMUNICATIONS INC.	192747	6/7/2021	366.55
0107953 ACS SUPPORT	192749	6/7/2021	484.88
0000858 ADECCO EMPLOYMENT SERVICES	192750	6/7/2021	1,537.60
0018601 ADVANCED MEDIA TECH., INC.	192751	6/7/2021	6,681.02
0000163 AIRPORT AUTO PARTS INC.	192752	6/7/2021	479.16
0000372 ALLIED SECURITY ALARMS	192753	6/7/2021	200.00
0102355 AMAZON	192754	6/7/2021	296.14
0001202 ARAMARK UNIFORM SERVICES	192755	6/7/2021	350.18
0106185 ARIS KORON	192787	6/7/2021	620.00
0016123 AT&T	192756	6/7/2021	185.61
0000345 BAKER & TAYLOR BOOKS	192757	6/7/2021	4,259.96
0102745 BAY AREA NEWS GROUP	192758	6/7/2021	1,757.08
0101767 BELL PLUMBING OF SAN MATEO	192759	6/7/2021	5,000.00
0109646 BIO CAR CARE	192760	6/7/2021	175.00
0108437 BOTTOMLEY DESIGN & PLANNING	192761	6/7/2021	7,600.00
0000378 BROADMOOR LANDSCAPE SUPPLY	192762	6/7/2021	63.06
0017600 BURTON'S FIRE INC.	192763	6/7/2021	376.11
0014739 CAL-STEAM	192764	6/7/2021	138.24
0017679 CDW GOVERNMENT, INC	192765	6/7/2021	1,002.52
0106408 CHRIS DE LA CRUZ	192774	6/7/2021	670.00
0016324 CINTAS CORPORATION #464	192766	6/7/2021	324.67
0013595 CITY OF SAN BRUNO	192767	6/7/2021	890.97
0000386 CITY OF SOUTH SAN FRANCISCO	192768	6/7/2021	9,853.43
0015857 COUNTY OF SAN MATEO	192773	6/7/2021	76.00
0108696 DAVID J POWERS AND ASSOCIATES, INC.	192803	6/7/2021	24,480.00
0018759 DENNIS MOLLOY	192794	6/7/2021	399.00
0101178 DISCOUNT PLUMBING	192775	6/7/2021	3,000.00
0018117 FLYERS ENERGY, LLC	192778	6/7/2021	13,743.69
0018784 FRIEDLAND PAINTING	192779	6/7/2021	3,600.00
0016363 GCS ENVIRONMENTAL & EQUIPMENT SVC.	192777	6/7/2021	594.60
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	192820	6/7/2021	89.97
0000162 GRAINGER	192780	6/7/2021	984.62
0000541 GRANITE ROCK COMPANY	192781	6/7/2021	1,113.59
0095966 GREAT AMERICA FINANCIAL SVC.	192782	6/7/2021	280.34
0108886 GRIDSMART TECHNOLOGIES, INC.	192783	6/7/2021	1,814.89
0108302 GRIFFIN STRUCTURES, INC.	192784	6/7/2021	7,531.86
0109679 HUGO CRUZ ACEVEDO	192748	6/7/2021	75.00
0109666 IMPACT COMPUTERS AND ELECTRONICS INC.	192770	6/7/2021	35.88
0018553 INTERSTATE TRAFFIC CONTROL PRODUCTS	192821	6/7/2021	312.73
0109301 JOHN HAMPTON	192785	6/7/2021	2,286.82
0107368 KME FIRE APPARATUS	192786	6/7/2021	1,233.15
0000317 L.N. CURTIS & SONS	192788	6/7/2021	52.68
0093274 LINDSTROM CO	192789	6/7/2021	1,000.00
0018177 LOWE'S	192790	6/7/2021	1,451.19
0107892 MANAGEMENT PARTNERS	192791	6/7/2021	20,495.00
0092285 MICROMARKETING LLC	192792	6/7/2021	176.65
0016863 MIDWEST TAPE, LLC	192793	6/7/2021	92.84
0014878 MOTOROLA SOLUTIONS INC.	192795	6/7/2021	2,617.21
0104730 MUNICIPAL EMERGENCY SERVICES	192796	6/7/2021	2,755.01
0104655 NICHOLAS OLIVERA	192798	6/7/2021	425.00
0092263 OFFICE DEPOT INC	192797	6/7/2021	225.77
0097567 ONE HOUR DRY CLEANING	192799	6/7/2021	1,037.95

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0103933 OWEN EQUIPMENT SALES	192800	6/7/2021	1,162.04
0000012 PACIFIC GAS & ELECTRIC	192801	6/7/2021	10,519.40
0000101 PACIFIC NURSERIES	192802	6/7/2021	172.07
0016770 PRAXAIR DISTRIBUTION INC -192	192804	6/7/2021	163.53
0098436 PROFESSIONAL LAND SERVICES	192805	6/7/2021	5,160.00
0018598 QUALITY CODE PUBLISHING LLC	192807	6/7/2021	2,296.65
0105850 RANEY PLANNING&MANAGEMENT INC.	192808	6/7/2021	12,288.24
0107432 RED WING BRANDS OF AMERICA,INC	192809	6/7/2021	840.88
0096772 ROBERT MIGUEL	192810	6/7/2021	500.00
0109208 SAN MATEO CONSOLIDATED FIRE DEPT.	192771	6/7/2021	110.12
0017807 SAN MATEO COUNTY CONTROLLER'S OFFICE	192772	6/7/2021	25,214.20
0017432 SAN MATEO COUNTY PUBLIC SAFETY COMMUNICA'	192806	6/7/2021	162.00
0105552 SCHAAF & WHEELER	192811	6/7/2021	1,375.00
0018461 SERRAMONTE FORD, INC.	192812	6/7/2021	156.74
0097626 SHARP ELECTRONICS CORP.	192813	6/7/2021	282.89
0105067 SMARTCOVER SYSTEMS	192814	6/7/2021	655.76
0105745 SMELLY MEL'S PLUMBING	192815	6/7/2021	3,000.00
0016831 STAPLES CREDIT PLAN	192816	6/7/2021	707.97
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	192776	6/7/2021	496.00
0000241 THE ADAM-HILL COMPANY	192817	6/7/2021	22.88
0017928 THE EDCCO GROUP, INC.	192818	6/7/2021	393.50
0107371 TIMOTHY WETTELAND	192824	6/7/2021	710.00
0018898 TJKM TRANSPORTATION CONSULTANT	192819	6/7/2021	12,535.00
0109658 WATER ONE INDUSTRIES, INC.	192822	6/7/2021	250.00
0105955 WEST COAST CODE CONSULTANTS, INC.	192769	6/7/2021	687.50
0104660 WEST YOST ASSOCIATES, INC.	192823	6/7/2021	2,705.50
0099325 WHITNEYFUSION SWAG	192825	6/7/2021	2,329.51
0096893 WILSEY HAM	192826	6/7/2021	19,554.50
0018034 WIZARD PLUMBING AND DRAIN, INC	192827	6/7/2021	3,000.00
0108261 WOODARD & CURRAN	192828	6/7/2021	2,242.75
0109476 WORLD PAC INC	192829	6/7/2021	33.60
0109109 WRECO	192830	6/7/2021	880.65
		GrandTotal:	260,254.50
		Total count:	85



**City Council Agenda Item
Staff Report**

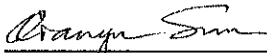
CITY OF SAN BRUNO

DATE: June 14, 2021
TO: Honorable Mayor and Members of the City Council
FROM: Jovan D. Grogan, City Manager
PREPARED BY: Qianyu Sun, Finance Director
Kathleen O'Malley, Accounting & Customer Service Representative
SUBJECT: Accounts Payable Warrant Register

This is to certify that the claims listed on pages 1 to 3 inclusive, and/or claims numbered from 192831 through 192943 inclusive, totaling \$1,151,155.37 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. The table below summarizes the total paid by Fund.

Fund	Fund Name	Amount
001	General Fund	\$136,830.04
132	Agency on Aging	\$3,740.09
133	Restricted Revenues	\$245.81
137	Developer Project Contributions	\$27,617.92
201	Parks and Facilities Capital	\$176,939.38
203	Street Improvement Projects	\$3,336.25
611	Water Fund	645,459.80
631	Wastewater Fund	19,423.89
641	CityNet Services Fund	127,744.08
701	Central Garage	55.71
702	Facility Maintenance Fund	8,448.26
707	Technology Development	1,314.14
TOTAL FOR APPROVAL		\$1,151,155.37

Respectfully submitted,



Finance Director

06/15/2021

Date

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0109695 ABM ELECTRICAL & LIGHTING SOLUTIONS, INC.	192831	6/14/2021	1,500.00
0018601 ADVANCED MEDIA TECH., INC.	192832	6/14/2021	1,207.67
0001170 AIRGAS USA, LLC	192834	6/14/2021	37.30
0018902 ALLGOOD DRIVING SCHOOL, INC.	192835	6/14/2021	81.60
0104542 ALTA LANGUAGE SERVICES, INC.	192836	6/14/2021	132.00
0016123 AT&T	192837	6/14/2021	2,486.66
0105649 ATLAS PLUMBING AND ROOTER,INC.	192838	6/14/2021	2,500.00
0106606 BAILEY FENCE COMPANY, INC.	192839	6/14/2021	8,055.00
0000345 BAKER & TAYLOR BOOKS	192840	6/14/2021	4,083.09
0101767 BELL PLUMBING OF SAN MATEO	192842	6/14/2021	3,000.00
0109661 BIRITE FOODSERVICE DISTRIBUTORS	192863	6/14/2021	2,358.44
0017361 BOETHING TREELAND FARMS, INC.	192843	6/14/2021	245.81
0109687 BORIS FUKSSHIMOV	192865	6/14/2021	21.63
0109185 BOUCHER LAW	192845	6/14/2021	2,000.00
0109681 BRENDA BALISTRERI	192841	6/14/2021	78.11
0018977 CBS TELEVISION STATIONS	192846	6/14/2021	12,210.26
0109688 CHENGLIN YE	192941	6/14/2021	20.80
0018676 CHONA JAZMIN	192876	6/14/2021	11.09
0016324 CINTAS CORPORATION #464	192848	6/14/2021	151.53
0016324 CINTAS CORPORATION #464	192849	6/14/2021	185.41
0098588 CITY OF BURLINGAME	192850	6/14/2021	2,361.15
0098588 CITY OF BURLINGAME	192851	6/14/2021	1,640.25
0000227 CITY OF SAN BRUNO	192852	6/14/2021	4,887.36
0018480 COSTCO MEMBERSHIP	192853	6/14/2021	240.00
0105811 CSAC EXCESS INSURANCE AUTHORITY	192861	6/14/2021	13,121.96
0018449 DARLENE WONG	192938	6/14/2021	500.00
0018188 DAU PRODUCTS	192854	6/14/2021	142.55
0101178 DISCOUNT PLUMBING	192856	6/14/2021	3,000.00
0000430 DKS ASSOCIATES	192857	6/14/2021	3,336.25
0109690 DMITRY KNYAZEV	192880	6/14/2021	39.48
0109680 DONALD CHANDLER	192847	6/14/2021	83.21
0017752 DYETT & BHATIA	192858	6/14/2021	24,497.92
0109668 EASY TO SPEAK KOREAN INC.	192859	6/14/2021	250.00
0000046 EWING IRRIGATION PRODUCTS INC	192860	6/14/2021	982.13
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	192862	6/14/2021	979.77
0109689 GINA BOLOGNA	192844	6/14/2021	29.83
0109595 GOGREEN ROOFING CORPORATION	192866	6/14/2021	37,000.00
0000162 GRAINGER	192867	6/14/2021	2,601.81
0095966 GREAT AMERICA FINANCIAL SVC.	192868	6/14/2021	276.57
0017900 GREAT LAKES DATA SYSTEMS INC	192869	6/14/2021	2,662.50
0108886 GRIDSMART TECHNOLOGIES, INC.	192870	6/14/2021	11,172.55
0109502 HAULWAY STORAGE CONTAINERS, INC.	192917	6/14/2021	510.72
0108488 HINDERLITER DE LLAMAS & ASSOCIATES	192855	6/14/2021	3,328.40
0109683 HOUSE OF GOD-SAN BRUNO	192872	6/14/2021	25.90
0109207 INTERNATIONAL WATERPROOFING	192874	6/14/2021	122,284.66
0106450 IRON MOUNTAIN	192875	6/14/2021	134.00
0108191 JACKSON WONG	192939	6/14/2021	11.09
0016347 JEFFREY MADONICH	192884	6/14/2021	1,751.75
0109686 JOHNNY PHAM	192897	6/14/2021	71.07
0018050 KAISER FOUNDATION HEALTH PLAN	192877	6/14/2021	3,329.16
0000132 KELLY-MOORE PAINT CO INC.	192878	6/14/2021	51.61
0103049 LAURETTA PRINTING© CENTER	192881	6/14/2021	374.33
0105752 LEVEL 3 COMMUNICATIONS, LLC	192882	6/14/2021	40,296.00

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0018177 LOWE'S	192883	6/14/2021	381.03
0107892 MANAGEMENT PARTNERS	192885	6/14/2021	475.00
0094271 MARY TESSIER	192921	6/14/2021	500.00
0109532 MATRIX HG, INC.	192886	6/14/2021	21,626.00
0109684 MATT HUDDLESTON	192873	6/14/2021	27.84
0017906 MICHAEL BLUNDELL	192887	6/14/2021	1,624.50
0092285 MICROMARKETING LLC	192888	6/14/2021	75.60
0001709 MILLBRAE LOCK	192889	6/14/2021	8.19
0000357 NATIONAL CABLE TV CO-OP, INC.	192890	6/14/2021	2,383.11
0018692 NHK COSMOMEDIA AMERICA, INC.	192891	6/14/2021	512.50
0018157 OCLC INC	192892	6/14/2021	404.62
0109694 ODELL VIOLA B TR EST OF	192893	6/14/2021	2,000.00
0000012 PACIFIC GAS & ELECTRIC	192894	6/14/2021	57,504.34
0106829 PACIFIC OFFICE AUTOMATION INC.	192895	6/14/2021	283.16
0109028 PAMELA WU	192940	6/14/2021	1,584.38
0109682 PAUL HALE	192871	6/14/2021	22.24
0106269 PENINSULA PET RESORT INC.	192896	6/14/2021	250.00
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	192914	6/14/2021	234.00
0108589 PERFORMANCE FOODSERVICE-LEDYARD	192864	6/14/2021	1,084.80
0109698 PHILIP YEN	192942	6/14/2021	1,000.00
0000294 PITNEY BOWES	192898	6/14/2021	271.96
0108277 PIVOT GROUP LLC	192899	6/14/2021	4,080.00
0018729 RANGER PIPELINES INC.	192901	6/14/2021	591,494.18
0109685 RENITA KHAN	192879	6/14/2021	47.67
0106270 RICKY POLICARPIO	192900	6/14/2021	16.44
0103531 RICOH USA, INC.	192902	6/14/2021	848.34
0103531 RICOH USA, INC.	192903	6/14/2021	325.59
0013581 ROVI GUIDES, INC.	192905	6/14/2021	13,829.16
0096659 SAN BRUNO PET HOSPITAL	192907	6/14/2021	629.60
0099047 SAN MATEO CTY SHERIFF'S OFFICE	192908	6/14/2021	2,996.00
0018597 SAN MATEO DAILY JOURNAL	192909	6/14/2021	7,656.00
0103732 SFO MEDICAL CLINIC	192910	6/14/2021	93.00
0018778 SHANNON ROHATCH	192904	6/14/2021	500.00
0000388 SHARON AIELLO	192833	6/14/2021	20.00
0098030 SHRED-IT USA	192911	6/14/2021	69.75
0017676 SIEMENS INDUSTRY, INC.	192912	6/14/2021	2,325.00
0103492 SMITHSONIAN NETWORKS	192913	6/14/2021	946.39
0000102 SONITROL/PACIFIC WEST SECURITY, INC.	192934	6/14/2021	233.00
0097079 SPRINT	192915	6/14/2021	37.99
0014233 STATE CONTROLLER'S OFFICE	192916	6/14/2021	297.31
0102991 STEVE SALAZAR	192906	6/14/2021	2,871.00
0105796 SUNRISE FOOD DISTRIBUTOR INC.	192918	6/14/2021	690.04
0018073 TEAMSTERS LOCAL 350	192919	6/14/2021	2,277.00
0015691 TEAMSTERS LOCAL 856	192920	6/14/2021	12,441.00
0108402 THE HOME DEPOT PRO	192922	6/14/2021	442.13
0000036 THOMSON REUTERS	192923	6/14/2021	1,487.78
0018898 TJKM TRANSPORTATION CONSULTANT	192924	6/14/2021	33,255.00
0109691 TONER CABLE EQUIPMENT INC	192925	6/14/2021	3,165.00
0000831 TONER CARTRIDGE&INKJET EXPRESS	192926	6/14/2021	1,158.41
0106660 TRIDENT K9 CONSULTING INC.	192927	6/14/2021	750.00
0017133 TURBO DATA SYSTEMS INC	192928	6/14/2021	2,992.52
0105133 UTILITY TELECOM, INC.	192929	6/14/2021	206.91
0095749 VERIZON WIRELESS	192930	6/14/2021	2,627.25
0109696 VOLIKOS MATERIALS INC.	192931	6/14/2021	823.13

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Vendor Code & Name	Check #	Check Date	Amount
0105762 VUBIQUITY INC.	192932	6/14/2021	15,000.00
0104233 WAVE	192933	6/14/2021	7,200.00
0104660 WEST YOST ASSOCIATES, INC.	192935	6/14/2021	7,724.50
0096399 WILLIAM PAUL WHITE	192936	6/14/2021	960.00
0013841 WITMER-TYSON IMPORTS INC	192937	6/14/2021	761.44
0104033 ZCORUM, INC.	192943	6/14/2021	13,283.19
		GrandTotal:	1,151,155.37
		Total count:	113

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**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 22, 2021
TO: Honorable Mayor and Members of the City Council
FROM: Jovan D. Grogan, City Manager
PREPARED BY: Nicole Nguyen, Payroll Specialist
SUBJECT: Payroll Acceptance

City Council acceptance of the City payroll distributed June 11, 2021 is recommended. The Labor Summary report reflecting the total payroll amount of \$ 1,515,942.16 for bi-weekly pay period ending June 6, 2021 by fund is shown below:

Fund	Amount
Fund: 001 - GENERAL FUND	1,110,881.58
Fund: 121 - FEDERAL/STATE GRANTS	12,513.43
Fund: 122 - SOLID WASTE/RECYCL.	2,298.54
Fund: 132 - AGENCY ON AGING	2,364.92
Fund: 137 - DEVELOPER PROJECT CONTRIBUTIONS	12,508.43
Fund: 201 - PARKS AND FACILITIES CAPITAL	191.40
Fund: 203 - STREET IMPROVE. PROJECTS	2,321.27
Fund: 611 - WATER FUND	84,951.06
Fund: 621 - STORMWATER FUND	26,601.94
Fund: 631 - WASTEWATER FUND	81,403.96
Fund: 641 - CITYNET SERVICES FUND	102,371.28
Fund: 701 - CENTRAL GARAGE	15,327.70
Fund: 702 - FACILITY MAINT.FUND	38,370.68
Fund: 707 - TECHNOLOGY DEVELOPMENT	16,937.72
Fund: 711 - SELF INSURANCE	6,898.25
Total:	1,515,942.16



Qianyu Sun, Finance Director

06/14/2021

Date

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**City Council Agenda Item
Staff Report**


CITY OF SAN BRUNO

DATE: June 22, 2021
TO: Honorable Mayor and Members of the City Council
FROM: Qianyu Sun, Finance Director
PREPARED BY: Esther Garibay-Fernandes, Financial Services Manager
SUBJECT: Monthly Investment Report – April 2021

The table below summarizes the investment portfolio's total book value by Investment type.

Investment Type	Total Book Value
TriCounties Bank	\$10,340,477
Local Agency Investment Fund	74,885,567
San Mateo County Pool	33,775,104
Government Agency Investments	9,354,859
Municipal Bonds	1,105,910
Certificate of Deposit	500,000
Money Market Investments	77,747
Total Investments	\$130,039,664

Respectfully submitted,



Finance Director

06/08/2021

Date

ITEM 5.c.



CITY OF SAN BRUNO
Portfolio Summary
April 30, 2021

<u>Investments</u>	<u>Coupon Rate</u>	<u>CUSIP</u>	<u>Book Value</u>	<u>Market Value</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>% of Portfolio</u>
<u>Short Term Investments</u>							
TriCounties Bank Cash Balance			10,340,477	10,340,477	0.00%	N/A	8%
<u>Pooled Investments</u>							
Local Agency Investment Fund			71,600,735	71,600,735	0.34%	NA	55%
Glenview Fire Local Agency Investment Fund			3,284,832	3,284,832	0.34%	NA	3%
Total LAIF			74,885,567	74,885,567			
San Mateo County Pool			33,775,104	33,775,104	0.88%		26%
<u>Money Market Investments</u>							
U.S. Government Money Market		262006307	77,747	77,747	0.03%	NA	0%
Total Money Market Investments			77,747	77,747			
<u>Certificate of Deposit</u>							
Morgan Stanley Bank Brokered CD	1.95%	61690UPF1	250,000	264,230	1.84%	November 29, 2024	0.19%
Morgan Stanley Private Bank Brokered CD	1.90%	61760A3L1	250,000	263,785	1.80%	November 29, 2024	0.19%
Total Certificate of Deposit			500,000	528,015			
Total Short Term Investments			119,578,895	119,606,910			
<u>Municipal Bonds</u>							
California St Federally Taxable Var	3.06%	13063DGB8	1,105,910	1,101,640	0.69%	April 1, 2025	1%
Total Money Market Investments			1,105,910	1,101,640			
<u>US Treasuries & Agencies</u>							
U.S. Treas Notes	0.26%	91282CAT8	1,465,547	1,467,360	0.76%	October 31, 2025	1%
U.S. Treas Notes	0.38%	91282CAZ4	1,962,891	1,964,840	0.78%	November 30, 2025	2%
U.S. Treas Notes	1.57%	912828P46	2,075,391	2,075,780	0.84%	February 15, 2026	2%
U.S. Treas Notes	0.51%	91282CBQ3	1,966,172	1,969,220	0.85%	February 28, 2026	2%
U.S. Treas Notes	0.75%	91282CBT7	1,884,859	1,891,697	0.91%	March 31, 2026	1%
Total U.S. Treasuries & Agencies			9,354,859	9,368,897			7%
TOTAL PORTOFLIO			130,039,664	130,077,447	0.496%		100%
TOTAL INVESTMENTS, EXCLUDING BANK BALANCE			119,699,187	119,736,970	0.539%		

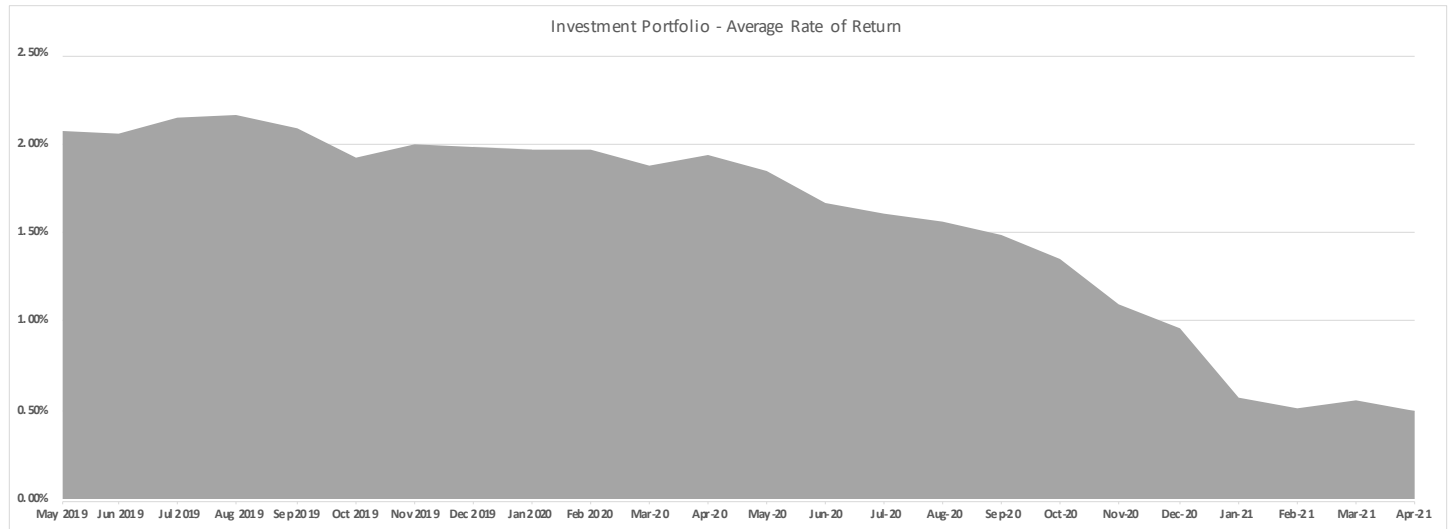
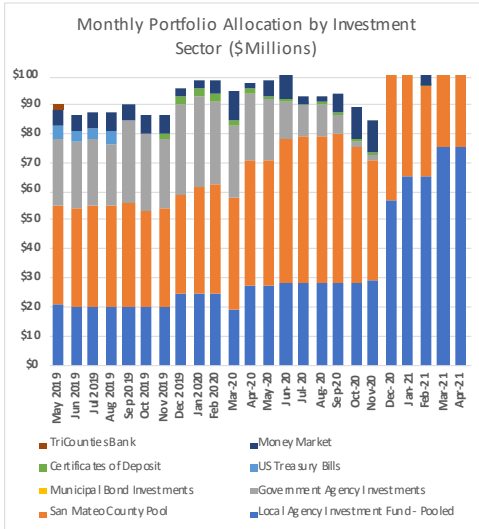
There is adequate cash flow and maturity of investments to meet the City's needs for the next six months.

Prepared By:  5/17/2021
Reviewed By:  05/08/2021



CITY OF SAN BRUNO
Portfolio Summary Metrics
April 30, 2021

Monthly Portfolio Allocation by Investment Sector (\$Millions)	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
TriCounties Bank	\$3.9	\$13.4	\$5.6	\$4.5	\$3.1	\$5.0	\$10.6	\$7.2	\$5.4	\$7.2	\$7.5	\$8.3	\$4.0	\$8.7	\$15.5	\$15.9	\$15.5	\$17.8	\$22.3	\$16.4	\$14.5	\$22.9	\$7.8	\$10.3
Local Agency Investment Fund - Pooled	21.1	20.1	20.2	20.2	20.2	20.4	20.4	24.4	24.5	24.5	19.5	27.6	27.6	28.6	28.7	28.7	28.7	28.7	28.8	56.8	64.8	64.8	74.8	74.9
San Mateo County Pool	34.2	34.0	34.3	35.0	35.2	33.0	33.5	34.4	37.3	37.5	38.0	43.2	43.3	49.5	49.8	50.4	50.7	46.5	41.9	43.9	35.8	31.4	31.9	33.8
Government Agency Investments	23.0	23.0	23.0	21.0	29.0	26.0	24.0	31.0	31.0	29.0	25.0	23.0	21.0	13.0	11.0	11.0	7.0	2.0	2.0	1.0	0.0	0.0	9.4	9.3
Municipal Bond Investments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.1	1.1
US Treasury Bills	4.0	4.0	4.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Certificates of Deposit	0.0	0.0	0.0	0.0	0.0	0.0	2.3	2.5	2.5	2.5	1.5	1.5	1.0	0.8	0.8	0.8	0.8	0.8	0.5	0.5	0.5	0.5	0.5	0.5
Money Market	6.2	5.2	5.3	7.3	5.4	6.4	6.2	3.0	3.1	5.1	10.2	2.3	4.8	8.2	2.2	2.2	6.2	11.3	11.5	0.5	6.5	6.5	0.1	0.1
Total	\$92.4	\$99.7	\$92.4	\$92.1	\$93.0	\$90.9	\$97.0	\$102.5	\$103.8	\$105.8	\$101.7	\$105.9	\$101.7	\$108.7	\$108.0	\$108.9	\$108.9	\$107.1	\$107.0	\$119.1	\$122.1	\$126.1	\$125.6	\$130.0
Average Rate of Return	2.07%	2.06%	2.14%	2.17%	2.09%	1.92%	1.99%	1.98%	1.97%	1.97%	1.87%	1.94%	1.85%	1.66%	1.60%	1.56%	1.48%	1.35%	1.09%	0.95%	0.57%	0.51%	0.55%	0.50%



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“The City with a Heart”

Rico Medina, Mayor
Marty Medina, Vice Mayor
Tom Hamilton, Councilmember
Linda Mason, Councilmember
Michael Salazar, Councilmember

MINUTES
SAN BRUNO CITY COUNCIL SPECIAL MEETING
June 3, 2021
7:00 p.m.

1. CALL TO ORDER

2. ROLL CALL – All Council Members were present.

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

There were no speakers during public comment.

4. CONDUCT OF BUSINESS

a. Conduct interviews with applicants to fill vacancies on Commissions Boards and Committees.

The City Council conducted interviews with applicants on various Commissions, Boards and Committees.

The City Council will make their appointments to the vacant seats for the Commissions, Boards and Committees at a future City Council meeting.

5. ADJOURNMENT – The meeting adjourned at 8:36 p.m.

The next Regular City Council Meeting will be held on June 8, 2021 at 7:00 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk for approval at the regular meeting of June 22, 2021.

Melissa Thurman, MMC
City Clerk

Rico E. Medina
Mayor

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“The City with a Heart”

Rico Medina, Mayor
Marty Medina, Vice Mayor
Tom Hamilton, Councilmember
Linda Mason, Councilmember
Michael Salazar, Councilmember

MINUTES
SAN BRUNO CITY COUNCIL SPECIAL MEETING
June 8, 2021
5:00 p.m.

1. **CALL TO ORDER**
2. **ROLL CALL** – All Councilmembers were present.
3. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

There were no speakers during public comment.

4. **STUDY SESSION**

- a. Adopt Resolution

- Approving the Design of the Recreation and Aquatics Center;
- Authorizing the City Manager to Execute a Construction Contract with Lathrop Construction, Inc. for the Project in an Amount Not to Exceed \$43,031,000;
- Approving a Construction Contingency of \$4,687,046;
- Authorizing the City Manager to Execute an Agreement with Ninyo & Moore Inc. to Provide Geotechnical Engineering and Materials Testing and Inspection Professional Services for the Project in an Amount Not To Exceed \$ 396,262; and
- Approving a Total Project Budget in the Amount of \$59,980,228.

Jovan Grogan, City Manager and Dawn Merkus, Group 4 Architects, presented the report.

The following member of the public spoke regarding the item:

- Paul Wapensky – Spoke regarding construction cost concerns.

M/S Salazar/M. Medina to adopt a resolution with the details listed above. **Motion carried unanimously by roll call vote.**

5. **ADJOURNMENT** – The meeting adjourned at 6:53 p.m.

The next Regular City Council Meeting will be held on May 11, 2021 at 7:00 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk for approval at the regular meeting of June 22, 2021.

Melissa Thurman, MMC
City Clerk

Rico E. Medina
Mayor

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“The City with a Heart”

Rico Medina, Mayor
Marty Medina, Vice Mayor
Tom Hamilton, Councilmember
Linda Mason, Councilmember
Michael Salazar, Councilmember

MINUTES

SAN BRUNO CITY COUNCIL

June 8, 2021

7:00 p.m.

1. CALL TO ORDER

- 2. ROLL CALL/PLEDGE OF ALLEGIANCE** – Councilmembers Hamilton, Salazar, Vice Mayor M. Medina and Mayor R. Medina were present at 7:00 p.m. Councilmember Mason joined the meeting at 7:05 p.m.

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

There were no speakers during public comment.

4. ANNOUNCEMENTS/PRESENTATIONS

- a. Storm Drainage and Flood Protection Fee Election ballots will be counted on Wednesday, June 16, 2021 beginning at 10:00 a.m. in San Bruno City Hall conference room 115. The ballot counting can be observed via zoom, and in-person, with limited capacity. The zoom link will be posted and available on the City’s website at www.sanbruno.ca.gov/Elections. The results of the tabulation are expected to be announced at the June 22, 2021 City Council and will be certified by resolution.
- b. Join us for a community meeting on mountain lion safety that will be held on Monday, June 21, 2021 at 6:00 p.m. The community meeting will include a presentation and guest speaker from the California Department of Fish and Wildlife. The meeting will be conducted via Zoom, and a link will be available soon on the City homepage at www.sanbruno.ca.gov.
- c. **Receive** Update on COVID-19 Response Efforts.
Jennifer Dianos, Executive Assistant to the City Manager, presented the update.
- d. **Issue** Proclamation Declaring Mosquito Awareness Week as June 20 – 26, 2021.
Rico Medina, Mayor, presented the proclamation to Robert Riechel, San Bruno Mosquito and Vector Control District Representative.
- e. **Receive** Presentation from the Fire and Police Chiefs Regarding the City’s Requirement for Use of Safe and Sane Fireworks in San Bruno and San Bruno’s Zero Tolerance Policy.

Ari Delay, Fire Chief and Ryan Johansen, Police Chief, presented the item.

5. **CONSENT CALENDAR**

M/S Hamilton/Salazar to approve the Consent Calendar. **Motion carried unanimously be roll call vote.**

- a. **Accept** Accounts Payable of May 24 and June 1, 2021.
- b. **Accept** Payroll of May 9 and May 23, 2021
- c. **Accept** Reconciliation of General Ledger to Bank Report Dated April 30, 2021.
- d. **Approve** the Regular Meeting Minutes for the Regular Meetings of May 25, and June 1, 2021.
- e. **Authorize** Fireworks Stand Permits for 2021 Upon Finding that the Non-Profit Organizations Meet Requirements of Resolutions 2008-67, 2009-46 and Ordinance Nos. 1700 and 1840.
- f. **Adopt** Resolution Approving Modifications to Red Curb and White Curb Striping 875 Angus Avenue West in Front of Decima Allen Elementary School.
- g. **Adopt** Resolution Authorizing the City Manager to Execute an Agreement with Alta Planning + Design for the Development of the City's Safe Routes to School Plan in an Amount Not to Exceed \$265,416.

The following member of the public spoke regarding the item:

- Paul Wapensky – Spoke regarding the cost of the project.

- h. **Adopt** Resolution Authorizing the City Manager to Execute an Agreement with TJKM Transportation Consultants for Traffic Engineering Services on an As-Needed Basis in the Amount of \$230,000.
- i. **Accept** Resignation from Traffic Safety and Parking Committee Member Effective May 28, 2021 and Direct the City Clerk to Post a Notice of Vacancy in Accordance with State Law.

6. **CONDUCT OF BUSINESS**

- a. **Receive** Report and Confirm Date for Transition to a By-District Method of City Elections; Consider Adopting a Resolution Appropriating \$46,000 From General Fund Balance and Authorizing the City Manager to Enter into a Contract with National Demographics Corporation for Districting Services.

Jovan Grogan, City Manager, presented the report.

M/S Hamilton/M. Medina to adopt a resolution appropriating \$45,000 from the General Fund to enter into a contract with National Demographics Corporation for Districting Services, and other options for conducting elections. **Motion carried unanimously by roll call vote.**

- b. **Receive** the City Manager's Proposed Budget for Fiscal Year 2021-22 and Staff Presentations on the Enterprise and Internal Service Funds (Budget Hearing 1).

Jovan Grogan, City Manager and Qianyu Sun, Finance Director, presented the report.

Discussion Item Only. No Motion Taken.

7. **COMMENT FROM COUNCIL MEMBERS**

a. Tom Hamilton:

- Discuss establishing a rotation for pairs of council members to hold virtual Town Hall meetings with the public on a quarterly basis, to provide residents with a more direct opportunity to interact with council members, discuss City issues and ask questions.

Tom Hamilton, Councilmember, presented the item.

The City Council chose to wait to hear from the City Attorney on further research for this item in relation to potential Brown Act violations before moving forward.

8. **ADJOURNMENT** – The meeting adjourned at 10:20 p.m.

The next Regular City Council Meeting will be held on June 22, 2021 at 7:00 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk for approval at the regular meeting of June 22, 2021.



Melissa Thurman, MMC
City Clerk

Rico E. Medina
Mayor

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“The City with a Heart”

Rico Medina, Mayor
Marty Medina, Vice Mayor
Tom Hamilton, Councilmember
Linda Mason, Councilmember
Michael Salazar, Councilmember

MINUTES
SAN BRUNO CITY COUNCIL SPECIAL MEETING
June 9, 2021
5:00 p.m.

1. CALL TO ORDER

2. ROLL CALL – Councilmembers Hamilton, Salazar, Vice Mayor M. Medina and Mayor R. Medina were present at 5:00 p.m. Councilmember Mason was present at 5:24 p.m.

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

There were no speakers during public comment.

4. STUDY SESSION:

a. Receive report on the San Bruno Community Foundation FY2021-22 Budget.

Leslie Hatamiya, San Bruno Community Foundation Director and Emily Roberts, San Bruno Community Foundation Chair, presented the report.

Discussion Item Only. No Motion Taken.

b. Receive the City Manager’s Proposed Operating and Capital Budget for Fiscal Year 2021-22 and Staff Presentations on the Capital Budget.

Jovan Grogan, City Manager and Qianyu Sun, Finance Director, presented the report.

Discussion Item Only. No Motion Taken.

5. ADJOURNMENT – The meeting adjourned at 9:37 p.m.

The next Regular City Council Meeting will be held on June 22, 2021 at 7:00 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk for approval at the regular meeting of June 22, 2021.

Melissa Thurman, MMC
City Clerk

Rico E. Medina
Mayor

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**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 22, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Marc Zafferano, City Attorney

SUBJECT: Adopt Resolution Approving the San Bruno Community Foundation FY2021-22 Budget

BACKGROUND:

The San Bruno Community Foundation (SBCF) is the organization created by the City Council to invest, manage and expend the restitution settlement of \$70 million in cash and real property that the City received from PG&E after the gas line explosion in the Crestmoor neighborhood. In 2016, SBCF began implementing a series of programs utilizing the restitution funds for the benefit of the San Bruno community, consistent with their Program Strategy Framework. These programs include:

- The Crestmoor Scholarships (Budgeted at \$160,000, with SBCF likely to award a total of 11 scholarships in 2022: six high school to four-year college; two high school to community college; and, three community college to four-year college);
- The Community Grants Fund (Budgeted at \$300,000 reflecting \$200,000 of the SBCF's funds and a \$100,000 anticipated donation from a community partner); and,
- Other strategic grants to benefit the City of San Bruno and San Bruno residents, including:
 - \$40.46 million for the Recreation and Aquatic Center (RAC) grant to fund the construction contract of the RAC;
 - \$5 million placeholder for a potential significant strategic grant arising out of Community Listening Campaign 2.0;
 - \$500,000 for possible use for other, smaller strategic grants; and,
 - \$10,000 for an off-cycle small grant request.

Under Article XVI of the Foundation's Bylaws, adoption of the Foundation's annual budget requires City Council approval.

The SBCF Board approved the FY2021-22 Budget on Wednesday, June 2, 2021. Copies of the staff report and budget are provided as Attachment 1. On June 9, 2021, the City Council conducted a study session to review the budget.

ITEM 5.e.

DISCUSSION:

The attached SBCF staff report describes and explains all of the line items in the budget. The funds available for operations are primarily transfers from SBCF's Quasi-Endowment, Strategic Pool, and Liquidity-RAC subaccount.

FISCAL IMPACT:

None.

ALTERNATIVES:

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

RECOMMENDATION:

Adopt resolution approving the San Bruno Community Foundation FY2021-22 Budget.

ATTACHMENTS:

1. SBCF Staff Report and Budget dated May 28, 2021; SBCF Resolution approving FY2021-22 Budget
2. City Council Resolution approving the SBCF 2021-22 budget

DISTRIBUTION:

SBCF Board of Directors

DATE PREPARED:

June 14, 2021

SAN BRUNO

Community Foundation

Memorandum

DATE: May 28, 2021

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: SBCF Budget and Transfers from the Quasi-Endowment, Strategic Pool, and Liquidity-RAC Subaccount to the Liquidity-Operating Subaccount for Fiscal Year 2021-2022

Under our Bylaws, the Foundation's fiscal year runs from July 1 to June 30, and its annual budget must be approved by the San Bruno City Council. As we approach the end of the 2020-2021 fiscal year, I will present the 2021-2022 budget to the Board for approval at the June 2 Board meeting. If approved, the budget will be submitted to the City Council for consideration at a special meeting on June 9, 2021.

1. SBCF's Overall Financial Picture

Before I provide a detailed account of the FY2021-2022 budget, I think it is instructive to review the overall financial health of the organization. As I presented at the Board's May 12 special meeting, the following chart provides a complete picture of the Foundation's overall financial history and health and includes both the investment portfolio managed by Sand Hill Global Advisors, LLC, as well as other funds (including initial funds received from the restitution funds to support the Foundation's operations in 2015-2016 prior to establishing the investment accounts as well as donations received):

SBCF Financial Snapshot (rounded to millions of \$)	
Total Initial Assets	\$71 million
Investment Gains Through 3/31/21	+\$18 million
Donations and Other Income Through 3/31/21	+\$1 million
Total Funds Disbursed Through 3/31/21	-\$12 million
Portfolio Value as of 3/31/21	\$78 million

Total initial assets include the \$69.8 million that was transferred to our Fidelity investment accounts in 2016 as well as about \$700,000 in cash that the City had transferred to the Foundation prior to then to cover our expenses from inception through June 2016. Investment gains are those made by the investment portfolio (the funds managed by Sand Hill). Donations

ATTACHMENT 1

SAN BRUNO

Community Foundation

Memorandum

and other income have flowed through our operating accounts but are not reflected in our investment portfolio.

In sum, the Foundation's overall financial health is quite strong. The Foundation has benefited from a robust stock market (even despite the turbulence created by the COVID-19 pandemic), prudent investment management by and guidance from our team at Sand Hill, and solid fiscal management practices and policies by our Board and staff. The FY2021-2022 budget should be reviewed in the context of this overall financial picture.

2. Budgeting Principles

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

As I remind the Board each year, ours is not a typical nonprofit budget, where the goal is for expenses to equal revenues. Most nonprofit budgets are income-driven because the nonprofit is able to spend only the funds it expects to bring in that year. In contrast, as a result of our ample investment portfolio, the Foundation's budget is expense-driven. Our budgeted "income" consists primarily of transfers from our assets (Quasi-Endowment, Strategic Pool, and Liquidity-RAC subaccount) to our operating budget to cover our cash needs during the fiscal year, along with a relatively small cohort of donations and interest income earned on our operating funds. We do not seek – and typically do not achieve – a "balanced budget," as our cash needs do not necessarily match our recorded expenses in a given year. This is because we record grant and scholarship commitments as expenses at the time agreements are executed and scholarships awarded, but grant and scholarship payments are often made in a later fiscal year. As a result, the fact that in the FY2021-2022 budget expenses (\$46,857,388) exceed funds available for operations (\$37,439,839) should not be a cause for concern. The calculations of our expenses and funds available for operations should be analyzed separately, as they are based on different factors and needs.

3. FY2021-2022 Expenses

We have three main categories of expenses: Direct Program Expenses (Crestmoor Scholarships, Community Grants Fund, Strategic Grants, and Other Grants), Personnel Expenses, and Non-Personnel Support Costs. As previously mentioned, grant and scholarship commitments are recorded as expenses at the time grant agreements are executed and scholarships are awarded (but not necessarily paid out). We are currently projecting expenses of \$46,857,388.

SAN BRUNO

Community Foundation

Memorandum

a. Direct Program Expenses

- Crestmoor Scholarships: This line is set at \$160,000, which is a \$40,000 increase from the amount awarded in 2017, 2018, and 2019. In 2020, we awarded \$190,000 in scholarships based on a \$70,000 restricted donation from the Joseph W Welch Jr Foundation, and in 2021, we awarded \$195,000 in scholarships based on another \$70,000 donation from the Welch Foundation, a \$7,349 donation from the San Mateo County Association of REALTORS® Foundation, and a \$1,000 donation from an individual donor. At this time, we do not anticipate any donations earmarked for the Crestmoor Scholarship in fiscal year 2021-2022. However, in November 2019 (prior to the first Welch donation), the Board approved an increase in scholarship awards to \$160,000 based on a recommendation from the Ad Hoc Committee on Crestmoor Scholarship, and this is the basis for the \$160,000 budgeted amount. At this level, the Foundation will likely award a total of 11 scholarships in 2022: six high school to four-year college, two high school to community college, and three community college to four-year college.
- Community Grants Fund: This line is set at \$300,000, reflecting \$200,000 of the Foundation's funds and a \$100,000 anticipated donation from a community partner. This level of funding is consistent with the total amount of grants awarded the past three years of the program, with donations from Google.org/YouTube.
- Strategic Grants: Of the \$45,964,454 budgeted for strategic grants, \$40,464,454 is expected to go toward the final RAC grant covering the construction contract, which we anticipate the City will request from the Foundation in June. (Even if the Board approves the grant in June, it is unlikely that the grant agreement – which is when the expense is recorded – would be executed until the new fiscal year.)

We have also added a \$5 million placeholder for a potential significant strategic grant arising out of Community Listening Campaign 2.0 and the current strategic planning process. The Board has yet to discuss its plans based on the community input received during the Listening Campaign, but the budget reflects the possibility of including at least one major (up to \$5 million) strategic initiative. Of course, the Board retains the ability to decide not to make such an investment in the coming year.

Finally, this budget line includes an additional \$500,000 for possible use for other, smaller strategic grants, such as continuation of support for Community Day (assuming the City is able to hold the event in 2022), additional COVID-relief grants, other strategic grants that the Foundation has been investigating (vocational

SAN BRUNO

Community Foundation

Memorandum

education, technology in schools), and smaller grants that could result from the Listening Campaign and strategic planning process.

Obviously, the most significant strategic grant the Foundation will likely make in FY2021-2022 is the RAC construction grant. At this time, while the Board is in the middle of its strategic planning process, it would be premature to specifically predict the other strategic grants that may be approved in the next fiscal year, but the additional \$5.5 million placeholder gives the Board the flexibility to respond to continuing community needs resulting from the pandemic, already identified community needs, and additional interests arising from the Listening Campaign. As a reminder, all strategic grants require specific Board approval, not just inclusion in the budget.

- Other Grants: Each year we budget \$10,000 for our Off-Cycle Small Grants process. This process is used to consider funding requests from organizations that: (a) seek funding for programs or projects that benefit the San Bruno community in a particularly meaningful and significant way and fall within one of the Foundation's focus areas; (b) do not exceed \$10,000; (c) cannot be reasonably considered during the next Community Grants Fund application schedule due to timing requirements; and (d) meet the organization and activity eligibility requirements of the Community Grants Fund.

b. Direct Personnel Expenses

- Salaries & Wages: This line reflects the Executive Director's current salary and the Program Manager's anticipated wages for the fiscal year. As I have informed the Board, Program Manager Stephanie Rutgers will be departing from the Foundation staff by mid-August, and over the summer I plan to hire her successor. The compensation package for the Program Manager position (0.3 FTE, non-exempt) has not been finalized, and, therefore, actual salary/wages may be slightly different than the budgeted amount.
- Payroll Taxes & Benefits: This line reflects payroll taxes, workers compensation insurance premiums, and benefits for the Executive Director and the Program Manager for the fiscal year. Benefits include retirement plan contributions, life insurance, and personal time off.

c. Non-Personnel Support Costs

- Occupancy: This line reflects the total rent for 2021-2022 under the current office lease, which runs through March 2025. Monthly rent will be \$1,291.48 from July

SAN BRUNO

Community Foundation

Memorandum

through December 2021, \$1,306.96 for January through March 2022, and \$1,344.96 for April through June 2022.

- Insurance: This line is based on the Foundation's current commercial general liability, property, auto, cyber, and directors and officers liability insurance policies (\$20,454), which have an annual renewal date of March 21. It also includes the Foundation's crime insurance policy (\$2,794), which has a renewal date of May 27. I have added an extra \$1,000 in case we experience any premium increases upon renewal, as we experienced this past year.
- Telecommunications: This line includes continuation of the Executive Director's cell phone expenses (\$759), broadband Internet access for the office, and the office landline (\$1,056 for Internet and landline through San Bruno CityNet Services combined). This line also includes telecommunications expenses for the Program Manager, who will likely be working from home (\$600).
- Postage & Shipping: This line includes office postage (\$500) as well as the projected postage required for the fall Annual Report mailing (nonprofit rate) to all San Bruno addresses (\$1,500). Because the feedback received in the Listening Campaign included increasing outreach and education on spending decisions and program results, I have added an additional \$1,500 to this line to allow for one additional citywide mailing during the year.
- Marketing & Communications: This line covers the projected printing costs associated with the Annual Report (\$8,000) and one additional citywide mailing (\$4,500). It also includes funds for graphic design services (\$1,500), flyer/poster printing for the Community Grants Fund (\$700), flyer/poster printing for the Crestmoor Scholarships (\$800), website and e-newsletter costs (\$275), and costs associated with online grant and scholarship applications (\$1,225).
- Office Supplies and Equipment: This line includes \$200 monthly for office supplies and \$700 for computer backup and other software fees and miscellaneous office equipment expenses (such as repairing the printer, which has seen considerable wear and tear over the past six years). It also includes \$3,000 for a laptop and related software for the new Program Manager.
- Legal Fees: Based on 2020-2021 expenses for outside nonprofit counsel, \$833 per month has been budgeted. This line also includes reimbursement for 5% of the 2021-2022 City Attorney's compensation, which is projected at \$18,556 for the year. An additional \$13,000 has also been added for specialized legal advice that will likely

SAN BRUNO

Community Foundation

Memorandum

be needed in the development of the RAC construction grant agreement and that may be needed related to the hiring of a new Program Manager.

- Accounting & Payroll Fees: Payroll fees (\$1,092) are based on the current arrangement with our payroll vendor (Intuit QuickBooks). For audit and tax preparation services, \$9,750 is budgeted, per the Foundation's contract with Novogradac & Company. In addition to \$430 for QuickBooks accounting software, \$23,760 is included for the accounting consultant/full charge bookkeeper, per the terms of our professional services agreement with him.
- Other Consultants: This line includes \$12,870 for the IT consultant (per the terms of our professional services agreement), \$6,000 for the strategic planning consultant (amount remaining on contract), and \$2,000 for other consultants (such as for translation services or assistance we occasionally need from our retirement plan consultant). This line is substantially lower than in previous years since we converted the program consultant to a staff position.
- Travel, Meetings & Conferences: Not knowing at what point the Foundation will be able to resume in-person meetings and gatherings, this line includes expenses for both in-person and virtual meetings: \$2,430 for regular Board meeting room rental and audio recording expenses (budgeted for five meetings), \$700 for two Zoom Pro subscriptions and one Zoom webinar subscription, \$350 for meeting-related refreshments, \$240 for the Program Manager's mileage reimbursement, and \$500 for miscellaneous conference, training, and meeting expenses.
- Miscellaneous: This line includes various expenses that may arise and do not fit in any of the other cost categories. It typically covers professional organization membership fees (such as the San Bruno Chamber of Commerce, Thrive: Alliance of Nonprofits, and CalNonprofits), bank fees, online news subscriptions, Board and partner recognition, and government/agency taxes and fees.

For purposes of comparison, the revised budget and year-end projected actuals for the 2020-2021 fiscal year are provided. Of note:

- Support Costs are projected to **decrease** 6.5% (\$29,239) from the 2020-2021 year-end projection to the 2021-2022 budgeted amount.
- Personnel Expenses are budgeted to **decrease** 0.9% (\$2,246) from the projected level for 2020-2021 due to resetting the Program Manager's hourly rate with a transition in personnel.
- Non-Personnel Support Costs are budgeted to **decrease** 13.4% (\$26,993) from the 2020-2021 year-end projection.

SAN BRUNO

Community Foundation

Memorandum

The biggest changes in Non-Personnel Support Costs are: (a) a nearly \$45,000 **decrease** in Consultants fees; (b) a \$4,272 increase in Accounting & Payroll Fees (primarily because the Accounting Consultant's fees have been lower than budgeted this year); (c) a \$3,500 increase in Marketing & Communications (to enable an extra citywide mailer if desired); (d) a \$3,162 increase in Travel, Meetings & Conferences (assuming a return to in-person meetings); and (e) a \$3,052 increase in Office Supplies & Equipment (due to a computer purchase allowance for a new Program Manager). Many of the expense lines are generous estimates, and actual costs frequently turn out to be lower than the budget projections.

4. Funds Available for Operations

As mentioned above, this is not a balanced budget, where income equals expenses. Instead, the Funds Available for Operations are determined by analyzing the Foundation's cash needs for the fiscal year. Our assumption is that all Personnel Expenses and Non-Personnel Support Costs will be paid out during the fiscal year (\$421,383). Projected cash needs for Program Disbursements (total of \$50,446,463) are as follows:

Crestmoor Scholarship	
2019 Scholars	\$20,000
2020 Scholars	\$40,000
2021 Scholars	\$62,500
2022 Scholars	\$50,000
Total Crestmoor Scholarship	\$172,500
Community Grants Fund	
Grants to be awarded in December 2021	\$300,000
Total Community Grants Fund	\$300,000
Strategic Grants	
RAC Grants	\$44,160,418
First Responder Strategic Initiative – Mobile Command Vehicle	\$303,545
Possible major grant – to be determined	\$5,000,000
Other miscellaneous grants	\$500,000
Total Strategic Grants	\$49,963,963
Other Grants	
Out-of-Cycle Responsive Grants	\$10,000
Total Other Grants	\$10,000

SAN BRUNO

Community Foundation

Memorandum

Total cash needs for 2021-2022 are estimated at \$50,869,397. This figure, after adjustment for residual 2020-2021 cash balance, drives the Foundation's Funds Available for Operations in 2021-2022.

We have two categories of Funds Available for Operations: Operating Income and Transfers from Investments.

a. Operating Income

At this time, projected Operating Income is low (\$39,173):

- Interest Income: This line includes estimated investment income from the Operations portion of the Fidelity Liquidity Pool account and interest earned on the Wells Fargo bank accounts. This is a conservative estimate, based on 50% of the actual interest income anticipated for fiscal year 2020-2021. We decided to conservatively estimate Interest Income because interest rates remain low. In the context of the full budget, even if Interest Income is higher than budgeted, it will remain a small portion of the Funds Available for Operations.
- Restricted Donations: There are no firm commitments for donations earmarked to specific programs, but we may receive such restricted donations during the year.

b. Transfers from Investments

The Foundation's available funds come primarily from transfers from the Quasi-Endowment, the Strategic Pool, and the Liquidity Pool-RAC subaccount. The question in developing this budget is what portion of the needed funds comes from each pool. In answering this question, it is important to think back to the original purpose of each pool of funds. In responding to the results of the Community Listening Campaign, the Board decided to designate about \$55 million of the restitution funds to establish the Strategic Pool to be spent outright on strategic initiatives, including at least one major community facility project (which ultimately turned out to be the RAC).

The Liquidity Pool was created to serve as a holding account for expenditures planned in the subsequent 0-24 months. Its purpose is to mirror the Foundation's operating accounts, and it may be funded by both the Quasi-Endowment and the Strategic Pool. The investment goal for the Liquidity Pool is to preserve the principal balance of all funds directed into this pool, and as such, capital preservation and liquidity are the primary objectives. In 2018, the Board moved \$10 million from the Strategic Pool to the Liquidity Pool for use in the following fiscal year (and thus not part of the current fiscal year's operating budget) in order to reduce market volatility risk for a portion of the funds to be used to fund the RAC project. This led to the creation of

SAN BRUNO

Community Foundation

Memorandum

two subaccounts in the Liquidity Pool – Liquidity-Operating and Liquidity-RAC – which receive different treatment in the Foundation’s monthly financial statements, and each receives its share of interest income that the Pool accrues. In the balance sheet, funds in the Liquidity-RAC subaccount are shown as investment assets and not part of the operating budget. In contrast, the funds in the Liquidity Pool intended to support that fiscal year’s operating budget (Liquidity-Operating) are shown as cash assets.

The Board also created the Quasi-Endowment with \$15 million of the restitution funds. The idea behind the Quasi-Endowment has been to follow a long-term endowment investment strategy, so that only a portion of the investment income would be used for operations, and that once the Strategic Pool had been depleted, a scaled-back version of the Foundation could continue to operate – possibly in perpetuity – funding the Crestmoor Scholarships, the Community Grants Fund, and potentially some smaller strategic projects on an ongoing basis. In creating the Investment Operating Plan in 2016, the Board decided not to take any Quasi-Endowment payout in the first year of possessing the restitution funds (2016-2017) to enable the Quasi-Endowment to grow. Since then, the Board has approved the annual payout rate to cover the year’s cash needs for the Crestmoor Scholarship and Community Grants Fund, as follows:

Fiscal Year	QE Payout Rate	Average QE Balance of Past 12 Quarters	Approved QE Payout
FY2017-2018	2.25%	\$15,685,369	\$352,921
FY2018-2019	1.95%	\$16,409,212	\$319,980
FY2019-2020	1.90%	\$16,711,034	\$317,510
FY2020-2021	1.70%	\$17,392,997	\$295,681

Consistent with the vision behind the Quasi-Endowment, the approved payout rates have been well below the maximum of 7% set out in the Investment Operating Plan and have allowed the Quasi-Endowment to continue to grow while the Foundation still has funds in the Strategic Pool to cover other expenses.

Residual cash on hand as of June 30, 2021, is projected to be \$13,529,559. This figure is significantly high because, at the direction of the Board and Investment Committee as part of the FY2020-2021 budget, \$15,250,000 was transferred from the Strategic Pool to the Liquidity-Operating subaccount in anticipation of the needing the funds to begin payments on the RAC construction grant. Once it became clear that construction of the RAC would be delayed several months, I canceled all remaining Strategic-to-Liquidity-Operating transfers, and we used part of the \$15,250,000 to cover non-RAC cash needs for the year.

Of the residual cash on hand, \$166,540 is earmarked for Community Grants and Crestmoor Scholarships as a result of restricted donations received in fiscal year 2020-2021. As a result, of

SAN BRUNO

Community Foundation

Memorandum

the projected June 30 cash on hand, \$166,540 will be designated for Community Grants and Crestmoor Scholarship cash needs, and the balance (\$13,363,019) will be designated for Strategic Grants and operating expenses.

- **Quasi-Endowment Payout:** The cash flow needs of the Crestmoor Scholarships and Community Grants Fund are expected to be \$472,500 for fiscal year 2021-2022. As mentioned above, \$166,540 of the cash on hand at the end of fiscal year 2020-2021 will go toward meeting these cash needs, leaving a balance of \$305,960 to be funded by new Quasi-Endowment payout. At the June 2 meeting, the Board will consider a proposal from the Investment Committee to set the fiscal year 2021-2022 payout rate for the Quasi-Endowment at 1.70%, which would cover the balance of the cash flow needs of the Crestmoor Scholarships and Community Grants Fund. The payout amount is determined by multiplying the average of latest available 12 prior quarter-ending Quasi-Endowment values (\$18,407,790, covering Q2 2018 through Q1 2021). The 1.70% payout rate thus results in a payout of \$312,932.

The main driver behind the other transfers from the Strategic Pool and the Liquidity-RAC subaccount is the remaining set of RAC grant payments. Although the Board has made an overall \$50 million commitment to the City for the RAC, the Foundation is funding the project through a series of eight grants supporting different components of the project. Thus far we have awarded seven grants totaling \$9,535,545.85 and made grant payments totaling \$5,839,582.05. We anticipate that the City will ask the Board to approve the final RAC grant for construction of the facility in June for the remaining balance of the \$50 million commitment (\$40,464,454.15).

RAC Grant #	For	Total Grant Amount	Total Grant Payments as of 5/28/2021	Balance to Pay
1	Conceptual Design	\$416,108.85	\$416,108.85	\$0.00
2	Architectural Services	\$5,420,388.00	\$4,564,786.24	\$855,601.76
3	Project & Construction Management Services	\$1,079,000.00	\$371,137.48	\$707,862.52
4	City Compliance Review	\$1,061,611.00	\$405,358.36	\$656,252.64
5	Temporary Facilities	\$375,000.00	\$22,191.12	\$352,808.88
6	Business Plan	\$60,000.00	\$60,000.00	\$0.00
7	Tom Lara Field Parking Lot	\$1,123,438.00	\$0.00	\$1,123,438.00
	TOTAL	\$9,535,545.85	\$5,839,582.05	\$3,695,963.80
8	<i>Construction</i>	<i>\$40,464,454.15</i>	<i>\$0.00</i>	<i>\$40,464,454.15</i>
	PROSPECTIVE TOTAL	\$50,000,000.00	\$5,839,582.05	\$44,160,417.95

Given the expected construction timeline (20-24 months), all remaining RAC grant payments, which total \$44,160,417.95, will likely fall within the 0-24 month window for the Liquidity Pool

SAN BRUNO

Community Foundation

Memorandum

and, based on the estimated cash flow timeline the City provided a year ago, as much as \$41 million might be needed in FY2021-2022. As a result, the Investment Committee recommends that the FY2021-2022 budget include transfers covering the full amount of the remaining funds needed to meet all potential remaining RAC grant payment obligations.

To cover the \$44,160,417.95 in remaining RAC grant payments, I propose the following breakdown:

RAC Funding	
Strategic Payout Residual Carry Forward from FY 2020-2021	\$13,363,019
Liquidity-RAC Balance as of 4/30/2021 (close out this account)	\$10,631,501
Strategic Payout for FY 2021-2022	\$20,165,898
TOTAL	\$44,160,418

- Strategic Pool: The total transfer from the Strategic Pool is budgeted at \$26,456,233. Of this amount, as noted above, \$20,165,898 is for RAC grant payments. The remaining \$6,290,334 will cover all operating expenses and non-RAC strategic and other grant payments (not including Community Grants and Crestmoor Scholarship payments).
- Liquidity-RAC: Given that the Liquidity-RAC subaccount consists of funds specifically earmarked for the RAC and a goal is to include transfers from investments to cover all remaining RAC grant payments this year, the intent is to completely use up the Liquidity-RAC funds, transferring them to Liquidity-Operating and thereby closing the Liquidity-RAC subaccount. The budgeted transfer amount of \$10,631,501 is equal to the April 30, 2021, Liquidity-RAC subaccount balance. However, the budget resolution would give the discretion to transfer the entire subaccount balance at the time of transfer, so that the subaccount is completely depleted.

The Investment Committee recommends that Board give the Executive Director the discretion to manage all transfers from investment accounts, including the discretion to divide each category of transfers into smaller increments, set the timing of the incremental transfers based on the Foundation's cash flow needs, and transfer less than the approved transfer amounts as circumstances may warrant. Thus, once the City provides an updated RAC cash flow timeline based on the actual construction contract, the Executive Director has the ability to manage and adjust the transfers based on the new timeline. Similarly, the Executive Director can wait to transfer funds from the Strategic Pool to cover any non-RAC strategic grants until such grants are approved and grant payments are due. The Investment Committee also recommends that, to meet RAC grant payment obligations, the Executive Director first use the residual operating cash carry forward from FY2020-2021, followed by the transfer from the Liquidity-RAC

SAN BRUNO

Community Foundation

Memorandum

subaccount, and only after those two pools of funds are exhausted should the Executive Director transfer funds from the Strategic Pool.

Together, Operating Income and Transfers from Investments result in a total of \$37,439,839 in Funds Available for Operations. With residual cash from FY2020-2021 carried forward into FY2021-2022, this total will cover anticipated FY2021-2022 cash needs.

The attached resolution, which I recommend the Board adopt, authorizes four actions. It: (a) approves the FY2021-2022 budget; (b) sets the Quasi-Endowment payout rate for FY2021-2022; (c) approves a transfer from the Strategic Pool to the Liquidity-Operating subaccount to support the FY2021-2022 operating budget; and (d) approves a transfer from the Liquidity-RAC subaccount to the Liquidity-Operating subaccount and closure of the Liquidity-RAC subaccount to support the 2021-2022 operating budget.

Attachments:

1. Resolution Approving Fiscal Year 2021-2022 Budget, Setting the Quasi-Endowment Payout Rate for Fiscal Year 2021-2022, Approving Transfer from the Strategic Pool Investment Account to the Liquidity-Operating Subaccount for Fiscal Year 2021-2022, and Approving Transfer from the Liquidity-RAC Investment Subaccount to the Liquidity-Operating Subaccount for Fiscal Year 2021-2022
2. Exhibit A: 2021-2022 Proposed Budget

RESOLUTION NO. 2021-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING FISCAL YEAR 2021-2022 BUDGET, SETTING THE QUASI-ENDOWMENT PAYOUT
RATE FOR FISCAL YEAR 2021-2022, APPROVING TRANSFER FROM THE STRATEGIC POOL
INVESTMENT ACCOUNT TO THE LIQUIDITY-OPERATING SUBACCOUNT FOR FISCAL YEAR 2021-
2022, AND APPROVING TRANSFER FROM THE LIQUIDITY-RAC INVESTMENT SUBACCOUNT TO
THE LIQUIDITY-OPERATING SUBACCOUNT FOR FISCAL YEAR 2021-2022**

WHEREAS, the San Bruno Community Foundation's next fiscal year will begin on July 1, 2021, and prudent financial management of the Foundation's finances requires the creation of an annual budget prior to the start of the fiscal year;

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

WHEREAS, the proposed fiscal year 2021-2022 budget as attached in Exhibit A reflects decisions about program initiatives and investment strategy that the Foundation's Board of Directors has made or may make;

WHEREAS, the Board of Directors, upon receipt from the City of San Bruno in May 2016 of the restitution funds resulting from the City's settlement with Pacific Gas & Electric Company following the 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood, established three Fidelity brokerage accounts to hold the Foundation's funds: Quasi-Endowment Pool account, Strategic Pool account, and Liquidity Pool account;

WHEREAS, Section VII.1 of the Foundation's Investment Policy Statement states:

The SBCF Board will determine the spending policy for the Quasi-Endowment with input from the Investment Committee. The SBCF Board will use the following guidelines in approving a fixed payout amount each year. The SBCF Board will review this policy annually.

The payout amount will be determined once annually, prior to the conclusion of the Foundation's fiscal year for the subsequent fiscal year. The payout rate will range up to 7%, as determined by the Board, multiplied by the average of the latest available twelve (12) prior quarter-ending Quasi-Endowment values.

WHEREAS, Section VI.1.d.i of the Foundation's Investment Operating Plan with investment adviser Sand Hill Global Advisors (SHGA), which provides pool-specific operating guidelines for payout or other withdrawals, states:

Payout amount [for the Quasi-Endowment Pool] will be determined once annually, prior to the conclusion of the Foundation's fiscal year for the subsequent fiscal year. The payout rate will range up to 7%, as determined by the Board, multiplied by the average of the latest available twelve prior quarter-ending Quasi-Endowment values. From the initial funding of the Quasi-Endowment Pool through the end of fiscal year 2016-2017, the payout rate will be 0%. During fiscal year 2017-2018, the default payout rate will be 2.25%, multiplied by the simple average of all quarter-ending Quasi-Endowment values available at the time of the annual payout decision. Cash proceeds will be deposited in the SBCF Liquidity Pool on an as-needed basis.

WHEREAS, a Quasi-Endowment payout rate of 1.70% for fiscal year 2021-2022 would provide the funds to cover cash flow needs for the Crestmoor Neighborhood Memorial Scholarship and the Community Grants Fund, consistent with the original long-term vision for the Quasi-Endowment, and allow the Quasi-Endowment the opportunity to continue to grow;

WHEREAS, the Investment Committee, on May 19, 2021, passed a resolution recommending that the Board of Directors set the Quasi-Endowment payout rate for fiscal year 2021-2022 at 1.70%, resulting in a payout of \$312,932;

WHEREAS, the Section VII.2 of the Foundation's Investment Policy Statement states:

The Strategic Pool has been earmarked by the Board to fund strategic projects, including but not limited to capital improvement projects of community facilities, that benefit the San Bruno community. As such, withdrawals will be determined by the timing of project expenditures, as well as guidance from the SBCF Board. The Investment Committee and SBCF staff will provide direction to the Investment Manager regarding liquidation of investments to fund the withdrawals. Cash proceeds will be deposited in the SBCF Liquidity Pool on an as-needed basis.

WHEREAS, Section VI.1.d.ii of the Foundation's Investment Operating Plan states:

Withdrawals [from the Strategic Pool] will be determined by the timing of project expenditures, per guidance from the SBCF Board. SBCF will provide a schedule of likely withdrawals to SHGA at the time of the annual budget planning process. Cash proceeds will be deposited in the SBCF Liquidity Pool on an as-needed basis.

WHEREAS, transfers of up to \$26,454,682 from the Strategic Pool and the full balance from the Liquidity Pool-RAC subaccount (\$10,631,501 as of April 30, 2021) to the Liquidity Pool-Operating subaccount may be needed to cover the Foundation's operating expenses and strategic grant obligations for the 2021-2022 fiscal year; and

WHEREAS, the Investment Committee and Board recommend that the Executive Director have the discretion to manage the transfers from the Quasi-Endowment, Strategic Pool, and Liquidity-RAC subaccount to the Liquidity-Operating subaccount, including dividing

the transfers into smaller increments, setting the timing of the incremental transfers, and transferring less than the approved payout amount as circumstances may warrant, based on the Foundation's cash flow needs.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the fiscal year 2021-2022 Foundation budget attached as Exhibit A.

FURTHER BE IT RESOLVED that the Board of Directors sets the Quasi-Endowment payout rate for fiscal year 2021-2022 at 1.70%, resulting in a transfer from the Quasi-Endowment account to the Liquidity-Operating subaccount of \$312,932, to be used to meet the cash needs of the Crestmoor Neighborhood Memorial Scholarship and the Community Grants Fund in the 2021-2022 fiscal year, and grants the Executive Director the discretion to divide the transfer into smaller increments, set the timing of the transfer of those increments, and transfer less than the approved amount, based on the Foundation's cash flow needs.

FURTHER BE IT RESOLVED that the Board of Directors approves a transfer from the Strategic Pool account to the Liquidity-Operating subaccount of \$26,454,682 to cover operating expenses and strategic grant obligations for the 2021-2022 fiscal year, and grants the Executive Director the discretion to divide the transfer into smaller increments, set the timing of the transfer of those increments, and transfer less than the approved amount, based on the Foundation's cash flow needs.

FURTHER BE IT RESOLVED that the Board of Directors approves a transfer from the Liquidity Pool-RAC subaccount to the Liquidity Pool-Operating subaccount of the full account balance at the time of transfer (\$10,631,501 as of April 30, 2021), and grants the Executive Director the discretion to divide the transfer into smaller increments, set the timing of the transfer of those increments, transfer less than the approved amount, and close the Liquidity-RAC subaccount, based on the Foundation's cash flow needs.

FURTHER BE IT RESOLVED that the Board of Directors directs the Executive Director to submit the fiscal year 2021-2022 budget to the San Bruno City Council for consideration and approval.

Dated: June 2, 2021

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2021-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 2nd day of June, 2021, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

SAN BRUNO

Community Foundation

2021-2022 Proposed Budget

	<u>2020-21 Budget</u>	April 2021 <u>Actual</u>	May-Jun 21 <u>Projected</u>	Projected <u>2020-21</u>	<u>Proposed 2021-22 Budget</u>	Change vs. <u>2020-21 Actual</u>
INCOME						
1 Interest Income	\$ 26,115	\$ 69,723	\$ 8,622	\$ 78,345	\$ 39,173	\$ (39,173)
2 Donations	-	79,331	100,000	179,331	-	(179,331)
3 Miscellaneous Income	-	106	-	106	-	(106)
4 Subtotal Operating Income	26,115	149,160	108,622	257,782	39,173	(218,504)
5 Transfers from Quasi Endowment	295,681	144,990	150,691	295,681	312,932	17,251
6 Transfers from Strategic Pool	15,861,933	15,250,000	-	15,250,000	26,456,233	11,206,233
7 Transfers from Liquidity-RAC	340,000	-	-	-	10,631,501	-
8 Subtotal Transfers from Net Assets	16,497,614	15,394,990	150,691	15,545,681	37,400,666	11,223,484
9 FUNDS AVAILABLE FOR OPERATIONS	16,523,729	15,544,150	259,313	15,803,463	37,439,839	11,004,981
EXPENSES						
10 Crestmoor Scholarships	160,000	-	195,000	195,000	160,000	(35,000)
11 Community Grants Fund	300,000	300,000	-	300,000	300,000	-
12 Strategic Grants	42,292,892	792,000	1,273,438	2,065,438	45,964,454	43,899,016
13 Other Grants	10,000	10,000	-	10,000	10,000	-
14 Subtotal Direct Program Expenses	42,762,892	1,102,000	1,468,438	2,570,438	46,434,454	43,864,016
15 Salaries & Wages	220,420	187,976	37,762	225,738	223,600	(2,138)
16 Payroll Taxes & Benefits	25,257	20,010	4,734	24,744	24,636	(108)
17 Subtotal Direct Personnel Expenses	245,677	207,986	42,496	250,482	248,236	(2,246)
18 Occupancy	15,063	12,480	2,583	15,063	15,758	695
19 Insurance	22,930	18,680	3,933	22,613	24,248	1,635
20 Telecommunications	2,500	2,082	456	2,538	2,851	313
21 Postage & Shipping	2,000	4,161	180	4,341	3,500	(841)
22 Marketing & Communications	13,700	10,884	2,816	13,700	17,200	3,500
23 Office Supplies and Equipment	5,240	2,823	225	3,048	6,100	3,052
24 Legal Fees	41,693	32,682	8,173	40,855	41,556	701
25 Accounting & Payroll Fees	34,560	27,296	3,764	31,060	35,332	4,272
26 Other Consultants	49,595	58,836	7,000	65,836	20,870	(44,966)
27 Travel, Meetings & Conferences	4,210	358	700	1,058	4,220	3,162
28 Miscellaneous	2,633	1,379	200	1,579	3,063	1,484
29 Subtotal Non-Personnel Support Costs	194,124	171,661	30,030	201,691	174,698	(26,993)
30 TOTAL EXPENSES	43,202,693	1,481,647	1,540,964	3,022,611	46,857,388	43,834,777
31 NET SURPLUS	\$ (26,678,964)	\$ 14,062,503	\$ (1,281,651)	\$ 12,780,852	\$ (9,417,550)	\$ (32,829,797)

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RESOLUTION NO. 2021- ____

RESOLUTION APPROVING THE SAN BRUNO COMMUNITY FOUNDATION
FISCAL YEAR 2021-22 BUDGET

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

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

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

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

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

WHEREAS, the SBCF Board of Directors, which was appointed by the City Council, has reviewed, discussed, and approved a budget for FY2021-22 at their regular meeting held on June 2, 2021, and the City Council reviewed the budget at a study session on June 9, 2021;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the San Bruno Community Foundation’s FY2021-22 budget as adopted by the San Bruno Community Foundation.

Dated: June 22, 2021

-oOo-

I, Melissa Thurman, 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 22nd day of June 2021 by the following vote:

AYES: COUNCILMEMBERS: _____

NOES: COUNCILMEMBERS: _____

ABSENT: COUNCILMEMBERS: _____

ATTEST:

Melissa Thurman, MMC
City Clerk

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**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 22, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Hae Won Ritchie, Interim Public Works Director

SUBJECT: Adopt Resolution:

- Approving the Design;
- Authorizing the City Manager to Execute a Construction Contract with Golden Bay Construction Inc. for the San Bruno Avenue / Cherry Avenue Intersection Improvements Project in the Amount of \$339,139;
- Authorizing the City Manager to Amend the Agreement with DKS Associates for \$28,570 for a Total Agreement in an Amount Not to Exceed \$88,048;
- Approving a Construction Contingency of \$55,000;
- Approving a Total Budget in the Amount of \$602,000; and
- Authorizing the Return of \$470,000 in Project Budget to Measure A Fund Balance

BACKGROUND:

The City's Capital Improvement Program (CIP) includes the implementation of operational and safety improvements to the intersection of San Bruno Avenue / Cherry Avenue. This is a major intersection located on the border between a residential neighborhood and retail and office area. On December 2016, a person was hit and killed while crossing the street at this intersection when a motorist failed to properly yield the right of way to the pedestrian. While it was determined that the design of the intersection was not responsible for the collision, an engineering study was conducted, which identified improvements to the intersection for enhanced operations.

As recommended by that traffic safety and operational study, the scope of work for this project includes adding a southbound left turn lane on Cherry Avenue by modifying the existing median, installing flashing yellow signals for the northbound and southbound left turn movements, adding an overlap phase for the southbound right turn movement to go concurrently with the eastbound left turn movement, and implementing pedestrian lead intervals with a southbound right turn on red restriction. Modifying the existing median will require the removal of 2 trees. Other construction activities include adding a pedestrian refuge island on the northern east-west pedestrian crossing, replacement of traffic signal poles, and pavement delineation.

ITEM 5.f.

DISCUSSION:

In May 2021, staff issued a notice inviting bids for the construction of the San Bruno Avenue / Cherry Avenue Intersection Improvements Project. The notice inviting bids was sent to contractors, posted on the City's website, and provided to construction distribution plan rooms. The project was also advertised twice in the San Mateo Times newspaper on May 3, 2021 and May 10, 2021. Staff held a non-mandatory pre-bid meeting on May 13, 2021. On May 27, 2021, staff conducted the bid opening for the project and received five (5) bids which are as follows:

No.	Contractor Name	Bid Total
1	Golden Bay Construction	\$339,139.00
2	Interstate Grading and Paving	\$355,828.00
3	JJR Construction	\$388,237.00
4	Esquivel Grading and Paving	\$410,511.90
5	Ray's Electric	\$436,540.00
	Engineer's Estimate	\$288,000.00

The lowest bid received was from Golden Bay Construction, Inc. in the amount of \$339,139.00. Staff reviewed the bid materials and determined that the submitted bid is complete and accurate. Golden Bay Construction, Inc. has satisfactorily completed numerous concrete construction and paving projects for public agencies such as Fremont, Menlo Park, and South San Francisco while their traffic signal subcontractor has completed work for public agencies such as Dublin, Larkspur and San Francisco. In addition, Golden Bay Construction, Inc. also recently completed the Transit Corridor Pedestrian Connection Improvement Phase 2 Project for the City in 2020. Based on their experience and performance with the City of San Bruno and other public agencies, staff determined that Golden Bay Construction, Inc. meets the qualifications to perform the work for the San Bruno Avenue / Cherry Avenue Intersection Improvement project as specified in the contract documents.

In August 2018, the City released an RFP for engineering services to design the traffic safety and operational improvements for the San Bruno Avenue / Cherry Avenue intersection. DKS Associates was selected to perform the design work and was awarded a contract in the amount of \$59,478. The traffic signals along San Bruno Avenue from Skyline Boulevard to Highway 101 on/off ramps have been synchronized and coordinated to improve travel times along this major arterial corridor. The proposed traffic signal modifications to improve safety at the San Bruno Avenue / Cherry Avenue intersection would result in the loss of synchronization if the traffic signals are not re-coordinated to accommodate the proposed improvements. Staff is recommending that City Council authorize an amendment to the agreement with DKS Associates to resynchronize the traffic signals and provide construction support services as part of the construction work. With the approved original agreement and the recommended amendment amount of \$28,570, the new total agreement amount would be \$88,048.

Construction of the project will have impacts on motorists and pedestrians crossing this intersection such as travel delays, noise, and dust. Should the project be awarded, staff

anticipates starting construction in September 2021, and taking approximately sixty (60) working days to complete.

FISCAL IMPACT:

The FY 2021-22 CIP budget for the project includes an allocation of \$1,072,000 to complete the design, bid and construction phases. This amount is sufficient to fund the estimated total project cost of approximately \$602,000 which would include awarding the construction contract, consultant design and synchronization, construction contingency, project and construction management, and inspection by City staff. The remaining project balance of \$470,000 can be returned to Measure A fund balance.

The estimated project costs are as follows:

Project Management / Design Review (City staff)	\$	30,000
Consultant Design and Synchronization (DKS Associates)	\$	88,048
Construction Contract (Golden Bay Construction)	\$	339,139
Construction Contingency (15%)	\$	55,000
<u>Construction Management and Inspection (City staff)</u>	<u>\$</u>	<u>90,000</u>
Estimated Total Project Cost (rounded)	\$	602,000

ALTERNATIVES:

1. Reject all bids and rebid the project.
2. Do not proceed with the project.

RECOMMENDATION:

Adopt resolution:

- Approving the design;
- Authorizing the City Manager to execute a construction contract with Golden Bay Construction Inc. for the San Bruno Avenue / Cherry Avenue Intersection Improvements Project in the amount of \$339,139;
- Authorizing the City Manager to amend the agreement with DKS Associates for \$28,570 for a new total agreement in an amount not to exceed \$88,048;
- Approving a construction contingency of \$55,000;
- Approving a total budget in the amount of \$602,187; and
- Authorizing the return of \$470,000 in project budget to Measure A fund balance.

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolution
2. CIP Budget

3. Location Map

DATE PREPARED:

June 8, 2021

RESOLUTION NO. 2021- _____

RESOLUTION:

- **APPROVING THE DESIGN;**
- **AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH GOLDEN BAY CONSTRUCTION INC. FOR THE SAN BRUNO AVENUE / CHERRY AVENUE INTERSECTION IMPROVEMENTS PROJECT IN THE AMOUNT OF \$339,139,**
- **AUTHORIZING THE CITY MANAGER TO AMEND THE AGREEMENT WITH DKS ASSOCIATES FOR \$28,570 FOR A TOTAL AGREEMENT IN AN AMOUNT NOT TO EXCEED \$88,048;**
- **APPROVING A CONSTRUCTION CONTINGENCY OF \$55,00;**
- **APPROVING A TOTAL PROJECT BUDGET IN THE AMOUNT OF \$602,000;**
AND
- **AUTHORIZING RETURNING \$470,000 FROM THE PROJECT BUDGET TO MEASURE A FUND BALANCE**

WHEREAS, the City's Capital Improvement Program includes the San Bruno Avenue / Cherry Avenue Intersection Improvements Project; and

WHEREAS, the completion of the San Bruno Avenue / Cherry Avenue Intersection Improvements Project will improve the operation and safety of this signalized intersection; and

WHEREAS, the City advertised this project for bid in compliance with State Contract Code and local purchasing regulations and received (5) sealed bids on May 27, 2021; and

WHEREAS, Golden Bay Construction was determined to be a responsible bidder and submitted the lowest responsive bid in the amount of \$339,139; and

WHEREAS, Golden Bay Construction has satisfactorily completed numerous paving and concrete projects for public agencies in the Bay Area, meets the contract qualifications, and has a valid contractor's license required to perform the scope of work of this project; and

WHEREAS, a total budget of \$602,000 for this project includes project management, consultant design and traffic synchronization, construction contract, construction contingency to address potential unforeseen field conditions, and construction management and inspection.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby:

- Approves the design;
- Authorizes the City Manager to execute a construction contract with Golden Bay Construction Inc. for the San Bruno Avenue / Cherry Avenue Intersection Improvements Project in the Amount of \$339,139;
- Authorizes the City Manager to amend the agreement with DKS Associates for \$28,570 for a total agreement in an amount not to exceed \$88,048;
- Approves a construction contingency of \$55,000;

- Approves a total project budget in the amount of \$602,000; and
- Authorizes returning \$470,000 from the project budget to Measure A Fund Balance.

Dated: June 22, 2021

-o0o-

I, Melissa Thurman, 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 22nd day of June 2021 by the following vote:

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

ATTEST:

Melissa Thurman, MMC
City Clerk

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - San Bruno/Cherry Ave Improvements

PROJECT #: 60016

Total Project Budget: \$ 1,072,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 1,072,000	\$ 1,011,933	\$ -	\$ 1,011,933	\$ -	\$ -	\$ -	\$ -	\$ 1,011,933

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Design	\$ 72,000	\$ 11,933	\$ -	\$ 11,933	\$ -	\$ -	\$ -	\$ -	\$ 11,933
Construction	1,000,000	1,000,000	-	1,000,000	-	-	-	-	1,000,000
Total	\$ 1,072,000	\$ 1,011,933	\$ -	\$ 1,011,933	\$ -	\$ -	\$ -	\$ -	\$ 1,011,933

Project Description: The intersection of San Bruno Avenue and Cherry Avenue is a busy major intersection located on the border between a residential neighborhood and business district. The Bayhill Shopping Center is located on the northwest corner of the intersection and there are freeway on/off ramps providing access to and from I-280 a quarter mile to the west. As traffic increases, the City recognizes the need to improve both operations and safety at the intersection for both pedestrians and vehicles.

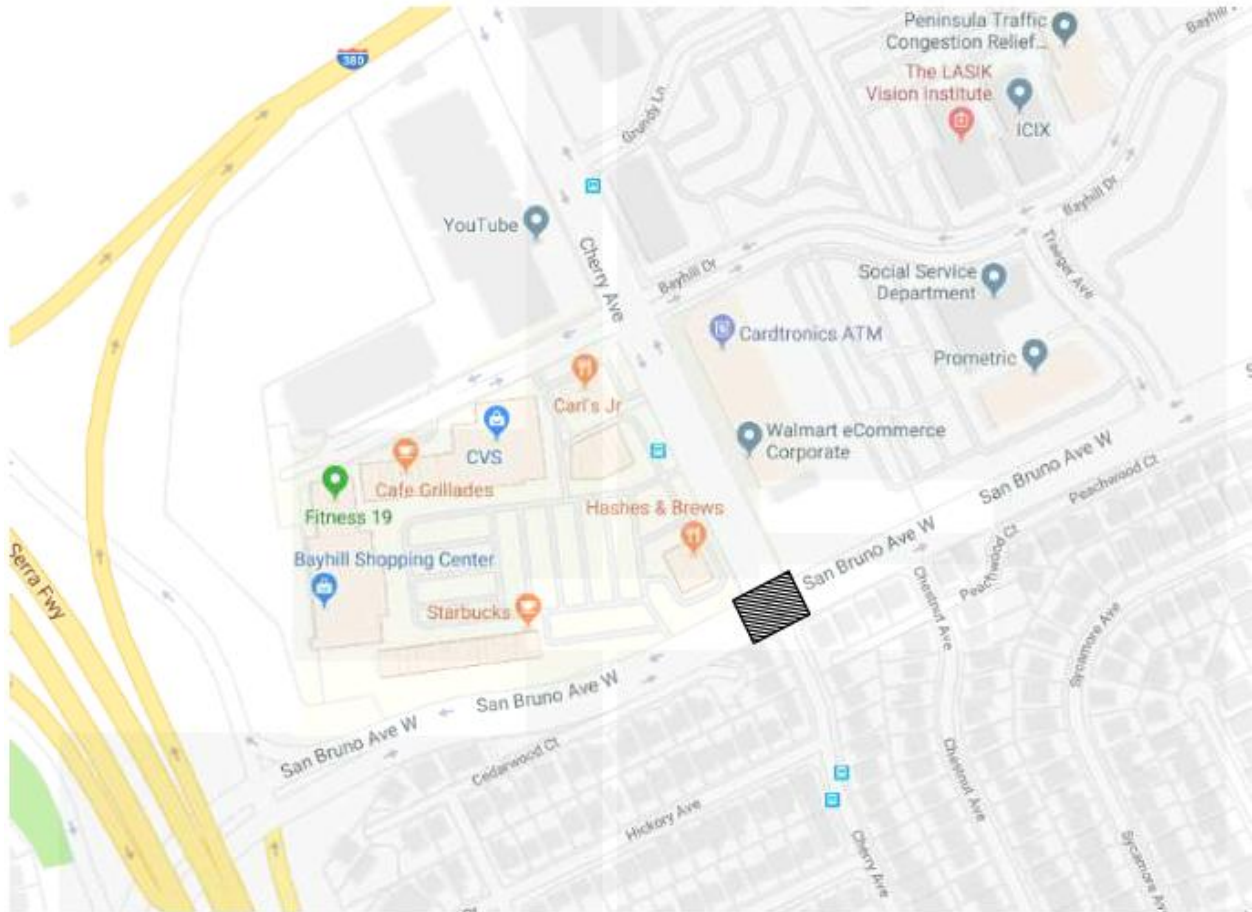
In February 2018, an engineering study was completed at the San Bruno Avenue and Cherry Avenue intersection. This project will improve both operations and safety at the intersection for both pedestrians and vehicles. Improvements included adding a southbound left turn lane on Cherry Avenue by modifying the existing median; adding flashing yellow arrow traffic signal controls for the northbound and southbound left turn movements; restricting southbound right-turns-on red; adding an overlap phase for the southbound right turn and the eastbound left turn movements; and adding leading pedestrian intervals for both crosswalks across San Bruno Avenue.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ 60,067

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PROJECT SITE

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▨ LIMIT OF WORK

ATTACHMENT 3

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 22, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Hae Won Ritchie, City Engineer/Interim Director of Public Works

SUBJECT: Adopt Resolution Approving the Design, Authorizing the City Manager to Execute a Construction Contract with Nema Construction for the Streetlight Pole Replacement Project in the Amount of \$327,100, Approving a Construction Contingency of \$49,065, Appropriating \$9,875 from the Measure A Fund Balance, and Approving a Total Budget in the Amount of \$408,875

BACKGROUND:

In 2016, the City completed a condition assessment and audit of all the City's 2,100 streetlights. The assessment identified 680 poles as structurally deficient and recommended them to be replaced. The City's older concrete poles have cracks the length of the pole and most of the steel and cast iron poles are rusted due to prolonged exposure to the environment. Concrete poles have an expected lifespan of 50 years and the majority of City's concrete poles are nearly 70 years old. Steel poles have an expected lifespan of 15-30 years and cast iron can vary from 30-80 years. Some of the oldest poles are 80-100 years old and are located near City Hall and downtown near the San Mateo Avenue Business District. The City's current standard pole material is made of aluminum which has an expected 50-plus year lifespan, is more light-weight, rust resistant, and holds up better in the environment.

A multi-year work plan to replace the City's deficient poles began with the FY2017-18 Streets Capital Improvement Program (CIP). To develop a replacement schedule, staff prioritized replacing the most deteriorated poles first, and where possible, grouped locations geographically and by pole type to minimize construction costs. The replacement locations for FY2020-21 are primarily along the downtown San Mateo Avenue and San Bruno Avenue corridors and surrounding areas. These old steel-fluted poles will be replaced with standard aluminum poles. Attachment 3 (CIP Budget Page) includes example photographs of a typical damaged concrete and steel-cast iron pole.

DISCUSSION:

The scope of work for this project includes removal and disposal of approximately 31 existing steel streetlight poles and foundations, pouring new foundations with rebar, installing new aluminum streetlight poles, and wiring them into the existing electrical conduits. Twenty-two

ITEM 5.g.

poles will be replaced along San Bruno Avenue and San Mateo Avenue, and nine others along Kains Avenue, Linden Avenue, Burrows Streets, Cherry Avenue, and Chestnut Street.

Staff estimates it will take approximately eight months to complete the project, due to the extended lead time for the manufacturing of the new aluminum poles. Residents in the project area will be notified by mail prior to the beginning of work. Streetlight service will be interrupted at individual locations until the new pole is fully installed. Electrical service for nearby residences and businesses will not be affected. Temporary traffic control and parking restrictions will occur as needed during the project.

In compliance with the State Contract Code and the City's local purchasing regulations, in March 2021, the City issued a Notice of Invitation for Bid Proposals to replace and install new streetlight poles and foundations. The Notice Inviting Bids was advertised with the Barker Blue regional plan room (San Mateo County) and posted on the City's website. The bid advertisement included a base number of locations, and three separate lists of potential alternate locations. The initial basis of award would be determined by the base bid and the first alternate location list (Alternate A). The City received the following eight (8) bids on April 23, 2021:

No.	Contractor	Total Cost (Base Bid + Alternate A)
1.	Nema Construction	\$247,000
2.	Mike Brown Electric Co.	317,360
3.	Andrew M. Jordan, Inc., dba A&B Construction	337,560
4.	Gruendl, Inc., dba Ray's Electric	354,800
5.	W. Bradley Electric, Inc.	381,511
6.	St. Francis Electric	389,650
7.	Tennyson Electric, Inc.	393,820
8.	Bear Electrical Solutions, Inc.	408,600
	Engineer's Estimate	\$340,300

The lowest bid of the combined Base Bid and Alternate A was received from Nema Construction in the amount of \$247,100, which was approximately \$93,200 lower than the engineer's estimate. Based on an evaluation of the bids, staff is recommending a contract award to Nema Construction, of Albany, California. Staff has reviewed the bid materials and determined that the submitted bid is complete and accurate. The company is a fully licensed electrical contractor. Their previous work experience includes a streetlight maintenance and pole replacement for the Cities of Hercules and Richmond, and the Chabot-Las Positas Community College District, and Berkeley Unified School District. The company has not worked on any recent San Bruno projects. Based on their experience and performance with other agencies, staff determined that Nema Construction meets the qualifications to perform the work for the Streetlight Pole Replacement Project as specified in the contract documents.

FISCAL IMPACT:

The FY 2020-21 Capital Improvement Program (CIP) budget includes an allocation of \$400,000 to complete the design, bid, and construction phases. Separate from the contractor's base construction cost of \$327,100, staff recommends a construction budget that includes a 15 percent construction contingency to address potential unforeseen conditions during construction and 10 percent for staff management and inspection. The total estimated cost for the project is \$408,875. The available balance of \$399,000 is insufficient to fund the entire project.

Below is a breakdown of the full estimated project cost.

Total estimated cost for the project:

Construction Contract	\$ 327,100
Construction Contingency (15%)	49,065
Staff Management and Inspection (10%)	<u>32,710</u>
Total Estimated Construction Phase	<u>\$ 408,875</u>

An appropriation of \$9,875 is being requested from the available Measure A Fund balance to supplement the overall construction phase budget.

ALTERNATIVES:

1. Reject all bids and direct staff to re-advertise the project. However, the bids were either below or near the engineering estimate and budget is available for this project. This action will delay replacement of structurally deficient streetlight poles.
2. Award only the Base Bid; however, favorable bids were received to award both the Base Bid and Alternate A.
3. Do not award the construction contract and delay replacing the City's structurally deficient streetlight poles to a later time. The structural integrity of these poles will continue to worsen and potentially become dangerous.

RECOMMENDATION:

Adopt resolution approving the design, authorizing the City Manager to execute a construction contract with Nema Construction for the Streetlight Pole Replacement Project in the amount of \$327,100, approving a construction contingency of \$49,065, appropriating \$9,875 from the Measure A Fund Balance, and approving a total budget in the amount of \$408,875.

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolution
2. CIP Budget Sheet

DATE PREPARED:

June 11, 2021

RESOLUTION NO. 2021 - ____

RESOLUTION APPROVING THE DESIGN, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH NEMA CONSTRUCTION FOR THE STREETLIGHT POLE REPLACEMENT PROJECT IN THE AMOUNT OF \$327,100, APPROVING A CONSTRUCTION CONTINGENCY OF \$49,065, APPROPRIATING \$9,875 FROM THE MEASURE A FUND BALANCE, AND APPROVING A TOTAL BUDGET IN THE AMOUNT OF \$408,875

WHEREAS, the condition assessment of the City's 2,100 streetlights conducted as part of the streetlight Light Emitting Diode (LED) conversion project by Tanko Lighting, Inc. found approximately 680 streetlight poles that are structurally deficient and recommended to be replaced; and

WHEREAS, a multi-year work plan to replace these damaged streetlight poles was initially included as part of the 2017-18 Capital Improvement Program (CIP); and

WHEREAS, the scope of work for the FY2021-21 Streetlight Pole Replacement Project includes removal and disposal of approximately 31 existing steel streetlight poles and foundations, pouring new foundations with rebar, installing new aluminum streetlight poles, and wiring them into the existing electrical conduits; and project work will occur primarily in the downtown San Mateo Avenue and San Bruno Avenue corridors and surrounding areas; and

WHEREAS, the City advertised this project for bid in compliance with State Contract Code and received eight (8) bids on April 23, 2021; and

WHEREAS, Nema Construction of Albany, California submitted the lowest bid in the amount of \$247,000 and was determined to be the responsive and responsible bidder; and

WHEREAS, Nema Construction has satisfactorily completed a streetlight maintenance and pole replacement for the Cities of Hercules and Richmond, and the Chabot-Las Positas Community College District, and Berkeley Unified School District; and has a valid contractor's license required to perform the scope of work for this project; and

WHEREAS, the 2020-21 Capital Improvement Program (CIP) Budget includes an allocation of \$400,000 for Streetlight Pole Replacement; and

WHEREAS, a total construction cost of \$408,875 which includes a construction contingency of \$49,065 to address potential unforeseen field conditions and \$32,710 for staff management and inspection is needed to complete the project; and

WHEREAS, an appropriation of \$9,875 from the Measure A Fund Balance is being requested to supplement the overall construction phase budget.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council approves the design, authorizes the City Manager to execute a contract with Nema Construction for the Streetlight Pole Replacement Project in the amount of \$327,100, approves a construction contingency of \$49,065, appropriates \$9,875 from the Measure A Fund Balance, and approves a total budget in the amount of \$408,875.

Dated: June 22, 2021

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I, Melissa Thurman, 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 22nd day of June 2021 by the following vote:

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

ATTEST:

Melissa Thurman, MMC
City Clerk

Streets Capital

Streetlights

Streetlight Pole Replacement Program

PROJECT #: 60025

Total Project Budget: \$ 800,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2020-21			FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total FY2021-25 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
General Fund Capital Reserve	-	-	-	-	-	-	-	-	-
Measure A	-	-	200,000	200,000	100,000	-	-	-	300,000
Measure G	-	-	200,000	200,000	200,000	-	-	-	400,000
Total	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 800,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Construction	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 800,000

Project Description: There are approximately 2,100 streetlight poles owned and operated by the City of San Bruno. As streetlight poles and their foundation age, they corrode and become brittle. Many San Bruno poles are over 60-80 years old, made of concrete and steel, and have visible cracks, fractures, extensive corrosion, and other structural defects. A 2015 condition assessment identified 680 street light poles as structurally deficient and recommended for replacement. New poles are made of more durable aluminum. The priority replacement schedule is based on condition and is reviewed annually.

The work plan schedule gives priority to replace the most damaged poles first, and where possible, to group locations geographically and by pole type to minimize costs. A total of 36 street light poles was replaced in the Pacific Heights Neighborhood in FY2018-19. The tentative schedule for next work plan is to replace poles in areas east of El Camino Real.



Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$0

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 22, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Hae Won Ritchie, Interim Public Works Director

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute an Amendment to the Agreement with West Yost for Construction Support Services in the Amount Not to Exceed \$20,000 for the Avenues 1-3 Sewer and Water Replacement Project

BACKGROUND

On January 23, 2018, the City Council authorized the City Manager to execute an agreement for design and construction support with West Yost in the amount of \$383,352 for the Avenues 1-3 Sewer and Water Replacement Project.

On April 14, 2020, the City Council approved the design and authorized the City Manager to execute a construction contract for the Avenues 1-3 Sewer and Water Replacement Project.

DISCUSSION

Construction of the Avenues 1-3 Sewer and Water Replacement Project began in June 2020. Since the start of construction, the project has installed approximately 7,750 feet of sewer pipeline and 5,900 feet of water pipeline. The project is approximately 80 percent complete and is expected to be complete summer 2021.

Due to several unforeseen conditions involving conflicting utilities related to the storm drain culvert, PG&E, AT&T and sewer alignments; coordination with the California State Water Resources - Division of Drinking Water (DDW) necessary to ensure compliance with drinking water guidelines and to obtain a water separation approval letter; updated design sheets; and changes to the design pipeline pressure network, construction support services provided by West Yost have reached the budget limits and staff is requesting an amendment to the Agreement for Design and Construction Support Services with West Yost in the amount of \$20,000. This amendment will fund the additional services provided. Due to the time sensitivity in coordinating an approval letter from DWR and redesigning the water alignment during construction, funds allotted for the preparation of record drawings were utilized to fund this more extensive consultant support services.

ITEM 5.h.

FISCAL IMPACTS:

The original agreement amount with West Yost was \$383,352. Adequate funding is available in the project budgets to amend the agreement as follows:

Avenues 1-3 Water Replacement Project	\$ 10,000
Avenues 1-3 Sewer Replacement Project	\$ 10,000

ALTERNATIVES:

1. Do not approve the agreement amendment with West Yost and use City staff to provide any remaining engineering support during construction and forgo the preparation of record drawings. Record drawings are beneficial to the City in the long-term because they are utilized to update City records and can be referred to for future projects, potentially reducing incidents of unforeseen conditions during construction and reducing costs.

RECOMMENDATION:

Adopt Resolution authorizing the City Manager to execute an amendment to the agreement with West Yost for construction support services for the Avenues 1-3 Sewer and Water Replacement Project in the amount not to exceed \$20,000.

ATTACHMENTS:

1. Resolution

DATE PREPARED:

June 14, 2021

DISTRIBUTION:

None

RESOLUTION NO. 2021 - ____

RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH WEST YOST FOR CONSTRUCTION SUPPORT SERVICES FOR THE AVENUES 1-3 SEWER AND WATER REPLACEMENT PROJECT IN THE AMOUNT NOT TO EXCEED \$20,000

WHEREAS, on January 23, 2018, the City Council authorized the City Manager to execute an agreement for design and construction support with West Yost in the amount of \$383,352 for the Avenues 1-3 Sewer and Water Replacement Project; and

WHEREAS, on April 14, 2020, the City Council approved the design authorized the City Manager to execute a construction contract for the Avenues 1-3 Sewer and Water Replacement Project; and

WHEREAS, construction of the Avenues 1-3 Sewer and Water Replacement Project began in June 2020; and

WHEREAS, the project is approximately 80 percent complete and is expected to be complete summer 2021; and

WHEREAS, due to several unforeseen conditions involving conflicting utilities related to the storm drain culvert, PG&E, AT&T and sewer alignments; West Yost coordinated with the California State Water Resources - Division of Drinking Water; revised design sheets; and changed the water pipeline design, resulted in West Yost reaching the budget limits;

WHEREAS, staff is requesting an amendment to the Design and Construction Support Services Agreement with West Yost in the amount of \$20,000; and

WHEREAS, this amendment will replenish the budget to complete the record drawings and fund additional construction support services as needed during construction; and

WHEREAS, adequate funding is available in the Avenue 1-3 sewer and water project budgets.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council authorizes the City Manager to execute an amendment to the agreement with West Yost for the design and construction support services for the Avenues 1-3 Sewer and Water Replacement Project in the amount not to exceed \$20,000.

Dated: June 22, 2021

ATTACHMENT 1

-o0o-

I, Melissa Thurman, 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 22nd day of June 2021 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

ATTEST:

Melissa Thurman, MMC
City Clerk



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 22, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Melissa Thurman, City Clerk

SUBJECT: Appoint Councilmember Tom Hamilton to Serve a Four-Year Term on the Bay Area Water Supply and Conservation Agency Board and the Bay Area Regional Water System Financing Authority through June 30, 2025

BACKGROUND:

The City of San Bruno is a member of the Bay Area Water Supply and Conservation Agency (BAWSCA), which represents the interests of 24 cities and water districts, and two private utility companies that purchase water wholesale from the San Francisco regional water system. BAWSCA is governed by a 26-member Board of Directors including representatives of its member agencies. As a member of BAWSCA, the City of San Bruno represents one seat on the Board.

The City Council's most recent appointment of a representative to the BAWSCA Board of Directors was in 2017, when the City Council re-appointed Former Councilmember Irene O'Connell to serve on the BAWSCA Board and the Bay Area Regional Water System Financing Authority (RFA).

Serving on the BAWSCA Board is a regional assignment of the City Council and the Council reviews its appointments each year. In January 2021, Councilmember Tom Hamilton was appointed for a one-year term to serve as the city's representative to BAWSCA. After this appointment was made, city staff realized the term was intended for four years and is requesting the appointment be extended to June 30, 2025.

DISCUSSION:

The enabling legislation that established BAWSCA and the RFA allows the City to re-appoint a director for an unlimited number of terms or to appoint a new director at the end of each term. The appointment will be for a four-year term beginning July 1, 2021 through June 30, 2025. The statutory qualifications are:

- Appointee must be a resident and registered voter in the City; and
- Appointee may, but is not required, to be a member of the City Council.

ITEM 5.i.

Councilmember Hamilton was elected to his seat on Council in November 2020 and his term ends in November 2024. Should Councilmember Hamilton choose to not seek re-election to the City Council, or should he lose his seat in the 2024 election, the BAWSCA appointment will remain vacant until January 2025, when the City Council will make a new appointment during their annual regional assignment appointments.

FISCAL IMPACT:

There is no direct or anticipated cost associated with this appointment.

ALTERNATIVES:

1. Appoint a different San Bruno representative to serve on the Bay Area Water Supply and Conservation Agency Board and/or Bay Area Regional Water System Financing Authority.
2. Do not appoint a San Bruno representative to serve on the Bay Area Water Supply and Conservation Agency Board and/or Bay Area Regional Water System Financing Authority.

RECOMMENDATION:

Appoint Councilmember Tom Hamilton to Serve a Four-Year Term on the Bay Area Water Supply and Conservation Agency Board and the Bay Area Regional Water System Financing Authority through June 30, 2025.

ATTACHMENTS:

None

DATE PREPARED:

June 10, 2021



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 22, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Hae Won Ritchie, City Engineer/Interim Director of Public Works

SUBJECT: Adopt Resolution Approving the Design, Authorizing the City Manager to Execute a Construction Contract with Safety Network Traffic Signs, Inc. for the 2021 Traffic Sign Replacement Project in the Amount of \$92,295

BACKGROUND:

In 2007, the Federal Highway Administration established requirements for the assessment of all traffic signs to meet minimum levels of retro-reflectivity and legibility. Retro-reflectivity refers to the property of an object to reflect light back to the source and is an important attribute in assessing sign visibility. These requirements were adopted by the California Department of Transportation (Caltrans) and published in the California Manual on Uniform Traffic Control Devices (CA MUTCD). As of June 2014, every public agency is required to use a method to determine whether its traffic signs meet the requirements set forth in the CA MUTCD. Upon determining any signs that may not be in compliance, an agency must develop a plan to replace these signs as resources become available.

In order to meet these requirements, the City worked with a contractor to build the signage inventory, assess each sign for retro-reflectivity and legibility, and provide guidance regarding the replacement of deficient signs. This process involved several months of field assessment, ascertained by physically visiting every individual sign. The inventory was completed in Spring 2017 and the entire inventory of retro-reflective, sheet aluminum traffic signs in the City of San Bruno totaled 4,921 signs. After accessing each sign, a total of 2,710 signs (55%) were found to be in need of replacement, including both traffic signs (stop signs, school signs, and directional signs) as well as street name signs. From the assessment, recommendations have been made to replace the signs in order of priority, over the course of four fiscal years. The sign replacement priorities are as follows:

- Priority 1: STOP signs (STOP, YIELD, ALL WAY signs)
- Priority 2: Regulatory, Warning and School signs (Speed Limit signs, Turning Prohibition signs, Lane Guidance signs, School/Pedestrian/Bicycle signs, Horizontal Alignment signs, Intersection/Crossing signs, Vertical Alignment/Merging signs, Roadway End signs, etc.)
- Priority 3: Street Name signs and Guide signs

ITEM 5.j.

- Priority 4: Custom and Parking signs (No Parking/No Stopping/Parking Restrictions signs, Street Sweeping signs)

Replacement and installation of the Priority 1 signs were completed as part of the FY2018-19 Street Sign Replacement Project. The FY2020-21 Street Sign Replacement Project includes replacing a portion of the Priority 2 signs.

Replacing the Priority 3 and 4 and remaining Priority 2 signs will be brought to City Council for approval at a future meeting.

DISCUSSION:

The scope of work for this project includes replacing and installing 359 regulatory, warning, and school traffic signs and 83 traffic sign poles, along with removal and reinstallation of approximately 80 street name signs or other signs on the new poles.

Staff anticipates a four (4) month installation schedule after issuance of the notice to proceed. For the installation schedule, staff estimates it will take approximately four months to complete the project.

In compliance with the State Contract Code and the City's local purchasing regulations, in April 2021, the City issued a Notice Inviting Bids to replace and install new traffic signs and poles. The Notice Inviting Bids was advertised with the Barker Blue regional plan room (San Mateo County) and posted on the City's website. Staff held a non-mandatory pre-bid meeting on May 6, 2021. A total of two (2) bids were received and opened on May 26, 2021. The bids were as follows:

<u>No.</u>	<u>Contractor</u>	<u>Bid Total</u>
1.	Safety Network Traffic Signs, Inc.	\$ 92,295
2.	Statewide Traffic Safety and Signs, Inc.	172,825
	Engineer's Estimate	\$110,000

After a thorough review of all bid proposals for responsiveness, compliance with bid specifications, and reference checks, staff recommends awarding the contract to Safety Network Traffic Signs, Inc. of Fresno, California. Safety Network Traffic Signs Inc. submitted the lowest responsive bid and has satisfactorily completed numerous sign replacement projects for public agencies throughout California. Their recently completed projects include traffic sign replacement and installation work for the Cities of Duarte, La Mirada, and Palm Springs, as well as for Nevada County (California) and Caltrans. Safety Network Traffic Signs Inc. also completed the City of San Bruno's 2018 traffic sign replacement project. Based on their experience and performance with other agencies and San Bruno, staff determined that Safety Network Traffic Signs, Inc. meets the qualifications to complete the City's 2021 Street Sign Replacement Project as specified in the contract documents.

FISCAL IMPACT:

The \$92,295 construction contract is within the \$150,000 FY 2020-21 Streets Operating budget to replace and install traffic signs and poles.

ALTERNATIVES:

1. Reject all bids and direct staff to re-advertise the project. However, the lowest responsive bid is under the engineering estimate and project budget and this action will delay the completion of the recommendation and requirements from the sign audit.
2. Do not award the construction contract and do not complete the project. By doing so, the City will not meet CA MUTCD requirements.

RECOMMENDATION:

Adopt resolution approving the design, authorizing the City Manager to execute a construction contract with Safety Network Traffic Signs, Inc. for the 2021 Traffic Sign Replacement project in the amount of \$92,295.

ATTACHMENTS:

1. Resolution

DATE PREPARED:

June 3, 2021

DISTRIBUTION:

None

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RESOLUTION NO. 2021- ____

RESOLUTION APPROVING THE DESIGN, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH SAFETY NETWORK TRAFFIC SIGNS, INC. FOR THE 2021 TRAFFIC SIGN REPLACEMENT PROJECT IN THE AMOUNT OF \$92,295

WHEREAS, the Federal Highway Administration established requirements for the assessment of all traffic signs to meet minimum levels of retro-reflectivity and legibility; and

WHEREAS, the City is required to use a method to determine whether its traffic signs meet the requirements set forth in the California Manual on Uniform Traffic Control Devices (CA MUTCD); and

WHEREAS, a signage inventory performed in 2017 found that 55% of the City's traffic signs were found to be in need of replacement; and

WHEREAS, the scope of work for the FY2020-21 Traffic Sign Replacement Project includes replacing and installing 359 regulatory, warning, and school traffic signs and 83 sign poles, along with removal and reinstallation of 80 street name signs or other signs; and

WHEREAS, the City advertised this project for bid in compliance with State Contract Code and local purchasing regulations and received two (2) sealed bids on May 26, 2021; and

WHEREAS, Safety Network Traffic Signs, Inc. submitted the lowest bid in the amount of \$92,295 and was determined to be the lowest responsive and responsible bidder; and

WHEREAS, Safety Network Traffic Signs, Inc. has satisfactorily completed sign replacement projects for public agencies across California, including the City of San Bruno 2018 Street Sign Replacement Project, meets the contractor qualifications, and has a valid contractor's license required to perform the scope of work of this project; and

WHEREAS, the Adopted FY 2020-21 operating budget amount of \$150,000 allocated to replace traffic signs is sufficient to fund the \$92,295 construction contract.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the design, authorizes the City Manager to execute a construction contract with Safety Network Traffic Signs, Inc. for the 2021 Traffic Sign Replacement Project in an amount of \$92,295.

Dated: June 22, 2021

ATTACHMENT 1

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I, Melissa Thurman, 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 22nd day of June 2021 by the following vote:

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

ATTEST:

Melissa Thurman, MMC
City Clerk



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 22, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Qianyu Sun, Finance Director

SUBJECT: Hold Public Hearing and Adopt Resolutions

- Approving FY2021-22 Operating and FY2021-26 Capital Improvement Program Budget
- Approving City Appropriations (Gann) Limit for FY2021-22
- Approving the Cost Recovery Policy and Updated User Fee Schedule for FY2021-22

BACKGROUND:

The proposed FY2020-21 Operating and Capital Improvement Budget has been presented for City Council review and consideration. The proposed budget continues prior years' proactive efforts containing expenditures and using conservative revenue projections consistent with the City Council's budget preparation guidance.

The City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for delivering a financial plan that is balanced with expenditures contained at levels that can reasonably be supported by on-going revenues, and that supports a work program targeted to meet the specific needs and interests of the City Council and San Bruno community. Staff provided an overview of the proposed budget during the City Council Budget Study Session on June 1, 2021. The City Council conducted two budget hearings to review the proposed FY2021-22 Operating and the FY2022-26 Capital Improvement Program Budget on June 8 and 9, 2021. At the budget hearings, staff highlighted financial challenges facing the City in the budget year, a financial plan during a 5-year period beyond the current fiscal year, department achievements, strategic initiatives, service level challenges, recommended service enhancements, an overview of the capital improvement program projects and planned equipment purchases.

The proposed budget for FY2021-22 can be accessed on the City's website at <https://www.sanbruno.ca.gov/civicax/filebank/blobdload.aspx?BlobID=33245>

DISCUSSION:

ITEM 6.a

I. Operating and Capital Improvement Program Budget

The City started Fiscal Year 2020-21 with a bare-bone adopted budget. In an effort to balance the budget, the City adopted multiple budget balancing strategies including:

- Defund \$1.6 million capital improvement project;
- Eliminated 8 positions and delayed the recruitment of 16 vacant positions;
- Reduced Operating expenses and personnel cost;
- Eliminated annual equipment reserve allocation;
- Transferred from Measure G district Sales Tax Funds and other funds;
- Utilized General Fund Reserves and available fund balance.

Midway through the year, more cuts had to be made when hotel/motel occupancy taxes and motor vehicle licenses experienced significant shortfalls. When the current fiscal year ends, the General Fund expects to nearly breakeven and end with a fund balance of \$2.57 million. This is a remarkable accomplishment by the City Council and staff when faced with such a dire financial difficulty.

The Proposed Citywide Budget for FY2021-22 anticipates some improvements in revenues, including \$8 million from the American Rescue Plan Act (ARPA), but not sufficient to restore all the City services that were cut in the current fiscal year. The proposed budget is developed with a zero-growth philosophy and maintains the City’s status quo as the current fiscal year, with a flat salary scale and some inflation adjustments to supplies and services. No provision has been made for the pending labor negotiations. All six bargaining units’ contracts are to expire as of December 31, 2021.

Service cuts during the pandemic were damaging to staff and residents in San Bruno. It is evident that the City cannot sustain so many critical service cuts for prolonged period of time and continue to operate efficiently. With prudence, departments requested service restoration with staffing, supplies and services. The service level enhancement requests are listed in a document, separate from the proposed budget for the Council to review. Staff has proposed to restore City services with funding from General Fund reserves, Measure G and ARPA.

General Fund Operating Budget

The General Fund is the primary source of funding to support most of the services citizens commonly associate with local government. These include public safety, recreation, general administration and maintenance of parks and infrastructure. The General Fund is primarily comprised of tax-generated revenues including property tax, sales tax, hotel/motel tax and business license tax. The following table summarizes FY2021-22 financial information compared to the prior year in the City Manager’s proposed budget:

General Fund Summary	FY2020-21 Adopted Budget	FY2020-21 Amended Budget	FY2020-21 Estimated Actual	FY2021-22 Proposed Budget
Beginning Fund Balance	\$2,574,788	\$2,574,788	\$2,574,788	\$2,573,422
Revenue	48,761,458	49,705,881	48,813,093	50,519,441
Expenditure	49,352,968	50,221,450	48,814,459	51,116,558
Surplus (Deficit)	(591,509)	(515,569)	(1,366)	(597,117)
Ending Fund Balance	\$1,983,279	\$2,059,219	\$2,573,422	\$1,976,305

Total projected General Fund revenue for FY2020-21 is \$50.5 million, increasing by \$0.8 million (or 1.6%) from the amended budget of FY 2020-21. A majority (64%) of the projected FY2021-22 General Fund revenue comes from taxes in six different categories, including property tax, sales tax, transient occupancy tax (TOT or hotel/motel tax), motor vehicle license fees, card room regulatory fees, and business taxes.

The proposed budget projects \$51.1 million in General Fund expenditures supporting operations and service delivery across all City departments. This total is an increase of \$0.9 million (or 1.8%) compared to the FY2020-21 Amended Budget. The increase is mostly contributed by the pension, insurance and inflation adjustments on on-going contracts.

Service Level Enhancements

The City endured significant service cuts during the FY 2020-21. The entire City team is dedicated in providing the best services to San Bruno residents and communities. However, it is undeniable that staff resources are overwhelmed, and the overall morale is at risk. With the proposed budget, staff includes limited service enhancements over the current operation model, reinstating 12 previously frozen positions, and adding 6 new positions. Staff proposes to fund the enhancements with a variety of funding sources including developer reimbursements, General Fund Capital Reserve, Measure G and ARPA.

With City Council’s feedbacks during the budget hearings, staff revised service enhancement requests and includes the updated detail in Attachment A. In summary, the total enhancement requests amount to \$3.5 million, including \$541,000 impact to the General Fund.

General Fund Reserves

The City Council adopted a reserve policy in 2013 that set a target of retaining \$1.5 Million as contingency in the General Fund, 25% of annual, operating expense budget in the General Fund Reserve, \$5 Million in the General Fund Capital Reserve and \$3 Million in the Emergency Disaster Reserve Fund to only be accessed in a declaration of an emergency. The table below lists the City’s reserves funds and targets, and the estimated ending balance by the end of FY2020-21 and FY2021-22.

Reserve Type	Reserve Policy Target	FY2020-21 Estimated Ending Balance	FY2021-22 Budget Ending Balance
General Fund	\$1,500,000	\$2,573,422	\$1,976,305
General Fund Reserve	25% of annual, budget expenditures	12,288,675	12,288,675
General Fund Capital Reserve	Goal of \$5,000,000	9,929,404	9,375,852
Emergency Disaster Fund	Target of \$3,000,000	1,946,538	2,714,538
Total		\$26,738,039	\$26,355.370

The City is not able to attain policy targets in all reserve categories. The negative fund balance in the CityNet Services enterprise fund continues to be a significant strain on the General Fund reserves. has required the City’s General Fund reserves. Additionally, the Stormwater Enterprise Fund is anticipated to be in deficit if no new revenue measure is approved by voters. from continued economic instability. The table below shows the net balances in the City’s reserve funds including the available equipment reserves which do not have a target set in the City’s reserve policy.

City Reserves		FY2021-22 Budget Ending Balance
General Fund Reserves		\$26,355,370
Enterprise Fund Deficit		
	City Net Services	(14,588,174)
	Stormwater Funds	(1,039,726)
Unrestricted General Fund Reserves - Subtotal		\$10,727,470
Equipment Reserve		3,373,544
Net Reserves		\$14,101,015

A consolidated reserve balance of only \$14.1 Million for a city with \$51 Million annual, operating budget is by no means substantial. The replenishment and preservation of reserve funds must be a focus for long-term fiscal sustainability so that the City may access them in the future for similar economic instability that we are currently experiencing today.

Enterprise Funds

The City’s four Enterprise operations provide business-type services that are budgeted to be rate and fee supported. To recognize administrative and other services provided through the General Fund operating departments including the City Manager, City Attorney, Finance and Human Resources, each Enterprise Fund budget shows an administrative allocation to the General Fund covering these costs.

The following table provides a comparison of the FY2020-21 operating revenues and expenditures for the City’s Enterprise Funds to the amounts proposed for FY2021-22.

Fund	FY2020-21 Amended Budget	FY2020-21 Estimated Actual	FY2021-22 Proposed Budget
Water			
Revenue	\$17,378,083	\$17,380,923	\$17,077,121
Expenditure	\$10,650,809	\$10,179,828	\$10,551,800
Wastewater			
Revenue	\$17,929,376	\$17,816,800	\$17,989,376
Expenditure	\$9,729,227	\$9,101,147	\$10,152,468
Stormwater			
Revenue	\$693,000	\$657,009	\$659,500
Expenditure	\$1,195,302	\$1,084,502	\$1,534,673
CityNet Services			
Revenue	\$9,399,433	\$9,399,434	\$9,810,775
Expenditure	\$9,699,370	\$9,364,066	\$9,478,829

The Water Enterprise supplies potable water to residents and business customers from the City’s own groundwater pumping operations and from water purchased through the San Francisco Public Utilities Commission (SFPUC). For FY2021-22, Water Enterprise costs are anticipated to increase compared to the prior year budget with total operating expenditures of \$10.6 Million. Once operating expenditures are covered, the remaining revenue amount of \$6.5 Million is invested in the Water Fund Capital Improvement Program to fund the City’s system infrastructure replacement and rehabilitation program. That program includes a comprehensive plan and schedule for replacement and rehabilitation of the City’s 50-100-year-old Water system pumps, storage tanks, pipelines and other facilities in order to support their ongoing service reliability. On concerns of financial difficult endured by residents during the pandemic, the City Council decided against a water rate increase in FY 2021-22.

The Wastewater Enterprise operates and maintains the wastewater collection system throughout the City and provides for the City’s 33% shared cost of operating the South San Francisco/San Bruno Wastewater Treatment Plant located in South San Francisco. The City’s established five-year wastewater rate program took effect July 1, 2017 and provides for annual 5% rate increases through June 30, 2022. The City Council has decided not to increase wastewater rate in in FY2021-22 to lessen the burden on residents after COVID. Total system revenues for FY2021-22 are projected to be \$18.0 Million and operating costs are budgeted at \$10.2 Million.

The Stormwater Division of the Department of Public Works is responsible for maintaining the stormwater conveyance system, as well as adhering to the requirements outlined in the National Pollutant Discharge Elimination System (NPDES) permit. Stormwater fees are collected through the County property tax, and a minimum of \$46.16 per assessor parcel number (APN) is assessed for most properties in San Bruno. The annual assessment has proven to be inadequate to fund ongoing operations and necessary equipment and capital investments to

meet federal requirements. The fund balance has been declining in recent years and is forecasted to be negative in FY2021-22. The City hosted a property owner mail ballot election in June 2021 to increase stormwater drainage and flood protection fees. Voters rejected the proposed fee increase. With no new funding, it will be extremely difficult for the City to keep up with the operation and maintenance of the stormwater system.

CityNet Services provides a broad range of broadband video, data and voice services to residential and business customers over a cable network consisting of over one hundred miles of fiber optic and coaxial cable throughout the entire San Bruno community. In addition, CityNet Services operates San Bruno Cable Channel 1 which covers all local City meetings, events, local programming, and public service announcements.

Over the past several years, as the CityNet Services Enterprise has experienced increasing competition and has completed new projects to add services and new technologies, subscriber revenues, the only source of Enterprise revenues, have not kept pace and have fallen far short of the capital investment required to stay current and to retain customers. As a result, the CityNet Services Fund has gradually developed a financial deficit that is estimated to reach approximately \$14.5 Million by the end of FY2020-21.

To reduce the deficit, the City Council approved approaches for reducing costs over a multi-year period by gradually eliminating the amounts annually paid to the General Fund since the initial operations of the system over 40 years ago. Starting FY2019-20 CityNet Services operating budget eliminates the equity earnings transfer to the General Fund.

With great strides made to control expenses and focus on higher margin business, CityNet is forecasted to yield an operating surplus in FY 2021-22; however, the surplus is insufficient to cover planned capital expenditures and annual repayment of the debt for the router replacement project. In the long-range financial forecast, CityNet's negative fund balance is expected to gradually improve but persist for extended period of time.

Internal Service Funds

Internal Service Fund operations provide direct services to support all City departments and City Enterprise Fund operations. The City maintains four internal service funds including the Central Garage operated through the Public Works Department, the Buildings and Facilities Division of the Community Services Department, Technology, and Self-Insurance. These Internal Service operations are funded through an expenditure allocation that is charged to each user department and enterprise. In total, internal service allocations amount to \$6,511,614 across all operations for FY2021-22. The largest single category of internal service costs is for Self-Insurance at \$2,928,085. The Internal Service Funds are required to maintain fund balances of at least 15% of annual budget.

The table below lists the ending fund balance projected in FY2020-21 and FY2021-22 for the four internal service funds. Central Garage, Building and Facilities and Technology funds meet the reserve target identified in the City's reserve policy.

Fund	Reserve Policy Target	FY2020-21 Ending Balance	FY2021-22 Ending Balance	Met Reserve Target?
Central Garage	15% of annual, budget expenditures	\$56,573	\$141,077	Yes
Building & Facilities	15% of annual, budget expenditures	316,222	304,994	Yes
Technology	15% of annual, budget expenditures	395,540	189,459	Yes
Self-Insurance	N/A	1,074,067	1,074,067	
Total		\$1,842,402	\$1,709,597	

Capital Improvement Program

The Capital Improvement Program (CIP) is designed to identify, plan and develop projects using a long-term vision for the community’s facilities and infrastructure needs. While the comprehensive CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on proposed projects for which funding is not available. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library and Fire Stations. These projects remain shown in the CIP so that they are included in the City’s long-term strategic planning and remain on the “radar screen” as priorities for future funding initiatives.

Overall, the FY2021-22 Capital Improvement Program identifies more than 100 funded and underfunded projects/programs organized in 9 categories. \$239.5 Million in capital investment is programmed through the 5-year CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. \$142.4 Million of this amount is the expected cost of scheduled improvements to the City’s water and wastewater systems.

The following chart summarizes the carryforward appropriations, FY2021-22 funding request, total project funding in FY2021-22 and the total proposed 5 fiscal year capital budget (FY2022-26) appropriations by capital program area.

Fund	Carryover Appropriations	FY2021-22 Funding Request	FY2021-22 Project Funding	Total 5-Year Program
Water	\$16,826,221	(\$2,941,796)	\$13,884,425	\$76,434,425
Wastewater	15,539,232	4,975,109	20,514,341	65,974,341
Stormwater	1,680,681	1,769,283	3,449,964	3,449,964
CityNet		250,000	250,000	250,000
Parks	712,093	4,944,522	5,656,615	8,956,615
Facilities	19,262,570	9,733,279	28,995,849	55,876,030
Police	73,231	0	73,231	73,231
Streets	6,473,449	6,198,000	12,671,449	25,281,449
Technology	340,150	619,850	960,000	3,160,000
Total	\$60,907,626	\$25,548,247	\$86,455,873	\$239,456,054

Many projects appearing in the CIP are scheduled for completion over a multi-year period. In each year, some number of projects are completed, closed out and removed from the program. A total of 13 projects in the adopted Capital Improvement Program were completed during FY2020-21. These projects have all contributed to extending the useful life of critical infrastructure and facilities and several of them provide visible improvement to safety and aesthetics in the community. The following projects have been completed and removed from the CIP:

- Water Main Improvement and Replacement in Avenues No. 1-1 and 1-2
- Sewer Main Improvement and Replacement in Avenues No. 1-1 and 1-2
- Crestmoor Canyon Slope Stability Project
- Crestmoor Neighborhood Reconstruction
- Senior Center Deck Replacement
- 2020-21 Street Rehabilitation Project
- San Bruno Avenue Intersections
- El Camino Real and Angus Intersections
- Data Security, Business Continuity, Disaster Recovery Improvement
- Tyler Content Management Upgrade
- Digital Permit and Management System

New projects for FY2021-22 in the proposed Capital Improvement Program include:

- Channel 1 Upgrade
- Beckner Shelter
- Citywide Wildfire Mitigation
- Posey Park
- Citywide Baseball Field Lighting and Fencing Upgrades
- City Facilities Securities Improvements
- Fire Station 51 Facility Improvement
- Fire Station 52 Facility Improvement

- Library Facility Improvement
- Senior Center Facilities Improvement
- Senior Center Parking Lot Improvement
- Transit Corridor Pedestrian connection Project Phase 4
- Downtown Trash Receptacles and Newspaper Rack Enclosures
- Bicycle and Pedestrian Improvements near Mills Park Development
- Pavement Management Program – 2021-22 Slurry Seal
- Pavement Management Program – 2022-23 Street Rehabilitation Project
- Pedestrian Safety and Traffic-Calming Program – Oak and Crystal Springs Road
- E-Trackit and Trackit Upgrade
- EOC Equipment Upgrade
- Business Continuity – Disaster Recovery Plan
- ERP Upgrade

While the comprehensive CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on proposed projects for which funding is not available. The FY2021-22 CIP Budget includes \$501 Million in capital projects that do not have a designated funding source. These projects are shown in the Unfunded Priorities section of the CIP. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library, City Hall, Fire Station 51 and 52 and the City's maintenance yard facilities that were originally constructed in the 1950's. While the buildings remain reasonably serviceable, they are increasingly outdated and will eventually need to be replaced. These projects remain shown in the CIP so that they are included in the City's long-term strategic planning and remain priorities for future funding initiatives.

As required by California Government Code Section 65401 and consistent with prior fiscal year budgets, the City's Planning Commission is required to make a determination that the list of proposed capital improvement projects recommended for planning, initiation or constructing during the ensuing fiscal year is in conformance with the City's General Plan, prior to the adoption by the City Council. The Planning Commission held a public meeting on May 18, 2021 where a Resolution 2021-02 was adopted making this determination.

Measure G District Sales Tax

San Bruno voters approved Measure G, a half cent district sales tax measure, in November 2019. The Measure G district sales tax is a general tax to support general governmental purposes and the revenues cannot be restricted to certain prescribed purposes. During the election, residents identified many top City service priorities including:

- Increasing pothole and other street hazard repair
- Increasing street repair and maintenance programs
- Maintaining street repair and rehabilitation programs
- Maintaining neighborhood police patrols
- Attracting and maintaining local business
- Maintaining City parks and playgrounds
- Maintaining and repairing park structures for children and youth

The forecasted sales tax revenue for Measure G is \$3.5 million for FY 2021-22. The table below summarizes the appropriations in FY2021-22 using Measure G district sales tax funds:

Measure G Proposed Allocation	FY2021-22 Proposed Budget
General Fund Transfer to Avoid Further Cuts to Fund Police, Fire and Park Maintenance	\$ 600,000
CIP Street Projects	1,400,000
Pavement Repair Truck	240,000
Position Enhancements (Economic Development Manager, Police Officer, Fire Fighter, Fire Inspector)	516,726
Downtown Streetscape – Landscape Architectural Services	300,000
Citywide Wildfire Mitigation	150,000
Total	\$3,206,726
Projected Ending Fund Balance FY2021-22	\$1,555,579

The Citizen’s Revenue Measure Oversight Committee held a meeting on June 18, 2020. Staff presented an overview of the proposed budget to the committee as well as the proposed Measure G allocations described above in the FY2021-22. ***The Committee approved proposed FY 2021-22 Measure G allocations on CIP street projects, pavement repair truck and citywide wildfire mitigation for a total of \$1,790,000. The Committee recommended staff resume the discussion on Measure G appropriation when additional projects on street improvements, library and small business support are identified.***

American Rescue Plan Act

The American Rescue Plan Act of 2021 (ARPA) appropriates \$19.53 billion to States for distribution to tens of thousands of “non-entitlement units of local government” (NEUs), providing significant funding to help states and localities address the economic and health consequences of the pandemic. San Bruno expects to receive just over \$10 million in ARPA appropriation through the State of California by July 2022. With this funding, the City plans to support local businesses, update citywide technology framework, reinstate previous frozen positions, and provide much needed service enhancements to residents. The City has obligated about \$7.4 million of APRA funds through FY 2024-25 in this proposed budget.

Vehicles & Equipment

The FY2021-22 budget includes the planned purchase of necessary equipment and vehicles to continue to provide services to the community. The combined replacements and new acquisition amounts to \$924,000.

The equipment budget annual allocation of \$340,600 into the fund from departments was postponed this year for a second time as a budget balancing strategy. Staff estimate a \$3.4 million ending balance at the end of FY2021-22.

II. Gann Limit

Voters approved Proposition 4 and 111, known as the Gann Initiatives, which place a limit on the amount of tax-generated revenue (proceeds of taxes) that a local agency can receive and appropriate each year. The limit is based on actual appropriations during 1978-79 and is adjusted each year by cost-of-living and population growth adjustments. Only revenues defined

as proceeds of taxes, which for San Bruno are property tax, sales tax, transient occupancy tax, and business tax, are restricted by the limit.

As shown in Attachment 5, the FY2021-22 appropriation limit is adjusted by the cost-of-living factor (5.73%) and the population factor (-0.75%) provided by the Department of Finance; establishing the FY2021-22 appropriation limit at \$48,407,373. Reducing the revenues generated from tax proceeds by exempted expenditures, such as debt service, capital outlay, and federal mandates, total revenue subjected to the Appropriation Limit is \$34,694,437. The City's appropriations subject to limit are \$13,712,936, or 28%, below the FY2021-22 appropriations limit.

III. Cost Recovery Policy and Updated User Fee Schedule

The last comprehensive fee update was completed by the City of San Bruno in FY 2005-06. Since that time the City Council has occasionally adopted resolutions adjusting individual fees (principally in 2016 and 2017). The City Council has conducted three public meetings to review proposed updates to the user fees.

On January 28, 2020 the City Council conducted a study session during which staff provided detailed background information on the legal basis for user fees and an update regarding the City's progress on preparing updated fees. In light of the pandemic, and the subsequent resignation of the former Finance Director, the project was paused until late December 2020.

On March 2, 2021 the City Council reviewed the Willdan User Fee Study – February 2021. This study contained information regarding the full cost of user fees charged by the City, proposed new fees and the cost recovery level as measured by a Draft Cost Recovery Policy. The Willdan study also highlighted proposed new fees for services that the City has previously not charged a fee and a policy regarding proposed annual cost of living increases. During the March 2, 2021 City Council meeting staff noted requests for information / issues raised by City Councilmembers. Most importantly, staff heard the City Council's concerns regarding large increases in the current economic environment and how the fees will impact prospective permit applicants (e.g. for health and safety improvements by property owners and for larger development projects by developers).

On April 29, 2021, staff returned to the City Council with revised proposed user fees in response to City Council input at its March 2, 2021 meeting. Proposed cost recovery levels for common fees were reduced, particularly for fees that impacted small businesses and fees related to permits for health and safety improvements. Fees proposed for greater than 100% increases were proposed to be gradually increased over four years. During its meeting on April 29, 2021, the City Council provided further direction to staff to not change the current fees for appeals related to planning approvals.

The proposed user fees presented tonight respond to City Council direction during its April 29, 2021 meeting. The Planning Appeal fees remain the same. All fees that were proposed to increase by more than 100% would increase over a four year period instead the two year period. This has resulted in a reduction in the first year increase of a number of fees, particularly in the Planning Division. Finally, an error was corrected in the Fully Burdened Hourly Rate of the Housing and Planning Manager. The Willdan User Fee Study dated 6/22/21 (Attachment 13) was updated to reflect these changes.

The proposed City Council action at tonight's meeting includes two resolutions. The first resolution approves the Cost Recovery Policy. The Cost Recovery Policy was discussed at both the March 2, 2021 and April 29, 2021 City Council meetings. The Cost Recovery Policy is an exhibit to the resolution.

The second resolution approves the Fully Burdened Hourly Rates and new User Fee Schedule. Both the staff rates and new user fees would become effective on September 1, 2021. The second resolution also approves annual increases at the beginning of subsequent fiscal years based upon the increase in the consumer price index during the prior calendar year.

FISCAL IMPACT:

The City Council reviewed proposed reserves, fund balances, revenues, expenditures, and department budget information for the Operating and Capital Budget at public budget hearings on June 8 and June 9, 2021. General Fund revenues are budgeted to be \$50,519,441, and expenditures are budgeted to be \$51,116,558 in FY2021-22 resulting in an operating deficit of \$597,117.

The City's four Enterprise operations provide business-type services that are budgeted to be entirely rate and fee supported. The adoption of the FY2021-22 budget will appropriate revenues and expenditures for the Enterprises to carry out operational and capital improvement initiatives in the coming year.

The City's four Internal Service departments provide direct services to support all City departments and City Enterprise Fund operations. The adoption of the FY2021-22 budget will appropriate revenues and expenditures for these departments to carry out operational support initiatives in the coming year.

The 5 fiscal year Capital Improvement Program work program identifies \$239,456,054 of prior year budget carryforward and new requests for FY2022-26 in necessary capital investment to assure rehabilitation, replacement, and improvement of City facilities and infrastructure.

The budget proposes \$3,206,726 of Measure G district sales tax funds. The Citizen's Revenue Measure Oversight Committee approved allocations on CIP street projects, pavement repair truck and citywide wildfire mitigation for a total of \$1,790,000.

The proposed budget includes equipment and vehicle purchases for a total of \$924,000.

ALTERNATIVES:

1. Amend the appropriation amounts contained in the proposed budget at the time of the approval.
2. Do not approve proposed budget appropriations effective July 1, 2021. In this case, the City Council can adopt an alternate resolution assuring continued municipal operations until the City Council adopts the budget at a later meeting. An alternate resolution for this purpose is attached to this report.
3. Do not accept the Citizen's Revenue Measure Oversight Committee's feedback for identifying an alternative funding source for the Parks Manager enhancement request and staff's recommendation for the use of General Fund balance.

RECOMMENDATION:

Hold public hearing and adopt resolutions approving FY2021-22 Operating and FY2022-26 Capital Improvement Program Budget, the City Appropriations (Gann) Limit for FY2021-22, the Cost Recovery Policy and the Updated User Fee Schedule

ATTACHMENTS:

1. City Manager's Proposed Budget Transmittal Letter, May 28, 2021
2. Resolution Approving FY2021-22 Operating and the FY2022-26 Capital Improvement Program Budget
3. Resolution Authorizing Preliminary Expenditure Appropriation to Support City Operations Pending Approval of the Proposed FY2021-22 Operating and Capital Budget
4. FY 2021-22 Service Level Enhancements
5. Resolution Approving the City's Appropriation Limit (Gann Limit) of \$48,407,373 for FY2021-22
6. Gann Limit Report
7. Resolution of the San Bruno Planning Commission Finding that the Proposed Capital Improvement Program Budget for FY2021-22 is in Conformance with the City of San Bruno General Plan
8. Resolution Approving the Cost Recovery Policy
9. Final Cost Recovery Policy
10. Resolution Approving User Fees and Future CPI Increases
11. Fully Burdened Hourly Rates Effective 9/1/2021
12. Updated User Fee Schedule Effective 9/1/2021
13. Willdan User Fee Study Final 6/22/21

DATE PREPARED:

June 18, 2021

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Jovan D. Grogan
City Manager

CITY OF SAN BRUNO
OFFICE OF THE CITY MANAGER

May 28, 2021

Honorable Mayor and Members of the City Council:

It is my privilege to transmit the Proposed Fiscal Year (FY) 2021-22 Operating and Capital Improvements Program (CIP) Budgets for your review, consideration and action to approve.

This transmittal letter provides a comprehensive overview of the Proposed Budget and presents a fiscal summary of the projected results (referred to as “estimated actuals”) for the current fiscal year (FY2020-21) as well as a multi-year forecast for the primary accounts (referred to as “funds”) for the City’s operating budget. Funds and forecasts for the Capital Improvement Program can be found in the Proposed Budget Book. I look forward to our discussions as the Executive Team and I support your deliberations on the Proposed Budget. The pre-scheduled meetings for City Council budget deliberations are:

Date	Meeting Start Time	Subject	Purpose
June 1	5:00 pm	Budget Retreat	Review and Discussion
June 8	7:00 pm	1 st Budget Hearing	Review and Discussion
June 9	5:00 pm	2 nd Budget Hearing	Review and Discussion
June 22	7:00 pm	Budget Adoption	Deliberation and <u>Action</u>

The remainder of this letter is organized into the following sections:

- Executive Summary (pg. 2)
- FY2021-22 Budget Overview (pg. 3)
- FY2021-22 General Fund Operating Budget (pg. 5)
- Long-Range Financial Forecast (pg. 13)
 - General Fund
 - Enterprise Funds
- Internal Service & Equipment Reserve Funds (pg. 23)
- Capital Improvement Program (pg. 23)
- Service Level Enhancements (pg. 26)
- Conclusion & Acknowledgements (pg. 26)

ATTACHMENT 1

EXECUTIVE SUMMARY

The City started Fiscal Year 2020-21 with a bare-bone adopted budget. In an effort to balance the budget, the City adopted multiple budget balancing strategies including:

- Defund \$1.6 million capital improvement project;
- Eliminated 8 positions and delayed the recruitment of 16 vacant positions;
- Reduced Operating expenses and personnel cost;
- Eliminated annual equipment reserve allocation;
- Transferred from Measure G district Sales Tax Funds and other funds;
- Utilized General Fund Reserves and available fund balance.

Midway through the year, more cuts had to be made when hotel/motel occupancy taxes and motor vehicle licenses experienced significant shortfalls. When the current fiscal year ends, the General Fund expects to nearly breakeven and end with a fund balance of \$2.57 million. This is a remarkable accomplishment by the City Council and staff when faced with such a dire financial difficulty.

The Proposed Citywide Budget for FY2021-22 anticipates some improvements in revenues, including \$8 million from the American Rescue Plan Act (ARPA), but not sufficient to restore all the City services that were cut in the current fiscal year. The proposed budget is developed with a zero-growth philosophy and maintains the City's status quo as the current fiscal year, with a flat salary scale and some inflation adjustments to supplies and services. No provision has been made for the pending labor negotiations. All six bargaining units' contracts are to expire as of December 31, 2021.

Service cuts during the pandemic were damaging to staff and residents in San Bruno. It is evident that the City cannot sustain so many critical service cuts for prolonged period of time and continue to operate efficiently. With prudence, departments requested service restoration with staffing, supplies and services. The service level enhancement requests are listed in a document, separate from the proposed budget for the Council to review. Staff has proposed to restore City services with funding from General Fund reserves, Measure G and ARPA.

There are no easy decisions before the City Council in its budget deliberations this year. The City has many immediate needs and the backlogs are long. COVID-19 worsened the City's financial status. The road to full economic recovery in San Bruno will be long and windy. The City may experience additional revenue shortfalls in the next few years. Our larger plans to enhance the City organization as well as the services and programs that we provide to the community will take much longer time to implement than we had originally thought.

City staff continue to track and support efforts for financial support from the Federal and State governments to local government. That said, should a version of the bill become law and include direct support to the City of San Bruno, that action will necessitate a change to the City's budget and may reduce the number and/or extent of the budget reduction strategies. Notwithstanding this potential support, the City retains the responsibility to adopt a balanced budget.

Lastly, the City has embarked on a fiscal sustainability effort as part of the FY2019-20 budgeting process and to inform future planning. The need for the effort is now more apparent than ever.

As we proceed through the development of the FY2021-22 budget and embark on the year ahead, staff will continue to make progress on current financial initiatives as well as adjust the scope of the project to meet the new challenge that is before us.

FY2021-22 BUDGET OVERVIEW

The proposed budgets reflect the City Council's ongoing conservative fiscal policies and the priorities identified through the City Council's goal setting and budget/revenue policy discussions. The Proposed Operating Budget for all General Fund Departments and for the City's Enterprise Funds outlines important initiatives included in the coming year's work program and a financial plan to accomplish key City objectives. The budget provides a comprehensive overview of the City's organization, operations, anticipated revenues and projected expenditures to support operations and projects. It is intended to serve as a strategic tool to communicate, implement and monitor the City Council's direction and priorities for delivery of programs and services.

The Capital Improvements Program Budget outlines an aggressive work program of 104 projects and funding strategies that are intended to assure necessary repair and improvement to the City's facilities and infrastructure that support the delivery of all City programs and services. This year, a specific focus was applied to budgeting for projects that will be started and/or completed in the coming fiscal year. This allows for a more accurate projection of expenditures and is also an illustration of the fact that staff plans to allocate time to make progress on current/open projects that were funded in prior years. This year, staff also reviewed the various funding sources available to fund the capital improvements and leveraged state, county and grant funding sources to their fullest extent to ensure the City retains adequate available funds in the City's General Fund Capital Reserve Fund in case those resources may be needed for other purposes.

As in previous years, the budget proposes some changes and enhancements to improve operational efficiency and to effectively address operational challenges and certain areas of community priority. A complete list of proposed and recommended program and service enhancements and other changes for FY2021-22 is presented in the attachment to this letter.

Each departmental section of the Operating Budget outlines specific work program objectives and goals that support the City's overarching priorities established by the City Council to move the community forward in several important directions. These priorities were most recently discussed by the City Council during the City Council's April 24, 2021 Strategic Planning and Goal Setting Session and include:

- Implementation of the Transit Corridor Vision to Revitalize Downtown and Commercial Corridor;
- Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure;
- Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality;
- Continue to Strengthen Community Connections and Engagement;
- Protect and Improve Community Aesthetics and Safety;
- Continue Proactive Planning for the Future of San Bruno; and

- Organizational Health and Employee Success.

With these initiatives continuing in place, the coming year's work program expressed through the Operating and Capital Improvements Program Budgets, builds upon the progress achieved in prior years and is focused on an organizational commitment for delivery of services consistent with community needs and expectations and a shared vision for the community's future and vitality.

Over the past year, the City made major steps forward in all areas of the City's operation that directly address the City Council's established long-term objectives. These accomplishments set the foundation for continuing City progress. Some of these accomplishments have game changing potential for the community. Just a few of the many accomplishments the City has achieved in the past year are listed below.

- **Planning for a New Recreation and Aquatic Center:** Over the past year and a half, key department staff have been collaborating as an internal advisory committee to work with the architecture firm (Group 4) and Construction Management Firm (Griffin Structures) in progressing the new Recreation and Aquatics Center (RAC) Project through design and development of construction drawings and California Environmental Quality Act (CEQA) review. The new facilities will replace Veterans Memorial Recreation Center and the adjacent community swimming pool that have served generations of San Bruno residents for over six decades. The San Bruno Community Foundation has pledged \$50 million in restitution funding to turn the community's vision into reality over the next three years. The City has selected a contractor to construct the building and the project is expected to complete in 2023.
- **Implementation of the Transit Corridors Plan:** The coming year will see modern transit-oriented residential and commercial project begin construction directly across the street from Caltrain at 111 San Bruno Ave. to anchor the northern gateway to downtown. The City is also working with the developer to bring the Mills Plaza project between El Camino Real and Linden Ave back to the City Council for consideration. This project will begin transformation of the community's commercial corridor and downtown consistent with the City's adopted Transit Corridor Plan.
- **Water and Sewer Infrastructure Maintenance:** As part of the City's ongoing aggressive water and sewer infrastructure replacement and improvement program, the City completed full replacement of the underground water and sewer mainlines throughout the City. These projects were delivered on time and within budget and were completed with minimal disruption to business activity in the downtown and other areas throughout the City and will assure reliable service to an area previously impacted by service failures due to aged, damaged, and deteriorating underground pipelines.
- **Bayhill Specific Plan:** The Bayhill Office Park houses Walmart.com and YouTube, two of the City's largest employers. The Bayhill Specific Plan includes office space expansion, creation of a private multi-modal transportation hub and a housing overlay in areas permitted.
- **Fiber-to-the-Home in Large Multi-unit Developments:** Installation of a new state-of-the-art Fiber-to-the-Home (FTTH) network at the Shelter Creek, Peninsula Place and

Crystal Springs Terrance apartment multi-family complexes has shown positive results with a 68% subscriber penetration. FTTH offers a strong, reliable network and data speeds of up to 1 gigabyte available to over 2,400 residences in San Bruno. During the coming year the City Council will need to determine whether to continue this initiative or to pursue an alternative strategy for the future of San Bruno CityNet Services.

- **YouTube Development:** The development plan for YouTube was submitted in April 2019 and it is being reviewed and processed. The plan will build 440,000 square feet of new office space on a existing surface parking lots adjacent to existing buildings at 900 and 1000 Cherry Avenue.
- **Sale of the Crossing Property:** Last year, the City was approached by Cardinale Auto Group with a proposal to develop and construct a new Hyundai/Genesis dealership on the Crossing Property. Following a series of negotiations, the City and Cardinale have agreed on a Purchase and Sale Agreement in April 2021, which will return over \$5 million to the City, netting a profit of approximately \$3.6 million. Once the dealership is built and fully operational, it is estimated to generate \$1 million annually in sales tax, plus property tax on new assessed value.
- **User Fee Increase:** The City Council was presented the completed User Fee Study in April 2021. With the Council approval, the City hopes to implement the updated user fees as of September 1 and recover a portion of cost of providing services to residents and customers.
- **Stormwater Fee Initiative:** San Bruno's stormwater system is over 100 years old and needs to be replaced to meet the current flow capacity and minimize the risk of local flooding to homes and businesses. Currently revenues collected are insufficient to replace/repair the system. With no additional revenue, the Stormwater fund is at the risk of deficit status in FY 2021-22. The City has started a Proposition 218 process and is holding a mail ballot property-owner election to increase Storm Drainage and Flood Protection Fee till June 15.

FY2021-22 GENERAL FUND OPERATING BUDGET

The General Fund is the primary source of funding to support most of the services citizens commonly associate with local government. These include public safety, recreation, general administration and maintenance of parks and infrastructure. The General Fund is primarily comprised of tax-generated revenues including property taxes, transient occupancy (hotel/motel) tax, business license tax, and sales tax. These revenues collectively comprise over 50% of total General Fund revenues.

The FY 2021-22 Proposed General Fund Budget projects approximately \$49.9 Million in operating revenues and \$51.1 million in operating expenditures, resulting a deficit of \$1.2 million. To balance the General Fund budget, staff recommend the following strategies to address the deficit.:

Eliminate annual equipment reserve allocation: In line with the action taken by the City Council in FY2019-20, the proposed budget includes the elimination of the annual allocation from General Fund departments into the General Fund Equipment Reserve Fund.

Utilize Measure G District Sales Tax (\$600,000): San Bruno voters approved Measure G, a half cent district sales tax measure, in November 2019. These funds will prove to be a vital funding source to enhance maintenance of the City’s 89 miles of local streets and roads --many of which have not had a major repair in over 30 years. In addition to roadway improvements, a March 2019 Community Priorities Survey highlighted that residents also valued expenditures to support:

- Maintaining neighborhood police patrols;
- Attracting and maintaining local businesses;
- Maintaining City parks and playgrounds; and
- Maintaining and repairing park structures for children and youth.

The projected revenue from Measure G in FY2021-22 is \$3.5 million. The City has limited General Fund Reserve. Other savings accounts such as General Fund Capital Reserve are earmarked for designated functions. To ensure that the General Fund balance meets the City Council policy requirement of \$1.5 million, staff propose to transfer \$600,000 from Measure G to General Fund.

Utilize Available Fund Balance in the General Fund (\$597,117): The proposed budget includes the use of available fund balance in the General Fund in order to balance the budget. The proposal will leave the projected ending FY2021-22 fund balance at almost \$2 million. The projected fund balance is adequate and allows the City Council to consider funding some recommended and strategic Supplemental Service Enhancements to expand and improve service delivery in key areas of community need.

The following table summarizes proposed General Fund revenues and expenditures compared to the prior year, after adopting the above-mentioned budget balancing strategies.

General Fund Summary	FY2020-21 Adopted Budget	FY2020-21 Amended Budget	FY2020-21 Estimated Actual	FY2021-22 Proposed Budget
Beginning Fund Balance	\$2,574,788	\$2,574,788	\$2,574,788	\$2,573,422
Revenue	48,761,458	49,705,881	48,813,093	50,519,441
Expenditure	49,352,968	50,221,450	48,814,459	51,116,558
Surplus (Deficit)	(591,509)	(515,569)	(1,366)	(597,117)
Ending Fund Balance	\$1,983,279	\$2,059,219	\$2,573,422	\$1,976,305

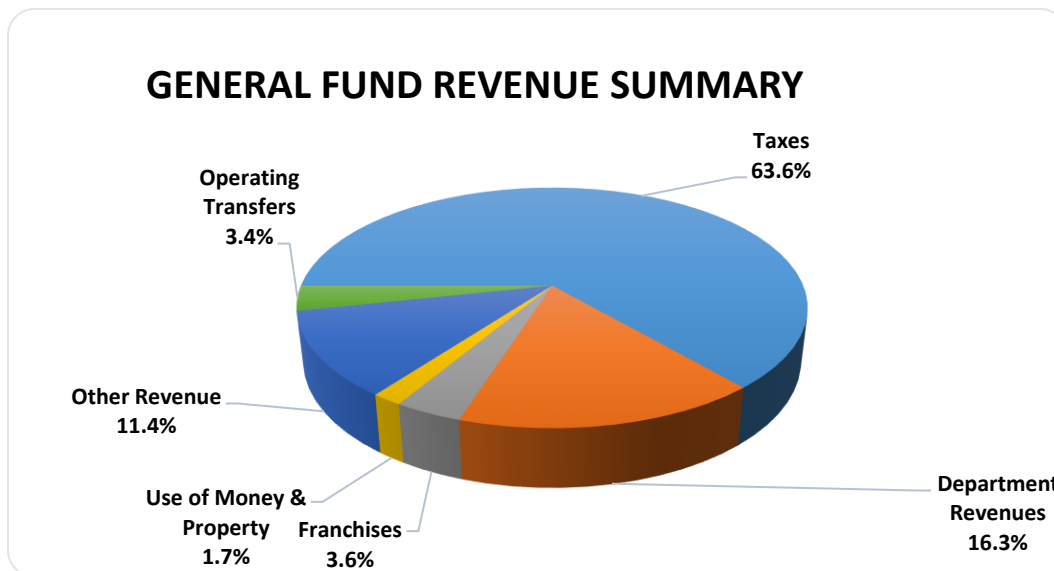
The table below compares the General Fund Reserve balances against their policy targets:

Reserve Type	Reserve Policy Target	FY2020-21 Estimated Ending Balance	FY2021-22 Budget Ending Balance
General Fund	\$1,500,000	\$2,573,422	\$1,976,305
General Fund Reserve	25% of annual, budget expenditures	12,288,675	12,288,675
General Fund Capital Reserve	Goal of \$5,000,000	9,929,404	9,375,852
Emergency Disaster Fund	Target of \$3,000,000	1,946,538	2,714,538
Total		\$26,738,039	\$26,355.370

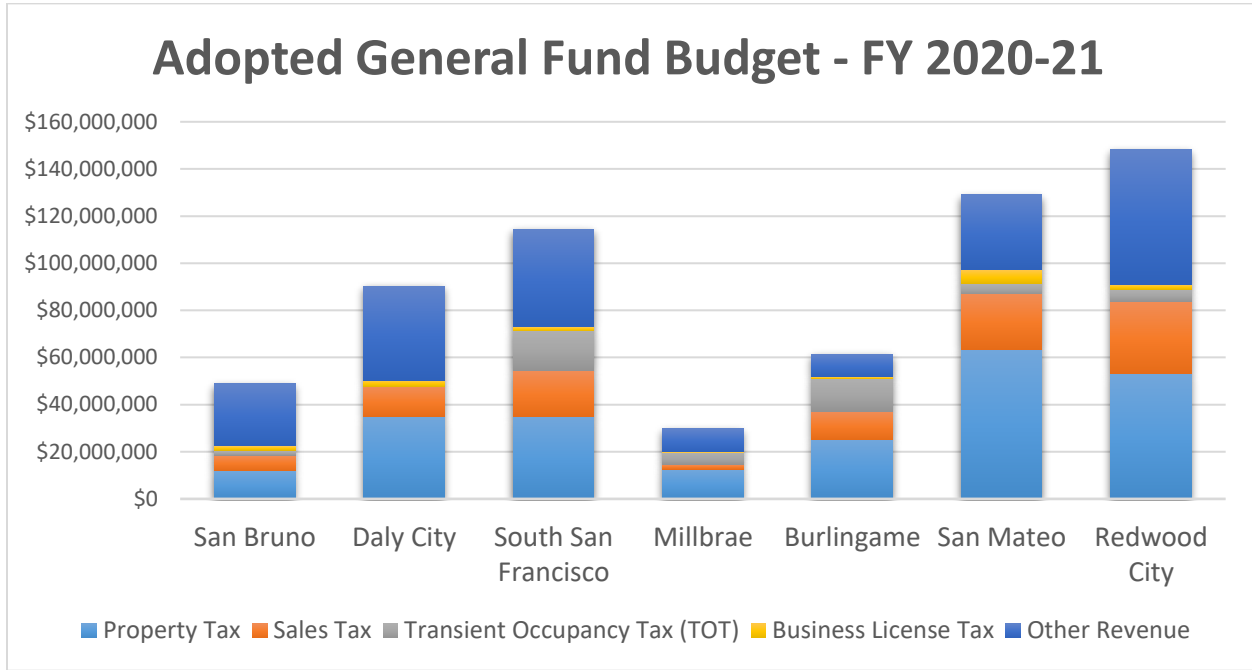
General Fund Revenues

In estimating revenues, staff analyzes actual amounts received in each category historically and makes projections in accordance with the anticipated economic trends. Staff adheres to a conservative budgeting practice when estimating all revenues. This practice offers some protection for the City from risk that an unexpected revenue shortfall will threaten the City’s ability to cover budgeted expenditures. In some years, this practice contributed to the City experiencing a surplus, of revenues over expenditures that the City Council has directed staff to utilize to address budget balancing strategies.

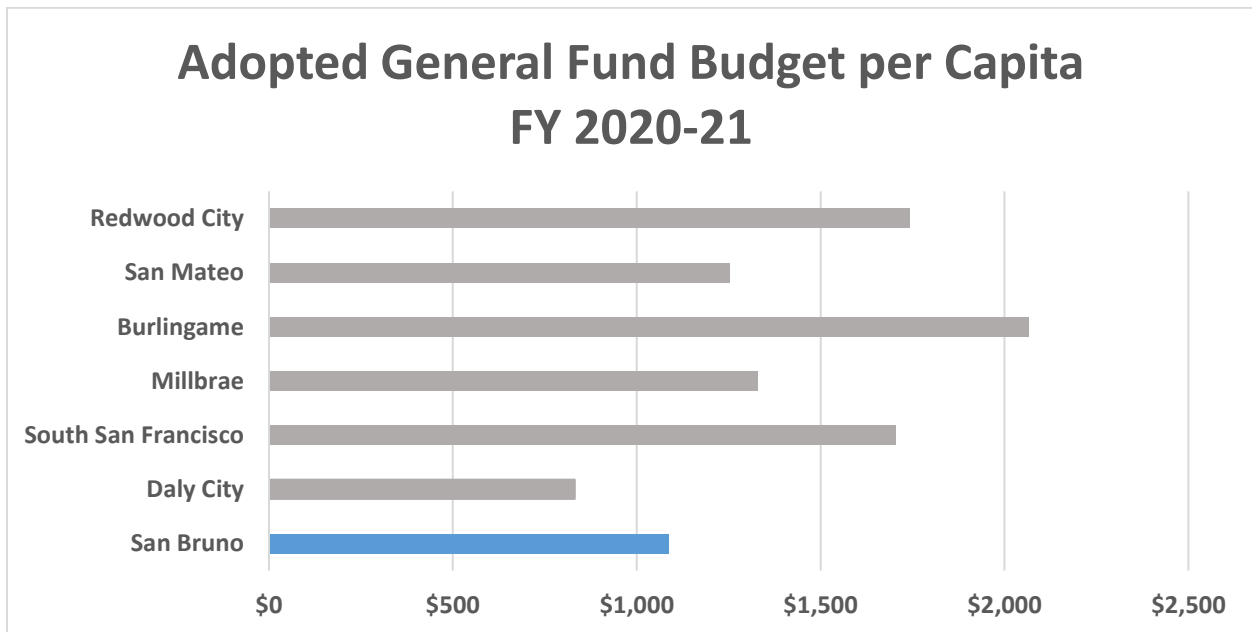
Total General Fund revenues of \$50.5 Million projected for FY2021-22 represent an increase of 2% compared to the FY2020-21 Amended Budget amounts. The majority of the overall revenue decline is in the multiple tax sources and departmental revenues categories. A detailed summary of each of the primary revenue categories follows below.



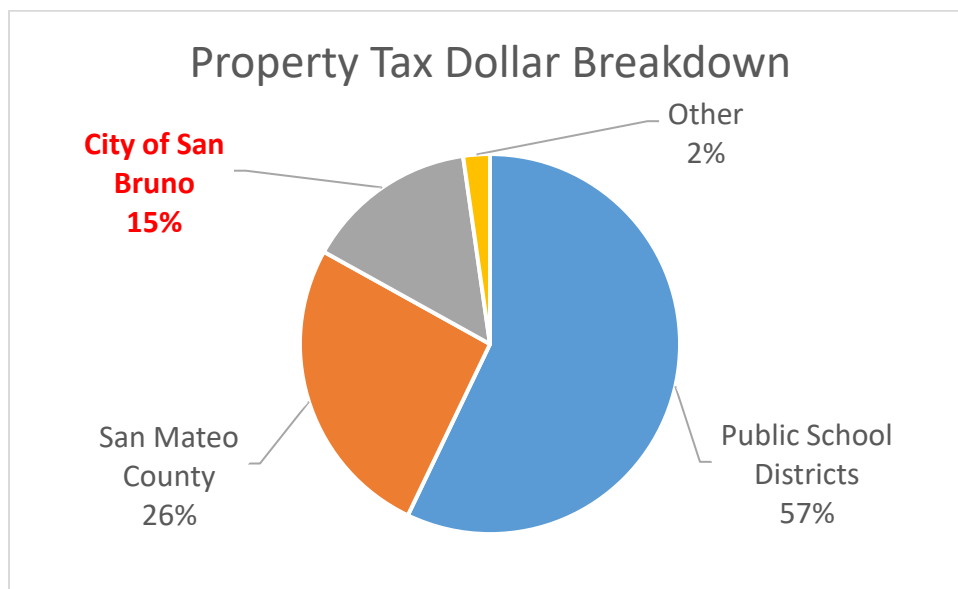
The City of San Bruno has historically had a lower per capita tax base than the majority of its neighboring cities. In comparing the City’s FY2020-21 adopted budget to that of other cities in San Mateo County, San Bruno’s General Fund revenues were at the low end.



When comparing General Fund revenues for the City’s FY2020-21 adopted budget with population for a “per capita” comparison, San Bruno ranks at the low end as well. San Bruno’s revenue sources are more limited and not as diverse as many other cities in San Mateo County which adds challenges to maintaining current services with rising costs and enhancing services.

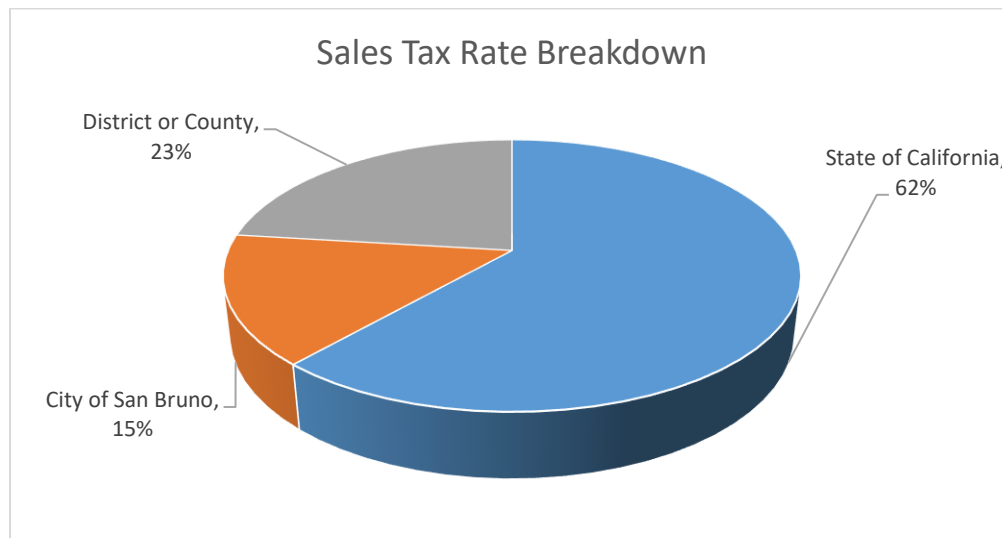


Property Tax – Compared to other cities throughout California, San Bruno receives a relatively low amount of the total property tax collected in the City. San Bruno only receives about 12 1/2 cents from every property tax dollar paid in San Bruno. An additional 2 cents of property tax revenue have come to the City in recent years from the Educational Revenue Augmentation Fund, or ERAF, but this is not a consistent or reliable revenue source to fund on-going operations in the long term. The remainder of property taxes paid by property owners in the City goes to San Mateo County, school districts, and special districts. The housing industry and home sales boomed when more and more people work from home because of Coronavirus and stay-at-home directives. Property Tax revenue is expected to show a slight increase of about 3% over the prior fiscal year budget primarily due to higher property reassessment anticipated to occur.



Property Tax revenue the City receives following dissolution of the San Bruno Redevelopment Agency in 2012 is also included in Property Tax revenue. While these funds come to the City as unrestricted Property Tax, this amount does not replace the amount the Redevelopment Agency previously generated for economic development and housing projects.

Sales Tax - Sales Tax of 9.75% is assessed on every taxable sale in San Bruno. Of the 9.75%, the City receives 1.5% or about 15% of the total tax. For FY2021-22 total Sales Tax revenue is anticipated to increase by 11% from the prior year's receipts. One of the contributing factors to the increase is that the City will collect a full year worth of sales tax according to a Revenue Participation Agreement with Walmart.com for the first time. Additionally, more businesses will gradually return to normal operation and lead to sales recovery. One negative factor to the sales tax is the pending sale of Tanforan Mall. At this time, staff is not able to accurately assess the potential impact of the pending sale. Therefore, the sales tax projection for FY 2021-22 will be updated when more information becomes available.



Transient Occupancy Tax - TOT in the amount of 14% is collected on the cost of each room rental at each of the 12 lodging establishments in the City. COVID-19 will continue to have an impact on hotel operators in San Bruno and across the state. Occupancy declined more than 75% during the pandemic. Significant business travel reductions will have long-lasting implications for TOT revenue for years to come. Staff are projecting a recovery of 72% in TOT revenue in FY2021-22 to \$1.6 million for the year. However, compared with pre-COVID era, TOT will be significantly lower for some time.

Regulatory Card Room Tax – Gambling clubs in San Bruno are required to pay a quarterly tax per table, as required by ordinance. Artichoke Joe’s requested to increase gaming tables from 38 to 43, effective June 1, 2021. Card room tax anticipates to increase by 14% in FY 2021-22.

Business License Tax – Business license tax is an annual tax based on prior year gross receipts. The pandemic devastated many sectors of San Bruno’s business community and in most cases gross receipts are flat. The City has outsourced business license tax administration to HdL Companies and the contract expects to go live in July 2021.

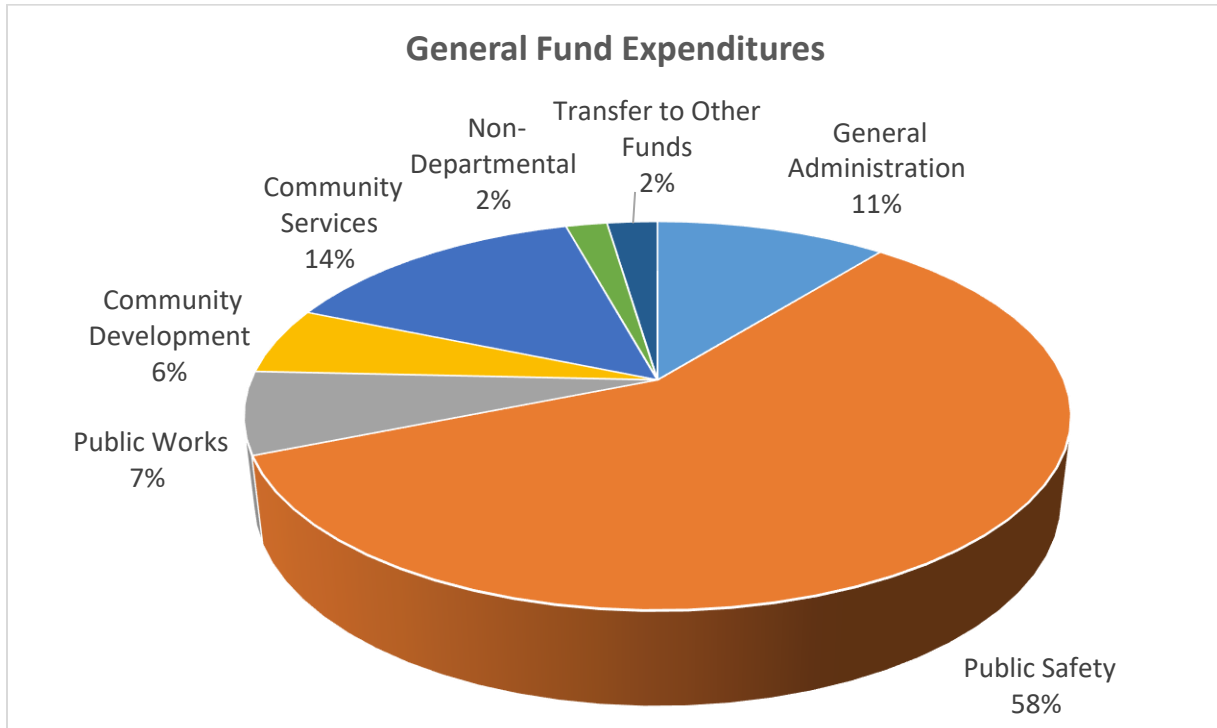
Use of Money & Property – Use of money and property will be about the same as the current fiscal year.

Departmental Revenue – Total Departmental Revenues are projected to increase by 37% compared to the FY2020-21 budget. Almost 77% of departmental revenues for FY 2021-22 will be from the Police Department and the Building Division of the Community and Economic Development Department (CED). Police Department collects traffic and parking violation fines. The Building Division in CED expects more permit applications after delays caused by the pandemic, resulting in higher permit fee revenues. The proposed user fee increases are also included in the FY 2021-22 departmental revenues forecast.

General Fund Expenditures

In developing the budgets, staff across all departments have carefully adhered to the City Council’s budget policy to control and contain costs at the lowest levels possible to allow for

continued service delivery. Using a zero-growth based budgeting practice, departments were directed to evaluate many expenditure line items to determine if it is necessary and to evaluate any available lower cost alternatives. The following graph illustrates General Fund expenditures by functions.

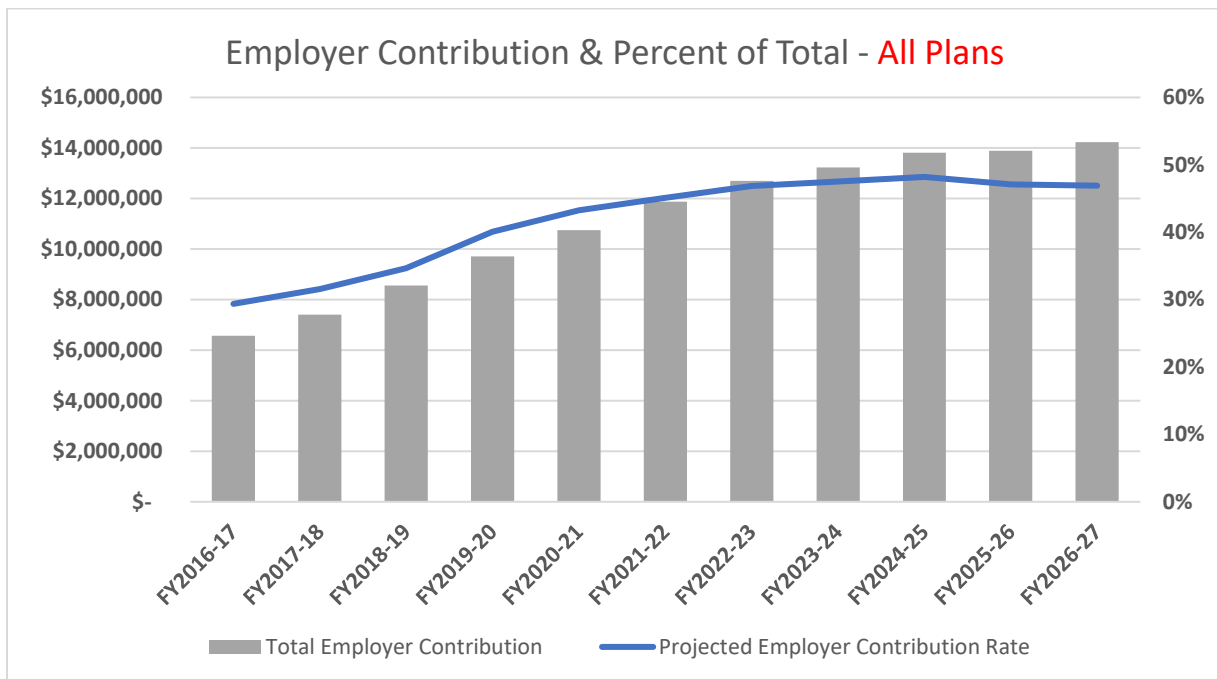


Significant highlights, changes, and comparison of FY2020-21 budgeted expenditures to the FY2021-22 proposed expenditures are described below:

Regular and Part-Time Salaries - Salaries for all full time and part time staff is the single largest category of expenditures in the operating budget at approximately 45% of total General Fund expenditures. The total budget for regular, part-time and overtime salaries across all General Fund departments is \$23 Million.

PERS Retirement - Employee retirement benefits total \$9.5 Million, or 18.6% of the General Fund expenditures. This amount represents an increase of approximately \$600,000 compared to the FY2020-21 budget. The City continues to experience significant impacts from increasing costs for retirement benefits through the CalPERS system. Beginning in FY2018-19, CalPERS reduced the Discount Rate which is its expected earnings on all investments. The only revenues available to the CalPERS system to fund employee pension costs comes from three sources: investment earnings, employee contributions and employer contributions. As a result, the reduction of available revenue in the investment earnings category must be made up from increases to employer contributions.

As you can see in the graph below, the City's contribution to the CalPERS increases each year through FY2026-27.



As a strategy to control increasing pension cost, State legislation implemented pension reform and changes to retirement benefits through CalPERS, which took effect in 2014 and reduced the defined benefits available to employees who are new to the system. New employees hired in 2014 or later will receive reduced pension benefits; however, the City will not see a tangible effect on the City’s retirement benefits costs for several more years until the City’s workforce transitions substantially from Classic or tenured CalPERS members to new members. Based on projections from CalPERS, cities and other public agencies throughout the state can expect to continue experiencing retirement cost increases.

Employee Insurance Premiums - Employee insurance benefits (medical, life and long-term disability) are provided through the Teamster’s Health and Welfare Trust and amount to \$4.8 Million in FY2021-22. The Trust notifies the City of the projected premium increase at the end of each calendar year.

LONG RANGE FINANCIAL FORECAST

Multi-year budgeting and long-range financial forecasting is a key government best practice. Developing a methodology with conservative revenue and realistic expenditure assumptions to review, as it relates to budget decisions and trade-offs, allows for more fiscally responsible decisions. It also provides additional data and direction for revenue enhancement planning and expenditure controls.

A summary of the long-range financial forecast for the City’s major funds, including major assumptions, can be found below.

General Fund

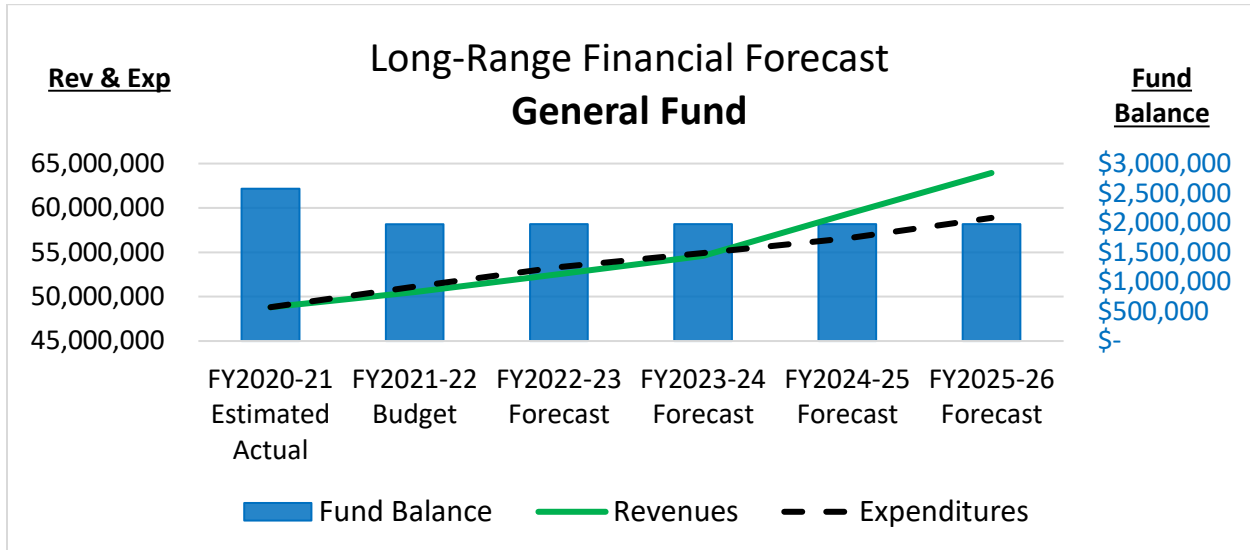
	FY2020-21 Estimated Actual	FY2021-22 Proposed Budget	FY2022-23 Forecast	FY2023-24 Forecast	FY2024-25 Forecast	FY2025-26 Forecast
Revenues	\$48,813,093	\$50,519,441	\$52,536,695	\$54,610,468	\$59,320,138	\$63,942,146
Expenditures	\$48,814,459	\$51,116,558	\$53,318,569	\$54,918,127	\$56,565,670	\$58,880,640
Fund Balance	\$2,573,422	\$1,976,305	\$1,976,305	\$1,976,305	\$1,976,305	\$1,976,305

The General Fund is not expected to recognize significant revenue growth in the upcoming 3 fiscal years through FY2023-24. The economic impacts related to COVID-19 will last for several years and full recovery of economic activity needs time. The City is projecting conservatively for its critical tax revenue sources and monitor the activity closely throughout the operating year to make adjustments when necessary. Property tax annual increases have been strong in recent years, and the financial forecast assumes low growth in the beginning of the forecast. Tax revenues are anticipated to achieve moderate growth after the effects of COVID-19 normalize.

At the time the FY2021-22 budget is being proposed, a number of large development projects are in various stages of review with the City’s Community and Economic Development Department. The City will recognize both one-time and ongoing revenues from development including Planning and Building permits, as well as water and sewer capacity charges, development impact fees, ongoing water and wastewater utility billing and an annual stormwater assessment, and eventually increased property, sales and business license taxes. Development projects often experience delays and timing issues, so forecasting revenue to occur in a specific fiscal year is challenging. The long-range financial forecast considers revenue assumptions for most revenue sources based on existing timelines but discounted heavily to account for potential delays in development.

In the coming 3 fiscal years, the General Fund will continue to experience significant pressure from pension and health insurance costs as well as annual inflationary increases for materials, supplies, equipment and various contracts. The forecast does not assume any additional position increases from what is being proposed in the FY2021-22 budget. The forecast assumes future expenditure reductions will be required in order to achieve the target ending fund balance of \$1.98M during the forecast period. This model will be a tool that staff will use to

work with the City Council to evaluate continued revenue enhancement strategies and on-going expenditure reductions to ensure a balance budget is achieved each year.



Need for New Revenues

As discussed above, the Proposed Operating Budget includes viable strategies to balance revenues and expenditures and to assure continuation of all necessary program and service delivery in the coming year. Continuing cost increases to support necessary services creates a situation where there is insufficient revenue available to support existing service levels in the next three years. In addition, substantial revenues will be required to fund service level improvements desired by residents including traffic and code enforcement, street maintenance and rehabilitation, infrastructure replacement including streetlight poles and Stormwater infrastructure as well as improvement/replacement of critical community facilities such as the library, fire stations and park facilities.

The City Council continued focused discussion on strategies to address this situation will continue further focused evaluation over the coming year. During the last couple of year, many revenue enhancements have been implemented, including Development Impact Fee (DIF) Program, Water and Wastewater Utility Billing Improvements, Measure G – District Sales Tax Measure, Business License Tax and Transient Occupancy Tax audits.

During FY 2020-21, the City initiated following strategies that are currently underway in order to increase revenue generation:

- **Cost Allocation Plan (CAP) and User Fee Study (UF)** – The City’s master fee schedule has not been comprehensively reviewed in many years. In order to ensure that the City’s fees for services provided are accurate, allowable and cost recoverable, staff are updating its cost allocation plan to ensure full cost recovery of City costs not directly associated to a service being provided, re-baselining fees in the master fee

schedule based on fully loaded staff costs and re-aligning fees to City services. The completed User Fee Study was submitted to the City Council in April and is waiting for Council's adoption by June. If adopted, the new user fees will become effective September 1, 2021.

- **Business License Administration** – The City decided to outsource business license administration to a third-party vendor and rely on the vendor's technology to streamline the City's business license application and renewal process. The contract is expected to go live in July 2021, reduce the City's staffing cost and increase business license related revenues.
- **Transient Occupancy Tax Rate Increase** – The City Council placed Transient Occupancy Tax rate increase on the ballot and increased the rate from 12% to 14% as of March 1, 2021.
- **Short Term Rental Ordinance** – Early in 2020, the City Council received a preliminary report from staff and a draft ordinance for regulating and collecting Transient Occupancy and Business License Tax from short-term rentals in San Bruno. Although there would be additional revenues from formalizing a regulatory program, additional staff and other costs would increase to administer the program. Initial revenue and expense projects show very little additional revenue to the City if this program were to proceed. Staff has engaged in initial discussion with a third-party vendor on the program's feasibility and costing analysis.
- **Stormwater Fee Increase** - The City has not been able to collect sufficient revenue to replace/repair the aging stormwater system. With no additional revenue, the Stormwater fund is at the risk of deficit status in FY 2021-22 and dependent on the General Fund. The City has started a Proposition 218 process and is holding a mail ballot property-owner election to increase Storm Drainage and Flood Protection Fee till June 15.

Staff expect these efforts to result in additional revenue to the City over time; however, the additional revenue will not be adequate to fund all priority projects and strategic initiatives approved by the City Council and articulated in the Operating and Capital Budgets

Enterprise Funds

The City's four Enterprise operations provide business-type services that are rate and fee supported. To cover the cost of administrative and other services provided through the General Fund operating departments including the City Manager, Finance and Human Resources, each Enterprise Fund Budget shows an administrative allocation to the General Fund.

The same zero-based budgeting approach to build expenditure proposals contained in the General Fund applies to Enterprise Fund Budgets. This approach, which requires careful review of each proposed expenditure, relieves some pressure for further customer rate increases that might otherwise be required to cover cost increases associated with staff time and acquisition of necessary supplies, contract services, and other operating expenses.

The City completed a comprehensive review of operating and capital needs in the Water and Wastewater Enterprises and established a new multi-year utility rate schedule in April 2017. The rate analysis included careful evaluation of all operational costs and the planned schedule and costs for delivery of capital improvement projects necessary to replace and rehabilitate the City's aging water and wastewater system infrastructure. The multi-year Water and Wastewater rate program adopted by the City Council in May 2017 provides for an annual 5% rate increase through FY2021-22. To lessen the financial burden on residents in the era of COVID-19, the City Council decided not to increase water and wastewater rate in FY 2021-22

The following table shows a comparison of the FY2020-21 revenues and operating expenditures (less capital outlay, equipment and debt service payments) for the City's Enterprise Funds to the amounts proposed for FY2021-22.

Fund	FY2020-21 Amended Budget	FY2020-21 Estimated Actual	FY2021-22 Proposed Budget
Water			
Revenue	\$17,378,083	\$17,380,923	\$17,077,121
Expenditure	\$10,650,809	\$10,179,828	\$10,551,800
Wastewater			
Revenue	\$17,929,376	\$17,816,800	\$17,989,376
Expenditure	\$9,729,227	\$9,101,147	\$10,152,468
Stormwater			
Revenue	\$693,000	\$657,009	\$659,500
Expenditure	\$1,195,302	\$1,084,502	\$1,534,673
CityNet Services			
Revenue	\$9,399,433	\$9,399,434	\$9,810,775
Expenditure	\$9,699,370	\$9,364,066	\$9,478,829

Water Enterprise

The Water Enterprise supplies potable water to residents and business customers from the City's own groundwater pumping operations and from water purchased through the San Francisco Public Utilities Commission (SFPUC). The City's water system includes five production wells and eight storage tanks in six locations throughout the City. The City's average annual water production capacity is 1,900,000 gallons per day.

Under the terms of the Groundwater Storage and Recovery Agreement among the San Francisco Public Utilities Commission (SFPUC), San Bruno, Daly City and California Water Company the City curtails pumping from its wells to allow replenishment of groundwater levels during periods of time that surface water available through the SFPUC is sufficient to supply the City's entire water delivery requirement. The City does not pay an additional cost for this in lieu

water but continues to incur well operating and maintenance costs to regularly exercise the wells and to assure that the wells remain fully operational and can be put into regular service when needed.

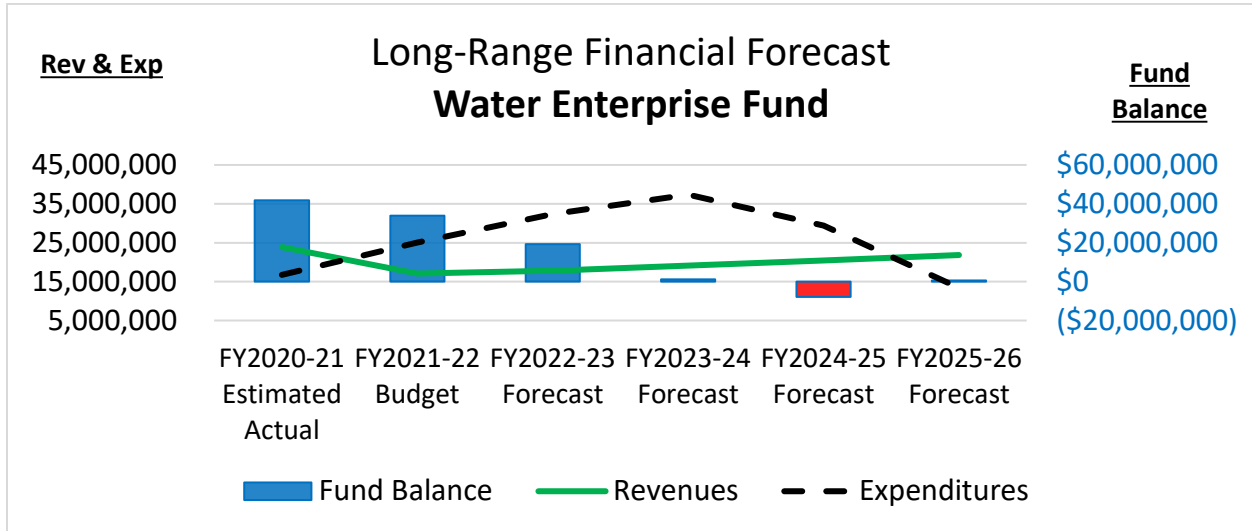
For FY2021-22, Water Enterprise costs are anticipated to increase compared to the prior year budget with total operating expenditures of \$10.6 Million. Once operating expenditures are covered, the remaining revenue amount of \$6.5 Million is invested in the Water Fund Capital Improvement Program to fund the City's system infrastructure replacement and rehabilitation program. That program includes a comprehensive plan and schedule for replacement and rehabilitation of the City's 50-100-year-old Water system pumps, storage tanks, pipelines and other facilities in order to support their ongoing service reliability.

In 2017 the City's Public Financing Authority issued Water Revenue Bonds to finance acquisition of water system improvements to assure sufficient funds are available to complete critical capital projects on schedule. The bonds are payable solely from the revenues of the water system.

Priority water system capital projects planned for significant work and delivery during the coming year include the Main Improvement and Replacement Program that will replace Water main lines throughout a large area of the residential neighborhoods in "the Avenues" east of El Camino Real and the Water Tank Improvement and Replacement Program that will begin construction of the new Cunningham Water Tank. The several infrastructure capital projects planned for significant work during the next 5-years are discussed in detail in the FY2021-26 Capital Improvement Program.

The long-range financial forecast for the Water fund is strong in the near term but faces challenges starting in FY 2023-24. Rates are held flat in FY2021-22 and increase in future years to yield additional, annual revenues to support ongoing operations and priority capital improvements. The capital projects are large and complex and require multi-million-dollar investments in a short period of time. The fund is forecasted to experience to decline annually and a fund deficit will occur in FY 2024-25. Capital improvement projects will be

evaluated annually and some may be delayed during the forecast period to sustain the fund's self-supporting status.



Wastewater Enterprise

The Wastewater Enterprise operates and maintains the wastewater collection system throughout the City and provides for the City's 33% shared cost of operating the South San Francisco/San Bruno Wastewater Treatment Plant located in South San Francisco.

The City's operating and capital work programs in the Wastewater Enterprise have continued to be guided in large measure by the requirements of the Regional Water Quality Control Board compliance order and the settlement requirements of the lawsuit brought by San Francisco Baykeepers in 2010. These actions resulted from the City's violations of the stringent requirements of the Federal Clean Water Act prohibiting any release of untreated wastewater making its way to the Bay or another waterway. Those violations occurred in 2008 and prior. The corrective actions are directed at achieving significant and sustainable reduction in Sanitary Sewer Overflows (SSO's).

The City has re-tooled its regular wastewater system maintenance and operational procedures to improve system performance, reduce system overflows and the meet the specific requirements and targets of the City's compliance agreements. These revised operational practices include regular video inspection of mainlines to identify locations of potential failure, a spot repair program that provides timely repair to short line segments that are not scheduled for a more comprehensive pipeline replacement and a robust line cleaning program addressing known areas of root intrusion and other potential blockages.

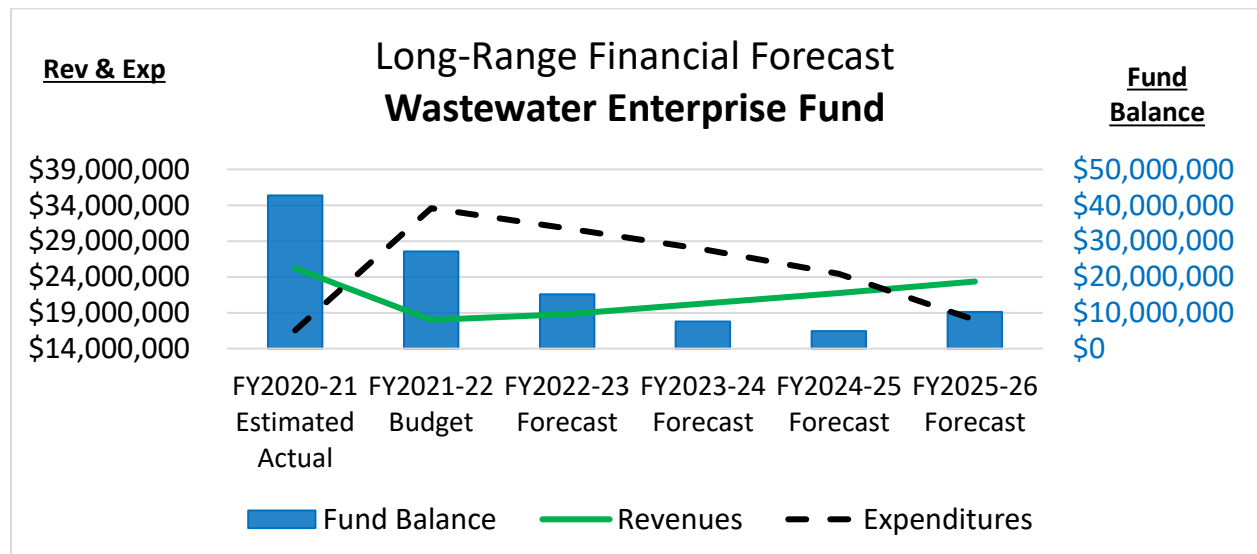
The effort of City staff in implementing improved maintenance and operation practices along with the City's substantial investment in equipment including a dedicated video inspection vehicle and high pressure vector vehicles have been successful. So much so that the City has exceeded the specific requirements of the compliance orders in each of the last three years, reducing the number of SSO's from a high of fifty-four in calendar year 2008 to only two in 2017.

In an email dated April 2021, San Francisco Baykeepers informed the City of September termination of the compliance orders.

The City's established five-year wastewater rate program took effect July 1, 2017 and provides for annual 5% rate increases through June 30, 2022. The City Council has decided not to increase wastewater rate in in FY2021-22 to lessen the burden on residents after COVID. Total system revenues for FY2021-22 are projected to be \$18.0 Million and operating costs are budgeted at \$10.2 Million.

The rate program as well as the 2017 issuance of Wastewater Revenue Bonds in conjunction with the Water Enterprise debt issuance assures adequate funding will be available for all Wastewater operations and to fund continuation of the City's aggressive capital improvement program to replace and rehabilitate the collection system facilities and main lines throughout the City. The Wastewater Enterprise also funds the City's share of costs associated with a comprehensive program to upgrade the shared South San Francisco Wastewater Treatment Plant facilities. During the coming year, Wastewater system capital project priorities will focus on Main Improvement and Replacement projects along 1st Avenue, Crystal Springs Road, Crestwood Drive and in the Avenues east of El Camino Real as well as Pump Station Improvement and Replacement projects at the Spyglass, Crestwood, Crestmoor and Lomita Pump Stations. The FY2021-26 Capital Improvement Program discusses planned infrastructure capital projects in detail.

The long-range financial forecast for the Wastewater fund is strong but also has its challenges. Like the water enterprise fund, the annual rate increases in future years will yield additional, annual revenues to support ongoing operations and priority capital improvements. The capital projects are large and complex and required multi-million-dollar investments in a short period of time. The fund is forecasted to experience a decline in fund balance through FY2024-25 but is expected to rebound the year after.

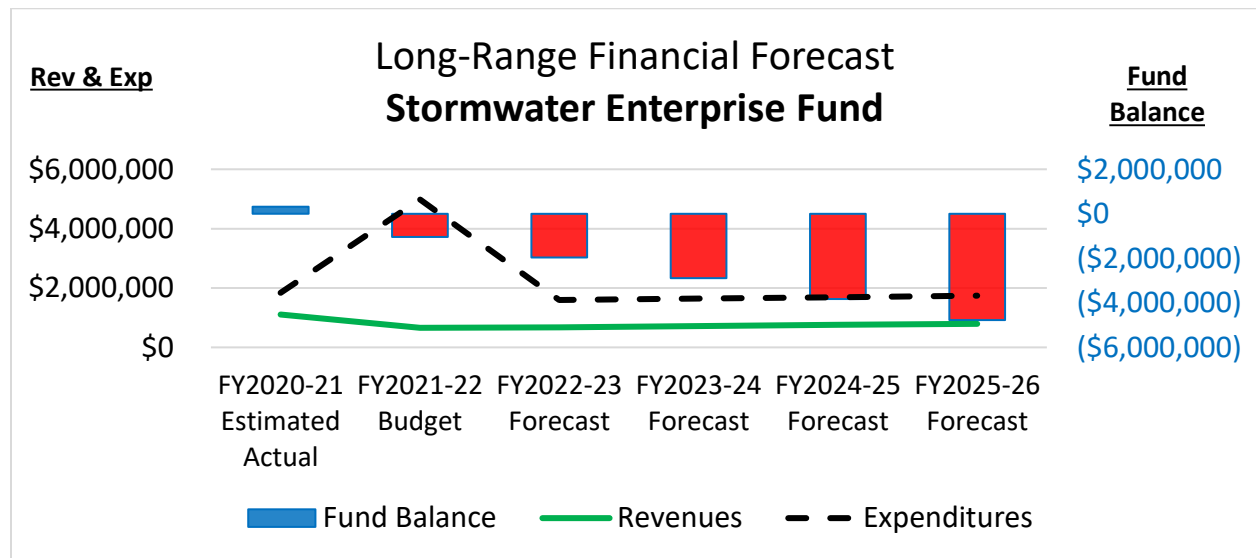


Stormwater Enterprise

The Stormwater Division of the Department of Public Works is responsible for maintaining the Stormwater conveyance system, as well as adhering to the requirements outlined in the National Pollutant Discharge Elimination System (NPDES) permit. Stormwater fees are collected through the County property tax, and a minimum of \$46.16 per assessor parcel number (APN) is assessed for most properties in San Bruno.

In recent years, many cities have asked voters to approve of a dedicated funding source as the annual property tax assessment has proven to be inadequate to fund ongoing operations and necessary equipment and capital investments to meet federal requirements. The FY2018-19 adopted budget approved of 2 additional maintenance workers to provide trash capture device cleaning and maintenance to ensure we meet federal standards. Over the past year and a half, Finance and Public Works staff have worked closely to delay and/or minimize operating expenses.

The financial forecast, without any additional dedicated revenue to support the enterprise, is projected to yield a negative fund balance beginning in FY2021-22 with the negative fund balance increasing each year thereafter. The few stormwater system capital improvement projects are projected to be funded through the General Fund due to the lack of dedicated stormwater fees. The City is hosting a property owner election to increase will stormwater fees. The election will end on June 15. If property owners vote for the fee increase, the Stormwater Enterprise Fund will reverse the worsening trend and wean its reliance on the General Fund.



CityNet Services Enterprise

The City provides a broad range of broadband video, data and voice services to residential and business customers over a cable network consisting of over one hundred miles of fiber optic and coaxial cable throughout the entire San Bruno community. The CityNet Services Enterprise also operates San Bruno Cable Channel 1 which covers all local City meetings, events, local

programming, and informational public service programming and announcements. San Bruno Cable Channel 1 remains one of the most readily available and used informational resources for the San Bruno community and has proven to be a vital mode of communication particularly during the COVID-19 pandemic to inform citizens of services available to them.

The City took a bold step forward in the early 1970's when it initiated building a state-of-the-art coaxial cable television system to serve the San Bruno community. Over the years as technology has evolved and additional types of programming and services could be delivered to homes over the system, San Bruno CityNet Services has continued a regular program of upgrades and adoption of new technologies to assure that services remain robust and competitive in what has become an increasingly competitive market environment. No other cable television provider has operated inside San Bruno in direct competition with San Bruno CityNet Services. San Bruno CityNet Services remains one of only a small handful of incumbent municipal technology providers in the nation.

Over the last decade, as new technologies have emerged and evolved at a rapid pace, the CityNet Services Enterprise has become increasingly subject to competitive pressure from outside operators using wireless and other technologies to deliver video, voice and internet services. The environment of rapidly changing technology is dramatically shaping and affecting the way San Bruno CityNet Services and others do business. Where basic cable services were previously the "bread and butter" of the cable industry business, San Bruno CityNet Services, like all of the biggest companies in the business including Comcast and others, has seen substantial decline in basic cable subscriber counts and revenues. At the same time, the Enterprise is experiencing moderate revenue growth in its residential and commercial internet service revenues.

Over the past several years, as the CityNet Services Enterprise has experienced increasing competition and has completed new projects to add services and new technologies, subscriber revenues, the only source of Enterprise revenues, have not kept pace and have fallen far short of the capital investment required to stay current and to retain customers. As a result, the CityNet Services Fund has gradually developed a financial deficit that is estimated to reach approximately \$14.5 Million by the end of FY2020-21.

As an initial effort to address the deficit, the City Council approved a proactive, multi-year staged reduction of Enterprise costs by gradually eliminating the "equity transfer" amounts the Enterprise paid annually for over 40 years since its inception to support the General Fund Operating Budget. At 10% of the Enterprise's gross subscriber revenues, the equity transfer reached nearly \$1,000,000 annually. In addition, the Enterprise historically paid a 5% franchise fee not only on video services as allowed by federal law, but on all revenues including the growing internet business revenues. Beginning in FY2015-16, these transfer amounts have gradually been reduced and eventually eliminated in the FY2019-20.

Previous investment in the CityNet Services Enterprise infrastructure has generally kept the system current with state-of-the-art technology that is comparable to any offered by other providers. And consultation with industry experts has demonstrated that the basic cable system infrastructure is adequate to incorporate new technologies and that the business plan pursued by San Bruno CityNet Services is both strategically correct and well delivered.

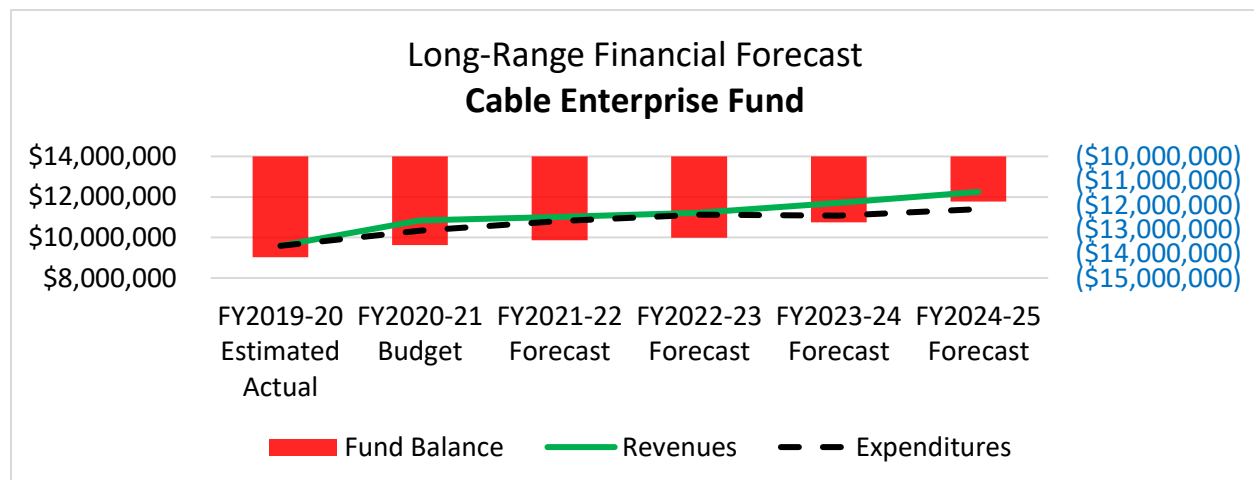
However, the future vitality of San Bruno CityNet Services now requires an additional, and even more costly investment to build a fiber to the home (FTTH) system throughout the entire community. FTTH would afford the City a very stable and nearly maintenance-free infrastructure for delivery of an even wider spectrum of technology services – importantly including internet speeds up to 1 gigabit.

From here and beyond the multi-family complexes already implemented, a City-wide deployment of FTTH is projected to cost approximately \$12,400,000. This amount would need to be provided upfront and would increase the Enterprise deficit for a period of years until subscriber counts and associated revenues increase sufficiently to generate adequate funds to cover the cost. City staff are currently exploring ways to fund the FTTH project and the future direction of the Enterprise and its Business Plan hinge on this important project.

The CityNet Services Enterprise is positioned to stabilize operations, implement technological improvements to serve existing customers and attract new customers and become fiscally solvent in the coming years. As long as the Enterprise remains in a financial deficit position, the impact falls on the City’s General Fund to backfill the Cable Fund shortfall. The City will need to quickly determine whether continued investment by the General Fund is desirable given the variety of other pressing General Fund needs or whether it is necessary for the City to outsource CityNet Services operations and system improvements or sell the system outright in order to protect the investment already made by the City. The City Council plans to continue and reach conclusion on these discussions in the coming months.

The cost of doing business with television channel providers and equipment vendors in the pay-tv industry have made it imperative that CityNet raise the rates to pay operational costs. A rate increase took effect on April 1, 2020. With the spread of Coronavirus, some customers have fallen behind on their payments. CityNet took great strides in FY2020-21 to control expenses and focus on higher margin business. Despite of loss of revenues due to delinquency, its operating revenues are expected to yield a slight surplus over operating expenditures in this year. However, there is no excess funding for debt services and General Fund will need to cover the payment.

In the long-range financial forecast, the negative fund balance is expected to grow to \$14.9 million in FY 2022-23 and decrease gradually in the years after.



INTERNAL SERVICE AND EQUIPMENT RESERVE FUNDS

Internal Service Fund operations provide direct services to support all City departments and City Enterprise Fund operations. The City maintains four Internal Service Funds including the Central Garage and the Building and Facilities Division operated through the Public Works Department, Technology and Self-Insurance. These Internal Service operations are funded through an expenditure allocation that is charged to each user department and enterprise. For FY2021-22, the Internal Service Allocation transfer amounts to \$6.5 Million. This amount covers the cost of expenditures required to support operations of the Central Garage, Building & Facilities Division and the Information Technology Division. All internal service funds are anticipated to have a minimum fund balance at the end of FY2021-22 equal to 15% of annual, operating expenses – the target set in the City’s reserve policy.

In prior years, General Fund departments would contribute annually into the City’s Equipment Reserve Fund in order to fund equipment and vehicle purchases. In FY2020-21 the City Council eliminated the annual equipment reserve allocation as a budget balancing strategy. The FY2021-22 proposed budget continues to delay the reinvestment of funds into the Equipment Reserve Fund until additional financial resources have been identified.

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is designed to identify, plan and develop projects using a long-term vision for the community’s facilities and infrastructure needs. The CIP Budget outlines work programs, project descriptions, and funding needed projects to be undertaken in the next 5-years. The CIP Budget covers a one-year period and includes proposed funding allocations to each project for work that is expected to occur during the budget year. Changes to existing projects, as well as the addition of new projects, may occur during the 5-year planning period as new needs requiring attention and allocation of resources are identified. The work program is updated every year as part of the CIP Budget development and review process.

Overall, the FY2021-22 Capital Improvement Program identifies more than 100 funded and underfunded projects/programs organized in 9 categories. \$239.5 Million in capital investment is programmed through the 5-year CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. \$142.4 Million of this amount is the expected cost of scheduled improvements to the City’s water and wastewater systems.

The following summarizes the total capital plan for all proposed capital projects over the next 5 fiscal years in each of the established project categories.

Project Categories	Total Capital Plan
Water	\$76,434,425
Wastewater	65,974,341
Stormwater	3,449,964
CityNet Services	250,000
Parks	8,956,615
Police	73,231
Facilities	55,876,030
Streets	25,281,449
Technology	3,160,000
Total	\$239,456,054

Many projects appearing in the CIP are scheduled for completion over a multi-year period. In each year, some number of projects are completed, closed out and removed from the program. A total of 13 projects in the adopted Capital Improvement Program were completed during FY2020-21. These projects have all contributed to extending the useful life of critical infrastructure and facilities and several of them provide visible improvement to safety and aesthetics in the community. The following projects have been completed and removed from the CIP:

- Water Main Improvement and Replacement in Avenues No. 1-1 and 1-2
- Sewer Main Improvement and Replacement in Avenues No. 1-1 and 1-2
- Crestmoor Canyon Slope Stability Project
- Crestmoor Neighborhood Reconstruction
- Senior Center Deck Replacement
- 2020-21 Street Rehabilitation Project
- San Bruno Avenue Intersections
- El Camino Real and Angus Intersections
- Data Security, Business Continuity, Disaster Recovery Improvement
- Tyler Content Management Upgrade
- Digital Permit and Management System

New projects for FY2021-22 in the proposed Capital Improvement Program include:

- Channel 1 Upgrade
- Beckner Shelter
- Citywide Wildfire Mitigation
- Posey Park
- Citywide Baseball Field Lighting and Fencing Upgrades
- City Facilities Security Improvements
- Fire Station 51 Facility Improvement

- Fire Station 52 Facility Improvement
- Library Facility Improvement
- Senior Center Facilities Improvement
- Senior Center Parking Lot Improvement
- Transit Corridor Pedestrian connection Project Phase 4
- Downtown Trash Receptacles and Newspaper Rack Enclosures
- Bicycle and Pedestrian Improvements near Mills Park Development
- Pavement Management Program – 2021-22 Slurry Seal
- Pavement Management Program – 2022-23 Street Rehabilitation Project
- Pedestrian Safety and Traffic-Calming Program – Oak and Crystal Springs Road
- E-Trackit and Trackit Upgrade
- EOC Equipment Upgrade
- Business Continuity – Disaster Recovery Plan
- ERP Upgrade

While the comprehensive CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on proposed projects for which funding is not available. The FY2021-22 CIP Budget includes \$501 Million in capital projects that do not have a designated funding source. These projects are shown in the Unfunded Priorities section of the CIP. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library, City Hall, Fire Station 51 and 52 and the City's maintenance yard facilities that were originally constructed in the 1950's. While the buildings remain reasonably serviceable, they are increasingly outdated and will eventually need to be replaced. These projects remain shown in the CIP so that they are included in the City's long-term strategic planning and remain priorities for future funding initiatives.

Although these projects do not have available funding to move them to completion, they do represent projects with an identified need to protect the integrity of critical City facilities and infrastructure. Rehabilitation and replacement of these City facilities is one of the several issues driving a need for the establishment of a thoughtful strategic plan to grow General Fund revenues over the next several years. The City has generally relied on the General Fund Capital Reserve to fund necessary, but relatively minor facility repair and improvement projects as needed including such work as roof replacement, kitchen, and restroom improvement and minor remodeling to meet expanded or changing operational needs. Unlike other City reserve funds that are saved for use in the event of unexpected revenue loss, emergency or other "rainy day" situation, the General Fund Capital Reserve is intended to be used as needed to fund General Fund facility and infrastructure (streets, sidewalks, streetlights, etc.) projects that do not have another identified funding source. Additionally, development impact fees will be a critical funding sources to implement capital projects in the future.

The General Fund Capital Reserve is designated by City Council policy to maintain a minimum \$5 Million balance with expenditures replenished by eligible one-time revenues and excess General Fund operating revenues available at the close of the prior fiscal year. The City received \$4.5 million in community benefit payment from YouTube in FY 2020-21. This fund is earmarked for capital improvement projects and deposited in the General Fund Capital Reserve. The Reserve balance is projected to be \$9.4 million in FY 2021-22.

SERVICE LEVEL ENHANCEMENTS

The City endured significant service cuts during the FY 2020-21. The entire City team is dedicated in providing the best services to San Bruno residents and communities. However, it is undeniable that staff resources are overwhelmed, and the overall morale is at risk. With this budget, staff proposes limited service enhancements over the current operation model, reinstating 12 previously frozen positions, and adding 6 new positions. Staff proposes to fund the enhancements with a variety of funding sources including developer reimbursements, General Fund Capital Reserve, Measure G and ARPA.

The detailed list of service enhancements is included in the proposed budget document. In summary, the total supplemental requests amount to \$3.3 million, including \$1 million impact to the General Fund.

CONCLUSION AND ACKNOWLEDGEMENTS

The City's Proposed General Fund budget is balanced for FY2021-22 after applying \$597,117 from the General Fund balance in the General Fund and \$600,000 from Measure G. The budget does not make any provisions for service restoration and the pending labor negotiations. Further considerations need to be made for service level enhancements requested by departments. Additional funding needs to be appropriated to enable the City to provide much needed services to our communities.

I want to personally thank each employee that works to move San Bruno forward each and every day. The budget team led by Finance Director Qianyu Sun includes Accounting Manager Darlene Wong, Financial Services Manager Esther Garibay-Fernandes, Accountant Charlyn He, Payroll Specialist Benjie Lin, Assistant to the City Manager Jennifer Dianos, and Public Works Management Analyst Jacinta Liang worked long hours and provided wise analysis to make sure this Proposed Budget contains clear, accurate and understandable information to make it easy for the City Council and members of the public to use. I truly appreciate their contributions and their support.

I look forward to reviewing this document and the entirety of the proposed budget with you beginning with the first budget study session scheduled for June 1, 2021.



Jovan D. Grogan
City Manager

RESOLUTION NO. 2021 - ____

RESOLUTION APPROVING FY2021-22 OPERATING AND FY2022-26 CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Manager transmitted the FY2021-22 Proposed Operating and Capital Budget to the City Council in accordance with the Municipal Code Section 2.12.060; and

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

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

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

WHEREAS, the City Council held duly noticed budget hearings on June 8, and June 9, 2021; and

WHEREAS, the City Council authorizes the use of funds in the General Fund Reserve in order to balance the budget in FY2021-22; and

WHEREAS, the City Council considered Supplemental Enhancement, ongoing and one-time costs, and

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

WHEREAS, the San Bruno Planning Commission reviewed the capital improvement projects contained in the above budget on May 18, 2021 for compliance with the General Plan of the City and adopted a resolution confirming project compliance; and

WHEREAS, the Proposed Capital Improvement Program identifies over one hundred projects in the FY2022-26 work-plan;

WHEREAS, the proposed allocations totaling \$3,206,726 of the Measure G District Sales Tax revenues in FY2021-22 were presented to the Citizen's Revenue Measure Oversight Committee on June 18, 2021. The Committee approved allocations on CIP street projects, pavement repair truck and citywide wildfire mitigation for a total of \$1,790,000;

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the Proposed FY2021-22 Operating and Capital Budget, finds and determines that the Proposed Budget should be adopted and prepared in final form.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of San Bruno adopts the total Operating Revenue appropriation of \$118,884,921, Transfers In appropriations of \$12,405,871, Operating Budget appropriations of \$93,955,717 and Transfers Out appropriations of \$12,405,871 for FY2021-22; and

NOW THEREFORE BE IT FURTHER RESOLVED, that the City Council of the City of San Bruno approves the recommended budget enhancements, in the total amounts identified in Attachment 4:

NOW THEREFORE BE IT FURTHER RESOLVED, that the City Council of the City of San Bruno approves the Capital Improvement Program as follows:

SECTION 1: Revenues, expenditures and transfers enumerated in the FY2022-26 Capital Improvement Program Budget are hereby appropriated.

SECTION 2: The FY2021-22 Proposed Capital Improvement Program is hereby adopted and budget appropriations totaling \$25,548,247 and in the following amounts are hereby approved:

Fund	Carryover Appropriations	FY2021-22 Funding Request	FY2021-22 Project Funding	Total 5-Year Program
Water	\$16,826,221	(\$2,941,796)	\$13,884,425	\$76,434,425
Wastewater	15,539,232	4,975,109	20,514,341	65,974,341
Stormwater	1,680,681	1,769,283	3,449,964	3,449,964
CityNet Services		250,000	250,000	250,000
Parks	712,093	4,944,522	5,656,615	8,956,615
Facilities	19,262,570	9,733,279	28,995,849	55,876,030
Police	73,231	0	73,231	73,231
Streets	6,473,449	6,198,000	12,671,449	25,281,449
Technology	340,150	619,850	960,000	3,160,000
Total	\$60,907,626	\$25,548,247	\$86,455,873	\$239,456,054

SECTION 3: The FY2021-22 capital improvement work plan is authorized to include carry-over appropriations for projects moving toward completion or on the schedule to commence. Total carry-over appropriations from FY2020-21 are estimated to be \$60,907,626.

—oOo—

I hereby certify the foregoing Resolution No. 2021-
was introduced and adopted by the San Bruno City Council
at a regular meeting on June 22, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Melissa Thurman, MMC
City Clerk

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RESOLUTION NO. 2021 -

RESOLUTION AUTHORIZING PRELIMINARY EXPENDITURE APPROPRIATION TO SUPPORT CITY OPERATIONS PENDING APPROVAL OF THE PROPOSED FY2021-22 OPERATING AND CAPITAL BUDGET

WHEREAS, the City Manager transmitted the Proposed Year FY2021-22 Operating and Capital Budget to the City Council in accordance with the Municipal Code section 2.12.060; and

WHEREAS, the City Council held duly noticed public budget hearings on June 8 and 9, 2021 regarding the Proposed FY2021-22 Operating and Capital Budget; and

WHEREAS, the City Council will continue review of the budget at a future Regular meeting.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby authorizes preliminary expenditure appropriations supporting City municipal operations pending approval of the FY2021-22 Operating and Capital Budget. This continuation shall be in place for a period no longer than through August 31, 2021 or the adoption of the FY2021-22 Operating and Capital Budget.

BE IT FURTHER RESOLVED that the preliminary appropriations shall amount to one-sixth of the recommended FY2021-22 expenditures and that all revenues, expenditures and transfers will be adopted with approval of the FY2021-22 Operating and Capital Budget.

Dated: June 22, 2021

—oOo—

I hereby certify the foregoing Resolution No. 2021-
was introduced and adopted by the San Bruno City Council
at a regular meeting on June 22, 2021 by the following vote:

AYES:
NOES:
ABSENT:

ATTEST:

Melissa Thurman, MMC
City Clerk

ATTACHMENT 3

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Attachment A
Summary of Proposed Budget Enhancements

Department	Enhancements	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
General Fund						
City Manager	Professional Service	Proactive Planning	150,000		-	150,000
Human Resources	Data Analysis Software HRIS	Proactive Planning	40,000	60,000	-	100,000
Finance	Bloomberg Terminal	Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality	27,660	-	27,660	-
Finance	Data Analysis Software	Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality	3,000	-	-	3,000
Police	Add 2 FTE sworn Police Officers	Protect & Improve Community Aesthetics and Safety	307,902	-	307,902	-
Police	Avigilon VMS	Protect & Improve Community Aesthetics and Safety	10,550	-	-	10,550
Police	Intrado maintenance renewal for 911 phone system	Protect & Improve Community Aesthetics and Safety	12,600	-	12,600	-
Police	iRIMS Software	Protect & Improve Community Aesthetics and Safety	27,100	-	-	27,100
Public Works	Add 1 FTE Principal Civil Engineer	Proactive Planning	180,250	-	158,000	22,250
Public Works	Traffic Engineering Services	Proactive Planning	80,000	-	-	80,000
Public Works	Long-term document storage facility annual	Proactive Planning	2,000	-	-	2,000
Public Works	Temporary engineering workers for special	Proactive Planning	28,400	-	-	28,400
CED	Affordable Housing Fund Program Implementation Plan	Proactive Planning	-	70,000	70,000	-
CED	Planning and Housing Intern	Proactive Planning	24,000	-	-	24,000
CED	On-call clerical support Part-time or Service	Proactive Planning	12,500	-	-	12,500
CED	On-call clerical support Part-time or Service (50% Planning and 50% Building) -	Proactive Planning	12,500	-	-	12,500
Community Services	Holiday decorations for the downtown area	Strengthen Community Connections, Engagement, and Communication	-	25,000	-	25,000
Community Services	Additional overtime	Proactive Planning	30,000	-	-	30,000
Community Services	Reclassify Maintenance Worker II to Parks Maintenance Technician II -	Proactive Planning	133,785	-	120,194	13,591
General Fund Subtotal			1,082,247	155,000	696,356	540,891
Internal Service Funds						
Central Garage	Strip & re-coat the garage bay floors, paint,	Proactive Planning	-	10,000	-	10,000
Central Garage	Tool boxes, equipment storage, and work	Proactive Planning	-	15,000	-	15,000
Building and Facilities	Library roof spot maintenance	Proactive Planning	-	30,000	-	30,000
Building and Facilities	Interior paint maintenance	Proactive Planning	25,000	-	-	25,000
Building and Facilities	Pressure washing exterior walls and sidewalks	Proactive Planning	25,000	-	-	25,000
Building and Facilities	HVAC one-time maintenance and assessment	Proactive Planning	-	16,000	-	16,000
Building and Facilities	Roof contract maintenance	Proactive Planning	10,000	-	-	10,000
Building and Facilities	Re-paint generator at Arbor Court	Proactive Planning	-	6,000	-	6,000
Building and Facilities	Door and entryway maintenance and lock/key	Proactive Planning	3,000	-	-	3,000
Building and Facilities	HVAC emergency repair	Proactive Planning	40,000	-	-	40,000
Building and Facilities	Uniform cleaning and maintenance	Proactive Planning	1,500	-	-	1,500
Building and Facilities	Hazardous waste material disposal/recycling .	Proactive Planning	3,000	-	-	3,000
Information Technology	New City phone system/Phone relocation services	Proactive Planning	25,000	80,000	-	105,000
Information Technology	New City website platform	Strengthen Community Connections, Engagement, and Communication	-	56,065	56,065	-
Information Technology	NetScaler	Proactive Planning	8,500	-	8,500	-
Information Technology	Replace 2 network switches	Proactive Planning	-	12,000	12,000	-
Information Technology	Help desk ticketing system	Proactive Planning	1,242	-	1,242	0
Information Technology	Server replacement, ESXI hosts	Proactive Planning	-	21,000	21,000	-
Information Technology	Dell iDRAC8 license	Proactive Planning	-	1,078	1,078	(0)
Information Technology	Video conferencing services	Proactive Planning	5,179	-	5,179	(0)
Information Technology	PD computer and peripheral replacement, PD printer toner	Proactive Planning	3,400	20,975	24,375	-
Information Technology	Patch management	Proactive Planning	10,000	-	10,000	-
Information Technology	SMS communication system	Strengthen Community Connections, Engagement, and Communication	10,000	4,500	14,500	-
Internal Service Fund Subtotal			170,821	272,618	153,939	289,499
American Rescue Plan Act Fund						
City Manager	Executive Assistant	Proactive Planning	118,475	-	-	118,475
Police	Restore 1 FTE Police Officer	Protect & Improve Community Aesthetics and Safety	153,824	-	-	153,824

Attachment A

Summary of Proposed Budget Enhancements

Department	Enhancements	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Building	Contract On-Demand Senior Building Inspector	Proactive Planning	-	132,480	-	132,480
Fire	Restore 1 FTE Fire Fighter	Protect & Improve Community Aesthetics and Safety	151,837	-	-	151,837
Planning	Add 1 FTE Long Range / Advanced Planning Senior Planner	Proactive Planning	109,341	-	-	109,341
Planning	Add 0.25 FTE Senior Planner		40,738			40,738
Recreation	Deputy Community Services Director	Proactive Planning	91,945	-	-	91,945
Parks	Part-time parks maintenance assistant	Proactive Planning	30,142	-	-	30,142
Parks	Part-time administrative assistant	Proactive Planning	30,142	-	-	30,142
Parks	Restore 2.0 FTE frozen Parks Maintenance Worker I	Proactive Planning	194,632	-	-	194,632
Public Works	Restore frozen Associate/Assistant Civil Engineer (Traffic Engineer).	Proactive Planning	155,835	-	-	155,835
Streets	Restore 2 FTE frozen Streets Maintenance Worker I (Street Operations)	Proactive Planning	194,632	-	-	194,632
IT	Add 1 FTE Information Technology Associate budgeted at 67% for Year 1	Proactive Planning	91,229	-	48,000	43,229
Library	Part Time Personnel	Proactive Planning	92,714	-	-	92,714
American Rescue Plan Act Fund Subtotal			1,455,486	132,480	48,000	1,539,966
Measure G Fund						
City Manager	Add 1.0 FTE Economic Development Manager budgeted at 67% for year 1 -	Proactive Planning	117,008	-	-	117,008
Police	Restore 1 FTE Police Officer	Protect & Improve Community Aesthetics and Safety	153,824	-	-	153,824
Fire	Restore 1 FTE Fire Fighter	Protect & Improve Community Aesthetics and Safety	151,837	-	-	151,837
Fire	Add 1 FTE Fire Inspector budgeted at 67% for year 1	Protect & Improve Community Aesthetics and Safety	94,057	-	-	94,057
Parks	On-Call Landscape Architectural Services	Proactive Planning	300,000	-	-	300,000
Measure G Fund Subtotal			816,726	-	-	816,726
Total Enhancement Requests			3,525,280	560,098	898,295	3,187,082

RESOLUTION NO. 2021-_____

**RESOLUTION APPROVING CITY'S APPROPRIATIONS LIMIT
(GANN LIMIT) OF \$48,407,373 FOR FY2021-22**

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

WHEREAS, the Appropriation Limit has been calculated for FY2021-22 as set forth in the Gann Appropriation Limit Report, and

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

NOW, THEREFORE, BE IT RESOLVED by the San Bruno City Council that:

1. The adjustment factors selected for calculating this Appropriations Limit are based on California Per Capita Income change of 5.73% and the San Mateo County population change of -0.75%;
2. The Appropriation Limit for FY2021-22 is established at \$48,407,373; and
3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

Dated: June 22, 2021

—oOo—

I hereby certify the foregoing Resolution No. 2021-
was introduced and adopted by the San Bruno City Council
at a regular meeting on June 22, 2021 by the following vote:

AYES:
NOES:
ABSENT:

ATTEST:

Melissa Thurman, MMC
City Clerk

ATTACHMENT 5

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City of San Bruno
FY2021-22 Gann Appropriation Limit
Date Prepared: 6/14/2021

FY2020-21 Appropriation Limit		\$ 46,129,927
Calculation of FY2021-22 Adjustment Factor		
Annual Change Factors		
Cost of Living Adjustment Factors for FY2021-22		
California Per Capita Personal Income (CPCPI)	5.73%	
Population Adjustment Factors for FY2021-22		
San Mateo County Population Change	-0.75%	
Adjustment Factor for FY2021-22		
(1 +0.0573) x (1 - 0.0075)		<u>1.04937025</u>
FY2021-22 Appropriation Limit		<u>48,407,373</u>
Proceeds of Taxes		35,965,889
Exclusions:		
Qualified Capital Projects and Debt		<u>(1,271,452)</u>
FY2021-22 Appropriations Subject to Limit		<u>34,694,437</u>
Over (Under) Appropriations Limit		<u>\$ (13,712,936)</u>
Percent Over (Under)	-28.33%	

City of San Bruno
FY2021-22 Gann Appropriation Limit
Date Prepared: 6/14/2021

Fiscal Year Ending June 30,	Adjustment Factor	Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
2016	6.61%	37,016,046	26,497,883	(10,518,163)
2017	6.33%	39,358,742	27,089,610	(12,269,132)
2018	4.27%	41,039,622	28,405,924	(12,633,698)
2019	4.19%	42,758,505	29,451,210	(13,307,295)
2020	4.14%	44,529,041	32,041,337	(12,487,704)
2021	3.60%	46,129,927	31,218,833	(14,911,095)
2022	4.94%	48,407,373	34,694,437	(13,712,936)

RESOLUTION NO. 2021-02

**A RESOLUTION OF THE SAN BRUNO PLANNING COMMISSION
FINDING THAT THE PROPOSED CAPITAL IMPROVEMENT PROGRAM BUDGET
FOR FISCAL YEAR 2021-22 IS IN CONFORMANCE
WITH THE CITY OF SAN BRUNO GENERAL PLAN**

WHEREAS, the City of San Bruno has prepared a proposed Capital Improvement Program (CIP) budget for Fiscal Year 2021-22 and included within said proposed budget is a coordinated program of proposed public works projects recommended for planning, initiation or construction throughout the ensuing fiscal year. The Fiscal Years 2022-2026 Five-Year CIP Plan is designed to identify, plan and develop projects using a long-term vision for the community's facilities and infrastructure needs. The CIP Plan outlines work programs, project descriptions, and funding needed for each project to be undertaken in the next five years. The CIP Budget for Fiscal Year 2021-22 covers a one-year period and includes proposed funding allocations to each project on which work is expected to occur during the budget year;

WHEREAS, California Government Code Section 65401 requires that the City's Planning Commission make a determination that the list of the proposed public works (e.g. capital improvement) projects recommended for planning, initiation or construction during the ensuing fiscal year ("the proposed annual CIP") is in conformance with the City's General Plan, prior to City Council adoption;

WHEREAS, The San Bruno General Plan was adopted on March 24, 2009 as the comprehensive, long-term plan for the physical development of the City and provides goals and policies that establish the basis for evaluating whether specific proposed public works (e.g. capital improvement) projects are in conformity with General Plan vision;

WHEREAS, the proposed annual CIP includes four (4) parks projects, six (6) facility upgrade and maintenance projects, one (1) IT project, and six (6) street rehabilitation and maintenance projects in the proposed CIP budget for Fiscal Year 2021-22;

WHEREAS, the Planning Commission has previously reviewed proposed annual CIP Budgets and found those public works (e.g. capital improvement) projects to be in conformance with the General Plan;

WHEREAS, the Planning Commission's action to determine whether a proposed new or modified CIP project is in conformance with the General Plan, is not subject to the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15378 in that General Plan conformance findings required by State law is not a project as defined under CEQA;

WHEREAS, each project included in the CIP must undergo any required environmental review pursuant to CEQA separately;

WHEREAS, on May 18, 2021, the Planning Commission held a duly noticed public hearing to analyze the general plan conformity of four (4) parks projects, six (6) facility

ATTACHMENT 7

upgrade and maintenance projects, and six (6) street rehabilitation and maintenance projects in the proposed CIP budget for Fiscal Year 2021-22:

NOW, THEREFORE, BE IT RESOLVED that the San Bruno Planning Commission hereby finds, determines and resolves as follows:

Section 1. The Planning Commission determines that the General Plan Conformity Finding is not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378 since it is not a project as defined under CEQA.

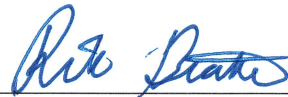
Section 2. The Planning Commission finds that the proposed Fiscal Years 2021-2025 Five-Year Capital Improvement Program is consistent with the General Plan policies because it will enhance the achievement of the General Plan by ensuring protection from natural and manmade hazards, maintaining public facilities, and improving infrastructure for all modes of transportation for all San Bruno's existing and expected residents and businesses.

Section 3. The Planning Commission hereby adopts Resolution No. 2021-02 finding that the proposed Fiscal Years 2021-2025 Capital Improvement Program and the Fiscal Year 2020-21 Capital Improvement Program budget is in conformity with the General Plan.

PASSED AND ADOPTED as a Resolution of the Planning Commission of the City of San Bruno at a meeting held on the 18th day of May 2021.

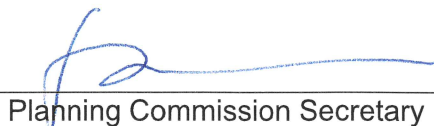
6-14-2021

Dated



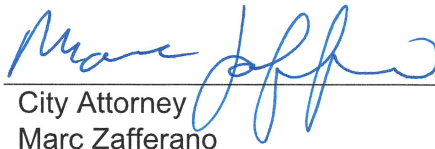
Planning Commission Chair
Rick Biasotti

ATTEST:



Planning Commission Secretary
Pamela Wu

APPROVED AS TO FORM:



City Attorney
Marc Zafferano

---oOo---

I, Pamela Wu, Planning Commission Secretary, do hereby certify that the foregoing Resolution was as duly and regularly passed and adopted by the Planning Commission of the City of San Bruno at a meeting on May 18, 2021, by the following vote:

AYES: Chair Biasotti, Vice Chair Harmon, Commissioner Lethin, Commissioner Johnson, Commissioner Madden, Commissioner Morgan
NOES: None
ABSENT: None

RESOLUTION NO. 2021-___

RESOLUTION APPROVING A USER FEE COST RECOVERY POLICY

WHEREAS, to ensure transparency in the consideration of updated user fees a Cost Recovery Policy was prepared for the City Council's consideration; and

WHEREAS, the Cost Recovery Policy includes the following principles: 1) Accessibility, fairness and affordability based on the category of service and benefit level, 2) Improved efficiency in the cost of providing programs, services and facilities and 3) Financial sustainability by achieving established cost recovery targets; and

WHEREAS, the policy includes cost recovery factors and cost recovery levels; and

WHEREAS, on March 2, 2021 and April 29, 2021 the City Council reviewed the policy; and

WHEREAS, a final User Fee Cost Recovery Policy has been prepared as Exhibit 1 to this resolution.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council approves the User Fee Cost Recovery Policy.

—oOo—

I hereby certify the foregoing Resolution No. 2021-
was introduced and adopted by the San Bruno City Council
at a regular meeting on June 22, 2021 by the following vote:

AYES:
NOES:
ABSENT:

ATTEST:

Melissa Thurman, MMC
City Clerk

ATTACHMENT 8

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City of San Bruno
User Fee Cost Recovery Policy
(6/22/21)

The User Fee Cost Recovery Policy is designed to provide a rational basis for the City of San Bruno User Fees that do not achieve 100% cost recovery. The policy has been developed as a part of the 2021 User Fee Update. This policy allows the City services users, staff and general taxpayers to better understand the philosophy behind pricing of programs and services. The User Fee Cost Recovery Policy is based on the cost recovery goal for the service established by the City of San Bruno and whether the service is a public, public and individual, or primarily an individual benefit service.

1. Purpose and Guiding Principles

The Cost Recovery Policy will help to:

- Establish an appropriate rationale for the level of general fund tax subsidy of programs, services and facilities based on categories of service and level of public versus individual benefit.
- Allow for expansion and enhancement of services by utilizing tax and program revenues more effectively.
- Establish the correct price for a given program, service or facility.

The guiding principles for the creation of an effective pricing policy are as follows:

- Accessibility, fairness and affordability based on the category of service and benefit level.
- Improved efficiency in the cost of providing programs, services and facilities.
- Financial sustainability by achieving established cost recovery targets.

2. User Fee Cost Recovery Factors

In setting user fees and related cost recovery levels, the following factors are considered:

A. Community-Wide Versus Special Benefit

The level of user fee cost recovery considers the community-wide versus special service nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees are appropriate for services that predominantly provide special benefit to easily identified individuals or groups.

B. Service Recipient Versus Service Driver

After considering community-wide versus special benefit of the service, the concept of service recipient versus service driver is considered. The development review applicant, as the requesting party, is the driver of development review costs, and as such, cost recovery from the applicant is appropriate.

City of San Bruno - User Fee Cost Recovery Policy
6/22/21

C. San Bruno Residents vs. Non-Residents.

Because non-residents do not pay for all of the General Fund taxes that residents pay, the cost recovery level for non-residents ought to be higher than for residents and with specific justification for cases under full cost recovery.

D. Availability of the Service in the Current Marketplace

Some special benefit services, to the extent they are readily available to San Bruno residents in the current marketplace, ought to be considered in the cost recovery goals set for a specific fee.

E. Effect of Pricing on the Demand for Services

The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this ensures that the City is providing service for which there is genuinely a market (e.g. planning permit fees). Higher levels of cost recovery can impact the participation, of certain services valued by the community (e.g. recreation programs). For special benefit services, a key piece of information that ought to be considered by staff and the City Council is whether the public is willing to pay the full cost of a service, and if not, whether the General Fund subsidy is worth other City services that may need to be scaled back to pay for this level of subsidy.

3. Cost Recovery Levels

Based on the principles and factors above, the following Cost Recovery Levels have been established:

A. Full Cost Recovery or Near Full Cost Recovery (80 - 100%)

Full cost recovery or near full cost recovery is used for fees that 1) Provide a special benefit to easily identified individuals or groups; or 2) The service is regulatory in nature and City oversight is expected to be the primary method of detecting failure to meet regulatory requirements. Services that have a desired 100% full cost recovery may have subsidies due to rounding or when large percent increases are split up over multiple years. Examples of Full Cost Recovery or Near Full Cost Recovery fees are included in the following chart

B. Medium Cost Recovery (40-79%)

Medium cost recovery is used for fees that 1) Promote healthy activities and educational enrichment to the community; or 2) Provide a balanced individual and community benefit and should be priced accordingly. Due to a strong connection between fee amounts and participation levels common for fees in this range, market considerations and usage characteristics are key factors to consider.

C. Low Cost Recovery (0-39%)

City of San Bruno - User Fee Cost Recovery Policy
6/22/21

Low cost recovery is used for fees in which 1) There is no intended relationship between the amount paid and the benefit received; or 2) There is no reason to limit the service; or 3) The activity benefits the community at large even if they are not the direct users of the service.

4. Change from Existing Fees / Rounding of Fees

In order to lessen the impact of significant increases to existing fees, fees proposed to increase between 50-100% will be increased over two years. Fees proposed to increase by more than 100% will be increased over four years.

In order to simplify fee levels for customers, fees are rounded down to the nearest full dollar figure.

MRG/SB User Fee WP Coaching/User Fee Update/Cost Recovery Policy/Cost Recovery Policy 6:22:21.docx

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RESOLUTION NO. 2021-___

**RESOLUTION APPROVING FULLY BURDENED HOURLY STAFF RATES AND
USER FEES**

WHEREAS, the City of San Bruno charges fees for services provided to residents and customers. City user fees are generally designed to cover the costs of providing specific services to permit applicants, users of city facilities and City program participants; and

WHEREAS, a Cost Recovery Policy and new and amended user fees have been prepared as a component of the City's Comprehensive Fiscal Sustainability Project; and

WHEREAS, user fees are a component of the City's Master Fee Schedule which is adopted, augmented and amended by the City Council; and

WHEREAS, it is prudent to review all City fees on a periodic basis and adjust or augment them to ensure that they remain adequate to achieve stated city goals and objectives, while conforming to all legal requirements; and

WHEREAS, the City has used a professional third-party firm, conducted a user fee study including an evaluation of staff involved, time estimates, development of fully burdened hourly rates, citywide overhead, and the calculation of full cost recovery; and

WHEREAS, on March 2, 2021 and April 29, 2021 the City Council reviewed the fully burdened hourly rates and new and amended user fees; and

WHEREAS, this City Council finds and determines that the proposed new and adjusted user and regulatory fees do not exceed the estimated reasonable costs of providing the services in accordance with California state law; and

WHEREAS, this City Council finds that all required public notification in accordance with California State law was provided in advance of the public hearing at which these changes are to be considered; and

WHEREAS, this City Council finds that it has considered amendments to the Master Fee Schedule at a public hearing on June 22, 2021, based on a detailed analysis of costs and a cost recovery policy.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council approves the Fully Burdened Hourly Rates (Exhibit 1 to this Resolution) and Amended and New User Fees (Exhibit 2 to this Resolution); and

BE IT FURTHER RESOLVED that the Fully Burdened Hourly Rates and Amended and New User Fees that are exhibits to this resolution shall become effective on September 1, 2021; and

ATTACHMENT 10

BE IT FURTHER RESOLVED that the Amended and New User Fees that are exhibits to this resolution shall increase on July 1st of every year based upon the percentage increase for the twelve-month period of the previous calendar year of the Consumer Price Index for all Urban Consumers for the San Francisco Area, as published by the United States Department of Labor, Bureau of Labor Statistics.

—oOo—

I hereby certify the foregoing Resolution No. 2021-
was introduced and adopted by the San Bruno City Council
at a regular meeting on June 22, 2021 by the following vote:

AYES:
NOES:
ABSENT:

ATTEST:

Melissa Thurman, MMC
City Clerk

City of San Bruno - User Fee
Fully Burdened Hourly Rate Calculation

9/1/21 Fully
 Burdened
 Hourly Rate

Department	Position	Hourly Rate
001: BUILDING INSPECTION	Building - BUILDING INSPECTOR	\$156.85
001: BUILDING INSPECTION	Building - BUILDING OFFICIAL	\$215.42
001: BUILDING INSPECTION	Building - COM DEV TECH	\$144.72
001: BUILDING INSPECTION	Building - COMMUNITY DEVELOPMENT DIRECTOR	\$281.47
001: BUILDING INSPECTION	Building - EXECUTIVE ASSISTANT	\$143.40
001: BUILDING INSPECTION	Building - MANAGEMENT ANALYST II	\$165.29
641: CABLE FUND	Cable - ACCT/CSR II	\$119.33
641: CABLE FUND	Cable - ACCT/CSR III	\$130.10
641: CABLE FUND	Cable - CABLE HEADEND LEAD	\$137.61
641: CABLE FUND	Cable - CATV BUSINESS MANAGER	\$184.91
641: CABLE FUND	Cable - CATV DIRECTOR	\$258.47
641: CABLE FUND	Cable - CATV PROGRAMMING & TECHNOLOGY	\$158.97
641: CABLE FUND	Cable - CATV SYSTEM ENGINEER	\$170.85
641: CABLE FUND	Cable - CATV TECH I	\$129.19
641: CABLE FUND	Cable - CATV TECH III	\$132.90
641: CABLE FUND	Cable - CATV WAREHOUSE CLERK	\$106.99
641: CABLE FUND	Cable - FIELD SUPERVISOR - CATV	\$157.96
641: CABLE FUND	Cable - LEAD ACSR & TECH SUPP	\$130.44
001: CITY CLERK	Clerk - CITY CLERK	\$131.47
001: CITY CLERK	Clerk - DEPUTY CITY CLERK	\$101.23
702: FACILITY MAINTENANCE FUND	Facility - CUSTODIAL SERVICES LEADER	\$102.44
702: FACILITY MAINTENANCE FUND	Facility - CUSTODIAN I	\$79.21
702: FACILITY MAINTENANCE FUND	Facility - CUSTODIAN II	\$87.23
702: FACILITY MAINTENANCE FUND	Facility - DEPUTY PW DIRECTOR - Utilities	\$174.72
702: FACILITY MAINTENANCE FUND	Facility - FACILITIES & GARAGE SERVICES MANAGER	\$130.49
702: FACILITY MAINTENANCE FUND	Facility - FIELD SUPERVISOR - FACILITIES	\$119.42
702: FACILITY MAINTENANCE FUND	Facility - PARKS MAINT TECH I	\$98.78
702: FACILITY MAINTENANCE FUND	Facility - PARKS MAINT TECH II	\$110.62
702: FACILITY MAINTENANCE FUND	Facility - PUBLIC SERVICES DIRECTOR	\$211.70
001: FINANCE	Finance - ACCOUNTANT	\$120.35
001: FINANCE	Finance - ACCOUNTING MANAGER	\$154.65
001: FINANCE	Finance - ACCT/CSR III	\$109.81
001: FINANCE	Finance - FINANCE DIRECTOR	\$214.93
001: FINANCE	Finance - FINANCIAL SERVICES MANAGER	\$156.91
001: FIRE	Fire - EXECUTIVE ASSISTANT	\$128.43
001: FIRE	Fire - FIRE BATTALION CHIEF	\$238.35
001: FIRE	Fire - FIRE CAPTAIN	\$216.06
001: FIRE	Fire - FIRE CHIEF	\$275.67
001: FIRE	Fire - FIRE FIGHTER	\$184.14
001: FIRE	Fire - FIRE INSPECTOR	\$163.63
701: CENTRAL GARAGE	Garage - DEPUTY PW DIRECTOR - Utilities	\$228.90
701: CENTRAL GARAGE	Garage - FACILITIES & GARAGE SERVICES MANAGER	\$176.63
701: CENTRAL GARAGE	Garage - MANAGEMENT ANALYST I	\$153.98
701: CENTRAL GARAGE	Garage - MANAGEMENT ANALYST II	\$174.83
701: CENTRAL GARAGE	Garage - MECHANIC II	\$146.64
701: CENTRAL GARAGE	Garage - PUBLIC SERVICES DIRECTOR	\$287.74

City of San Bruno - User Fee

Fully Burdened Hourly Rate Calculation

9/1/21 Fully
Burdened
Hourly Rate

Department	Position	Hourly Rate
001: LEGAL SERVICES	Legal - CITY ATTORNEY	\$312.60
001: LEGAL SERVICES	Legal - LEGAL SECRETARY	\$156.81
001: LIBRARY	Library - ACCT/CSR II	\$116.10
001: LIBRARY	Library - COMMUNITY SERV SUPERINTENDENT	\$201.90
001: LIBRARY	Library - COMMUNITY SERVICES DIRECTOR	\$281.93
001: LIBRARY	Library - EXECUTIVE ASSISTANT	\$139.83
001: LIBRARY	Library - LIBRARIAN II	\$152.92
001: LIBRARY	Library - LIBRARY SERVICES COORDINATOR	\$138.91
001: LIBRARY	Library - LIBRARY SERVICES MANAGER	\$201.22
001: MANAGEMENT SERVICES	Mgmt - ASSISTANT CITY MANAGER	\$213.13
001: MANAGEMENT SERVICES	Mgmt - ASSISTANT TO CITY MANAGER	\$151.74
001: MANAGEMENT SERVICES	Mgmt - CITY MANAGER	\$234.63
001: PARK MAINTENANCE	Parks - ACCT/CSR II	\$103.05
001: PARK MAINTENANCE	Parks - COMMUNITY SERVICES DIRECTOR	\$258.07
001: PARK MAINTENANCE	Parks - EXECUTIVE ASSISTANT	\$125.29
001: PARK MAINTENANCE	Parks - FIELD SUPERVISOR - PARKS	\$142.80
001: PARK MAINTENANCE	Parks - LEAD MAINTENANCE WORKER	\$131.87
001: PARK MAINTENANCE	Parks - PARKS - MAINTENANCE WORKER I	\$105.58
001: PARK MAINTENANCE	Parks - PARKS - MAINTENANCE WORKER II	\$113.65
001: PARK MAINTENANCE	Parks - PARKS MAINT TECH II	\$134.31
001: PARK MAINTENANCE	Parks - PARKS SERVICES MGR	\$159.25
001: PLANNING	Planning - ASSISTANT PLANNER	\$129.32
001: PLANNING	Planning - ASSOCIATE PLANNER	\$153.90
001: PLANNING	Planning - COM DEV TECH I	\$115.57
001: PLANNING	Planning - COMMUNITY DEVELOPMENT DIRECTOR	\$256.32
001: PLANNING	Planning - EXECUTIVE ASSISTANT	\$123.32
001: PLANNING	Planning - MANAGEMENT ANALYST II	\$143.17
001: PLANNING	Planning - PLANNING AND HOUSING MANAGER	\$173.62
001: PLANNING	Planning - SR. PLANNER	\$169.67
001: POLICE	Police - CHIEF OF POLICE	\$143.00
001: POLICE	Police - CODE ENFORCEMENT OFFICER	\$118.08
001: POLICE	Police - CSO II	\$97.09
001: POLICE	Police - MANAGEMENT ANALYST I	\$129.09
001: POLICE	Police - POLICE CAPTAIN	\$223.36
001: POLICE	Police - POLICE CLERK I	\$107.02
001: POLICE	Police - POLICE LIEUTENANT	\$209.05
001: POLICE	Police - POLICE OFFICER	\$153.91
001: POLICE	Police - POLICE RECORDS/DISPATCH SUPV	\$156.43
001: POLICE	Police - POLICE SERGEANT	\$183.37
001: POLICE	Police - PUBLIC SAFETY DISPATCHER	\$118.83
001: POLICE	Police - SR CODE ENFORCEMENT OFFICER	\$138.87
001: PUBLIC WORKS ADMIN.	PW - ASSOCIATE CIVIL ENGINEER	\$171.34
001: PUBLIC WORKS ADMIN.	PW - DEPUTY PW DIR-ADM & ENG	\$217.18
001: PUBLIC WORKS ADMIN.	PW - ENG TECH/PW INSP	\$150.75
001: PUBLIC WORKS ADMIN.	PW - EXECUTIVE ASSISTANT	\$132.27
001: PUBLIC WORKS ADMIN.	PW - MANAGEMENT ANALYST I	\$145.21
001: PUBLIC WORKS ADMIN.	PW - PRINCIPAL CIVIL ENGINEER	\$182.98

City of San Bruno - User Fee

Fully Burdened Hourly Rate Calculation

9/1/21 Fully
Burdened
Hourly Rate

Department	Position	Hourly Rate
001: PUBLIC WORKS ADMIN.	PW - PUBLIC SERVICES DIRECTOR	\$268.41
001: RECREATION	Rec - ACCT/CSR II	\$96.82
001: RECREATION	Rec - COMMUNITY SERVICES DIRECTOR	\$237.59
001: RECREATION	Rec - COMMUNITY SERVICES SUPERINTENDENT	\$165.35
001: RECREATION	Rec - EXECUTIVE ASSISTANT	\$115.55
001: RECREATION	Rec - RECREATION SERVICES COORDINATOR	\$114.07
001: REVENUE SERVICES	Revenue - ACCOUNTANT	\$143.52
001: REVENUE SERVICES	Revenue - ACCT/CSR I	\$107.58
001: REVENUE SERVICES	Revenue - ACCT/CSR II	\$118.32
001: REVENUE SERVICES	Revenue - FINANCIAL SERVICES MANAGER	\$189.02
001: REVENUE SERVICES	Revenue - LEAD ACSR & TECH SUPP	\$139.71
001: SENIOR CENTER MGT.	Senior Center - ACCT/CSR II	\$96.79
001: SENIOR CENTER MGT.	Senior Center - COMMUNITY SERVICES DIRECTOR	\$240.21
001: SENIOR CENTER MGT.	Senior Center - COMMUNITY SERVICES SUPERINTENDENT	\$170.64
001: SENIOR CENTER MGT.	Senior Center - EXECUTIVE ASSISTANT	\$116.90
001: SENIOR CENTER MGT.	Senior Center - RECREATION SERVICES SUPERVISOR	\$134.24
001: SENIOR NUTRITION	Senior Nutrition - FOOD SERVICES COORDINATOR	\$93.71
122: SOLID WASTE/RECYCLE	Solid Waste - EXECUTIVE ASSISTANT	\$116.59
122: SOLID WASTE/RECYCLE	Solid Waste - MANAGEMENT ANALYST I	\$128.46
631: WASTEWATER FUND	Stormwater - ASSOCIATE CIVIL ENGINEER	\$178.22
621: STORMWATER FUND	Stormwater - DEPUTY PW DIRECTOR - Utilities	\$184.09
631: WASTEWATER FUND	Stormwater - ENG TECH	\$146.58
631: WASTEWATER FUND	Stormwater - ENG TECH/PW INSP	\$146.67
621: STORMWATER FUND	Stormwater - EXECUTIVE ASSISTANT	\$111.61
621: STORMWATER FUND	Stormwater - LEAD MAINTENANCE WORKER	\$113.10
621: STORMWATER FUND	Stormwater - MAINTENANCE SERVICES MANAGER S	\$153.80
621: STORMWATER FUND	Stormwater - PUBLIC SERVICES DIRECTOR	\$231.90
621: STORMWATER FUND	Stormwater - PUBLIC WORKS MAINT WORKER I	\$90.40
621: STORMWATER FUND	Stormwater - PUBLIC WORKS MAINT WORKER II	\$104.74
001: STREETS	Streets - DEPUTY PW DIRECTOR - Utilities	\$267.17
001: STREETS	Streets - EXECUTIVE ASSISTANT	\$165.55
001: STREETS	Streets - LEAD MAINTENANCE WORKER	\$167.66
001: STREETS	Streets - MAINTENANCE SERVICES MANAGER S	\$223.38
001: STREETS	Streets - MANAGEMENT ANALYST II	\$204.49
001: STREETS	Streets - PUBLIC SERVICES DIRECTOR	\$332.50
001: STREETS	Streets - PUBLIC WORKS MAINT WORKER I	\$146.22
001: STREETS	Streets - PUBLIC WORKS MAINT WORKER II	\$139.31
001: STREETS	Streets - SECRETARY	\$157.31
707: TECHNOLOGY DEVELOPMENT	Tech - COMPUTER SUPPORT TECHNICIAN	\$141.96
707: TECHNOLOGY DEVELOPMENT	Tech - INFORMATION SYSTEM ADMINISTRATOR	\$175.89
707: TECHNOLOGY DEVELOPMENT	Tech - INFORMATION TECHNOLOGY MGR	\$203.75
631: WASTEWATER FUND	Wastewater - ASST ENGINEER (Underfilled ASSOCIATE CIVIL ENGINEER)	\$168.67
631: WASTEWATER FUND	Wastewater - EXECUTIVE ASSISTANT	\$135.61
631: WASTEWATER FUND	Wastewater - LEAD MAINTENANCE WORKER	\$138.91
631: WASTEWATER FUND	Wastewater - MAINTENANCE SERVICES MANAGER S	\$171.03
631: WASTEWATER FUND	Wastewater - MANAGEMENT ANALYST II	\$171.61
631: WASTEWATER FUND	Wastewater - PUBLIC SERVICES DIRECTOR	\$285.18

City of San Bruno - User Fee
Fully Burdened Hourly Rate Calculation

Department	Position	9/1/21 Fully Burdened Hourly Rate
631: WASTEWATER FUND	Wastewater - PUBLIC WORKS MAINT WORKER I	\$118.94
631: WASTEWATER FUND	Wastewater - PUBLIC WORKS MAINT WORKER II	\$126.02
631: WASTEWATER FUND	Wastewater - PUMP MECHANIC II	\$145.07
631: WASTEWATER FUND	Wastewater - SECRETARY	\$128.40
611: WATER FUND	Water - ASSOCIATE CIVIL ENGINEER	\$167.57
611: WATER FUND	Water - DEPUTY PW DIRECTOR - Utilities	\$215.77
611: WATER FUND	Water - ENG TECH	\$137.98
611: WATER FUND	Water - ENG TECH/PW INSP	\$138.06
611: WATER FUND	Water - EXECUTIVE ASSISTANT	\$127.66
611: WATER FUND	Water - LEAD MAINTENANCE WORKER	\$141.63
611: WATER FUND	Water - MAINTENANCE SERVICES MANAGER S	\$176.91
611: WATER FUND	Water - MANAGEMENT ANALYST I	\$141.26
611: WATER FUND	Water - MANAGEMENT ANALYST II	\$162.02
611: WATER FUND	Water - PUBLIC SERVICES DIRECTOR	\$268.43
611: WATER FUND	Water - PUBLIC WORKS MAINT WORKER I	\$109.40
611: WATER FUND	Water - PUBLIC WORKS MAINT WORKER II	\$123.36
611: WATER FUND	Water - PUMP MECHANIC II	\$140.19
611: WATER FUND	Water - SECRETARY	\$120.87
611: WATER FUND	Water - WATER SYSTEM & CONSERV MGR	\$176.91
611: WATER FUND	Water - WQ TECH II	\$140.54

Miscellaneous, Citywide

Line #	Description	Unit	Notes	9/1/21 Fee
1	Public Records Act Request			
2	Printed Document	per page copied		\$0.25
3	Digital Copies			Actual Cost
4	All Other Request			
5	Standard Sizes – 8.5"x11", 8.5"x14", 11"x17"			\$0.25
6	All other sizes or color copies			Actual Cost
7	City Documents, including digital format			Actual Cost
8	Returned Checks Due to Insufficient Funds			
9	First Check (per fiscal year)	regulated		\$25.00
10	Each Subsequent Check	regulated		\$35.00
11	Overdue Invoices			\$0.10

ATTACHMENT 12

Cable Television

#	Description	Unit	Notes	9/1/21 Fee
1	Franchise Fee		California Public Utilities Code §5860	5% of gross revenues
2	Public Educational Government PEG Fee	per subscriber per month		\$1.90
3	Multi-Camera Field Production - Full Day			Actual Cost
4	Multi-Camera Field Production - Half Day			Actual Cost
5	Commercial Fee			Actual Cost
6	Community Message			Actual Cost
7	Cable Technician Installation/Technical Fulfillment			Actual Cost

#	Description	Unit	Notes	9/1/21 Fee
1	Permit to Distribute Advertising Material - Thirty Consecutive Day	per subscriber per month		\$64.00
2	Permit to Distribute Advertising Material - Penalty		Max of 100%	25% per month
3	Bingo License	Fiscal Year		\$375.00
4	Candidate Statements Printing Fee		Per Resolution 2009-53. (A portion of the fee may be refundable based on actual cost as determined by the County Election Office.)	\$700.00
5	Certification of Records			Actual Cost

Community and Economic Development - Building

#	Description	Unit	Notes	Sec	9/1/21 Fee
Electrical Permit and Related Fees					
1	Permit Issuance	each		200	\$72.00
2	System Fee Schedule				
3	<i>New Buildings</i>				
4	For other types of occupancies and alterations, additions, and modifications to existing residential buildings			203	
5	New residential projects	% of Building Permit			20%
6	New nonresidential projects	% of Building Permit			18%
7	<i>Private Swimming Pools</i>				
8	For new private, residential, in-ground swimming pools for single family/multi-family occupancies	each	Including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool	204	\$240.00
9	For other types of swimming pools, therapeutic whirlpools, spas, hot tubs, and alterations to existing swimming pools	each		205	\$235.00
10	<i>Temporary Power Service</i>				
11	For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances	each		206	\$80.00
12	For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc.	first 20 outlets		207	\$79.00
13	For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc.	each additional		207	\$6.00
14	Unit Fee Schedule				
15	<i>Receptacle, Switch and Lighting Outlets</i>				
16	For receptacle, switch, lighting, or other outlets at which current is used or controlled	each	except services, feeders, and meters	208	\$6.00
17	For lighting fixtures, sockets, or other lamp-holding devices	each		209	\$6.00
18	For pole or platform-mounted lighting fixtures	each		210	\$46.00
19	For theatrical-type lighting fixtures or assemblies	each		211	\$6.00
20	<i>Residential Appliances</i>				
21	For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliance not exceeding one horsepower (HP) in rating			212	\$26.00
22	<i>Non-Residential Appliances</i>				
23	For residential appliances and self-contained factory-wired non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt ampere (KVA) in rating, including medical or dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment			213	\$26.00
24	Power Apparatus		For motors, generators, transformers, rectifiers,		
25	Up to and including 1			214	\$26.00
26	Over 1 and not over 10			215	\$52.00
27	Over 10 and not over 50			216	\$65.00
28	Over 50 and not over 100			217	\$117.00
29	Over 100			218	\$156.00
30	Signs, Outline lighting and Marquees				
31	For signs, outline lighting systems or marquees supplied from one branch circuit			219	\$78.00
32	For additional branch circuits within the same sign, outline lighting system or marquee			220	\$26.00
33	Services				
34	For services of 600 volts or less and not over 200 amperes in rating	each		221	\$142.00
35	For services of 600 volts or less and over 200 amperes to 1,000 amperes in rating	each		222	\$292.00
36	For services over 600 volts or over 1,000 amperes in rating	each		223	\$442.00

Community and Economic Development - Building

#	Description	Unit	Notes	Sec	9/1/21 Fee
37	Miscellaneous Apparatus, Conduits and Conductors				
38	For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth			224	\$50.00
39	Other Inspections and Fees				
40	Solar Electric Systems - Up to 3 kW panel outlet				\$260.00
41	Solar Electric Systems - For each additional 1 kW or fraction		Thereof, If any support structures elevating panels above the roof plane, or purpose designated independent array structure, use the building permit fee for valuation		\$78.00
42	Electric Battery Storage Units	13.5 kw			\$156.00
43	Stand by Power Systems	13.5 kw			\$156.00

Mechanical Permit and Related Fees

#	Description	Unit	Notes	Sec	9/1/21 Fee
44	Permit Issuance	each		300	\$75.00
45	System Fee Schedule				
46	For New Residential Buildings	% of Building Permit			20%
47	For New Non-Residential Buildings	% of Building Permit			18%
48	Unit Fee Schedule				
49	For the installation or relocation of each forced-air or gravity type furnace or burner, including ducts and vents attached to such appliances, up to and including 100,000 Btu/h			301	\$80.00
50	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h			302	\$119.00
51	For the installation or relocation of each floor furnace, including vent			303	\$80.00
52	For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater			304	\$80.00
53	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit			305	\$80.00
54	For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the Code			306	\$80.00
55	For the installation or relocation of each boiler or compressor up to and including three horsepower, or each absorption system up to and including 100,000 Btu/h			307	\$80.00
56	For the installation or relocation of each boiler or compressor over three horsepower, up to and including 15 horsepower, or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h			308	\$80.00
57	For the installation or relocation of each boiler or compressor over 15 horsepower, up to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h			309	\$80.00
58	For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h			310	\$80.00
59	For the installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h			311	\$228.00
60	For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto			312	\$198.00
61	For each air-handling unit over 10,000 cfm			313	\$198.00
62	For each evaporative cooler other than type			314	\$119.00
63	For each ventilation fan connected to a single duct			315	\$80.00
64	For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit			316	\$119.00
65	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood			317	\$198.00
66	For the installation or relocation of each domestic-type incinerator			318	\$66.00
67	For the installation or relocation of each commercial or industrial-type incinerator			319	\$299.00
68	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the Code or fee schedule			320	\$119.00

Community and Economic Development - Building

#	Description	Unit	Notes	Sec	9/1/21 Fee
Plumbing Permit and Related Fees					
#	Description	Unit	Notes	Sec	9/1/21 Fee
69	Permit Issuance	each		400	\$75.00
70	System Fee Schedule				
71	For New Residential Buildings	% of Building Permit			20%
72	For New Non-Residential Buildings	% of Building Permit			18%
73	Unit Fee Schedule				
74	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore)			401	\$75.00
75	For each building sewer			402	\$87.00
76	Rainwater systems - per drain (inside building)			403	\$76.00
77	For each water heater (including solar powered) and/or vent			404	\$78.00
78	For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps			405	\$204.00
79	For installation, alteration, or repair of water piping and/or water treating equipment			406	\$78.00
80	For repair or alteration or drainage or vent piping, each fixture			407	\$39.00
81	For each lawn sprinkler system or any one meter, including backflow protection devices therefore			408	\$39.00
82	For atmospheric-type vacuum breakers, not included above: 1 to 5			409	\$78.00
83	For atmospheric-type vacuum breakers, not included above: Over 5	each		409	\$7.00
84	For each backflow protective device other than atmospheric-type vacuum breakers: 2 inches and smaller			410	\$78.00
85	For each backflow protective device other than atmospheric-type vacuum breakers: Over 2 inches			411	\$80.00
86	For each gas piping system of one to four outlets			411	\$80.00
87	For each gas piping system of five or more outlets, per outlet in excess of 4			412	\$14.00
Other Inspections and Fees					
#	Description	Unit	Notes	Sec	9/1/21 Fee
88	Inspections outside of normal business hours (Minimum charge - two hours)	per hour		413	1.5x FBHR for Overtime, 2x FBHR Holidays
89	Re-inspection Fees (for all services) - 1st re-inspection			414	No Charge
90	Re-inspection fee assessed under provisions of §305(g) of the UBC	each		414	\$142.00
91	Inspections for which no fee is specifically indicated (Minimum charge one-half hr)	per hour		415	\$156.00
92	Additional plan review required by changes, additions, or revisions to approved plans (Minimum charge one-half hr)	per hour		416	\$187.00
93	Investigative fee (shall be the same as permit fee), paid in addition to the permit fee			417	See §106.4.4 of CPC
94	Projects without a fee set		Percentage maybe modified by the Community Development Director, to ensure 100% recovery of the City's fully burdened cost for providing the service.	418	1.5% of valuation or contract amount
95	Animal Control Services - Permit	Fiscal Year	Permits required for more than four adult cats, two adult dogs, or any two household pets over the age of four months including fowl, rabbits, chickens, ducks, turkeys, pigeons, doves or squabs		\$90.00
96	Annual Inspection performed by Community Development				\$69.00
97	Expedited Permitting				Actual Cost - Deposit Required

#	Description	Unit	Notes	Sec	9/1/21 Fee
Miscellaneous Fees and Provisions Related to Building, Electrical, Mechanical and Plumbing Regulations					
#	Description	Unit	Notes	Sec	9/1/21 Fee
98	Building Permit Fee, Moved Building	each	Said fee shall apply to the moving permit only, and is in addition to or separate from all other permit fees required.	500	\$1,067.00
99	Technology Cost	of the building, mechanical, electrical, and plumbing permit fee		501	5%
100	Establishment of Valuation	Building valuation estimates are intended to comply with		502	
101	Strong Motion (Seismic Instrumentation Fee) - Residential Construction	per \$1,000 of the valuation of the construction per \$502	above in increments of fifty cents (\$0.50)	503	\$0.15
102	Strong Motion (Seismic Instrumentation Fee) - Commercial Construction	per \$1,000 of the valuation of the construction		503	\$0.25
103	City Art Fee - Residential Building			504	5% of the mechanical, electrical, and plumbing permit fee
104	City Art Fee - Commercial (nonresidential) Building			504	7% of the mechanical, electrical, and plumbing permit fee
105	Demolition Permit Fee - Residential building, carport, garage, and similar accessory building	each	1. Up to 4 dwelling units per building, maximum of 2 stories, 4,000 square feet total building area for all floors. 2. Carports & garages; maximum 6,000 square foot footprint, maximum 1 story. 3. Accessory buildings; maximum 6,000 square foot footprint, maximum 1 story	505	\$420.00
106	Demolition Permit Fee - Small commercial building and minor accessory structure	each	1. Maximum 4,000 square foot footprint area 2. Maximum of 2 stories	505	\$420.00
107	Demolition Permit Fee - Projects with building larger than described above			505	10% of permit fee plus 10% of plan check fee
108	Construction & Demolition Deposit and Administrative Fee - Deposit	per estimated ton of generated construction and demolition debris	Minimum deposit of \$1,000 and Maximum deposit of \$50,000	506	\$50.00
109	Construction & Demolition Deposit and Administrative Fee - Administrative Fee	per hour	Minimum of 1 hr fee shall be charged again the deposit	506	\$144.00
110	General Plan Maintenance	of the building permit fee for new construction		507	9%
111	Green Buildings		For projects certified as LEED Silver or higher (or a nationally recognized equivalent) upon completion of the project.	508	10% refund of plan review and construction inspection fees
112	Green Buildings Surcharge	per \$25,000 in valuation	Minimum \$1 per Building Permit application.	508	\$1.00
113	Document Imaging Fee			509	3.25% of the building, mechanical, electrical, mechanical, and plumbing permit fee

Community and Economic Development - Building

#	Description	Unit	Notes	Sec	9/1/21 Fee
114	Compliance Plan Deposit		Minimum deposit of \$500 and Maximum deposit of \$250,000	510	2% of remaining estimated value to completion as determined by the building official
115	Compliance Plan Administrative Fee	per hour	Minimum of 1-hour fee shall be charged against the deposit	510	\$144.00
116	Residential Design Review			511	\$201.00
117	Independent Inspections	Applications submitted to Community and Economic			
118	Detached single family dwellings	each		531	\$142.00
119	Duplexes and multi-family dwellings units	each		532	\$142.00
120	Duplexes and multi-family dwellings units - additional unit	each		532	\$34.00
121	A Excess Housekeeping Unit @ inspections	each		533	\$142.00
122	A Excess Housekeeping Unit @ inspections - additional unit	each		533	\$34.00
123	PRE-SITE INSPECTIONS		Applications for building permits subject to pre-site inspection shall be accompanied by a non-refundable fee	534	\$142.00
124	PLAN CHECK (PLAN REVIEW)		A plan review fee, when required by §107.3 of the CBC, shall be paid at the time of plans or specifications submission. In addition to the required permit fee.	535	60% of the building, mechanical, electrical and plumbing permit fee
125	PLAN CHECK (PLAN REVIEW) - residents of three or more units and all other non-residential buildings			535	60% of the building, mechanical, electrical and plumbing permit fee
126	PLAN CHECK (PLAN REVIEW) - production construction		After the first constructed building (model) of each type or design. No other changes can be made to the original planned construction or design of the building, or the full plan check fee will apply.	535	60% of the building permit fee. 50% of the normal plan check fee after the first constructed building (model) of each type or design.
127	PLAN CHECK (PLAN REVIEW)		An hourly fee may be charged for plan check services, at the discretion of the Development Director, to ensure 100% recovery of the City's fully burdened cost for providing the service.	535	FBHR and/or actual consultant cost
128	Fee Refunds		The City Manager, or designee, may authorize the refunding of any fee paid hereunder, which was erroneously paid or collected.	536	Not more than 80% of the permit fee

Building Valuation Table
(All New Construction) - 9/1/2021

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
2,000	25,000	109.00	305.37	22.15	12.24	1,000
25,001	50,000	611.00	586.88	16.30	17.11	1,000
50,001	100,000	1,006.00	1,014.60	11.07	13.48	1,000
100,001	500,000	1,551.00	1,688.40	9.40	7.89	1,000
500,001	1,000,000	5,044.00	4,844.87	8.57	19.19	1,000
1,000,001	10,000,000	8,755.00	14,439.89	5.80	7.67	1,000
10,000,001	20,000,000	New Tier	83,505.89	New Tier	4.37	1,000
20,000,001	and up	New Tier	127,247.68	New Tier	3.06	1,000

Percent Change = 57%

Cost Recovery Level = 75%

Community and Economic Development - Planning

Fees Related to Zoning Ordinance, Subdivision Ordinance, and Environmental Review of Development Projects				
Line #	Description	Unit	Notes	9/1/21 Fee
	Application Fees			
1	Pre-Application Consultation		Initial consultation not exceeding 1 hr, no cost. Deposit may be required	Actual Cost - Deposit Required
2	Transit Corridor Specific Plan Pre-Application Review		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Minimum Deposit of \$5,000 Required	Actual Cost - Deposit Required
3	General Plan Amendment		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
4	Zoning Classification Change or Code Amendment		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
5	Planned Development (PD)		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
6	Planned Development Permit (PDP)		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
7	Development Agreement		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
8	Planned Unit Permit (PUP)		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
9	Variance - Single Family Residential			\$2,575.00
10	Variance - - Residential (Multi-Family) and All Non-Residential		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
11	Use Permit - Single Family Residential			\$2,301.00
12	Use Permit - Residential (Multi-Family) and All Non-Residential		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
13	Use Permit (Drinking Place) - Bar		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required

Community and Economic Development - Planning

Fees Related to Zoning Ordinance, Subdivision Ordinance, and Environmental Review of Development Projects				
Line #	Description	Unit	Notes	9/1/21 Fee
14	Use Permit (Drinking Place) - In conjunction with restaurant		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
15	Condo Use Permit Application Fee		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
16	Use Permit for Commercial Day Care Center Application fee			\$3,122.00
17	Temporary Use Permit			\$1,368.00
18	Consultant Technical Studies and/or Peer Review of Technical Studies		Applicants Responsible for Actual Cost of Staff Time and/or Consultant Time – Minimum Deposit of \$1,000 Required	Actual Cost - Deposit Required
19	Special Event Permit Application			Actual Cost - Deposit Required
20	ABC Application Review			\$1,522.00
21	Filming Permit		plus Actual Cost of any Staff Time	\$1,252.00
22	Architectural Review Permit – Single Family Residential		plus Consultant Cost	\$2,097.00
23	Architectural Review Permit – Residential (Multi-Family) and All Non-Residential		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
24	Architectural Review Permit - Major Façade Alteration			\$2,775.00
25	Architectural Review Permit - New Building			Actual Cost - Deposit Required
26	Administrative Review – Buildable Lot Determination			\$1,079.00
27	Administrative Review – Wireless Facility			\$4,110.00
28	Rebuild Letter			\$697.00
29	Zoning Conformance Letter			\$918.00
30	Sign Deviation			\$1,147.00
31	Sign Permit Review			\$307.00
32	Subdivision Sign Application Fee		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
33	Master Sign Program Application Fee		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
34	Tentative Tract or Parcel Map		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required

Community and Economic Development - Planning

Fees Related to Zoning Ordinance, Subdivision Ordinance, and Environmental Review of Development Projects				
Line #	Description	Unit	Notes	9/1/21 Fee
35	Lot Line Adjustment		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
36	Improvement Plan		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	\$5,000.00
37	Modifications to Approved Maps		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	\$2,000.00
38	Appeal to Planning Commission			\$510.00
39	Appeal to City Council			\$790.00
40	Appeals of Director's Decisions			\$500.00
41	Digitation and technology fee			10%
42	Mailing Notification list Associated with Future or Current Planning Application			\$1,678.00
43	Zoning Clearance Permit			\$991.00
44	Short Term Rental Zoning Permit		Annual renewal required	\$991.00
45	Parking compliance Application fee		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
46	Miscellaneous Permit Application Fee			\$1,329.00
47	Director's Determination Application Fee		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
48	Reasonable Accommodation Application Fee			\$1,509.00
49	First Time Extension Application Fee (by Community and Economic Development Director)			\$1,109.00
50	Second Time Extension Application Fee (by Planning Commission)			\$1,757.00
51	Density Bonus Planning Application Fee		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
52	Planning application / approval modification Application fee			\$1,078.00
53	Large Day care Permit fee (14 children or less)			\$1,409.00

Fees Related to Zoning Ordinance, Subdivision Ordinance, and Environmental Review of Development Projects				
Line #	Description	Unit	Notes	9/1/21 Fee
54	Environmental Determination			
55	Mitigated Negative Declaration		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	\$10,000.00
56	Environmental Impact Report (EIR)		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required	Actual Cost - Deposit Required
57	Filing with San Mateo County for Notice of Determination		Actual Cost as Established by San Mateo County	Actual Cost determined by County Fee Schedule
58	Declaration or EIR Fish and Game Fee Waived		De Minimus findings [1] Exemptions from the Fish and Game fees are allowed for projects determined through Findings of De Minimus Impact to have no potential for causing adverse impacts on fish and wildlife. The Planner working on the development application will notify the applicant whether the project has been determined to be exempt from AB3158 Fish and Game fees based on the Initial Study prepared for your application.	Actual Cost determined by County Fee Schedule
59	Other Department Fees			
60	Performance Review for Alcoholic Beverage Sales			Actual Cost - Deposit Required
61	Alcohol Beverage Control License Mailing List no fee per AB624, January 1, 2002			No Cost

Finance

Line #	Description	Unit	Notes	9/1/21 Fee
1	Delinquencies			
2	Overdue Utility Invoice		whichever is greater, delinquent 1 business day following due date	\$10 or 10%
3	Overdue Business License Invoice		Maximum delinquent charge, permissible by Municipal Code, 100% of tax due.	20% per month on the first calendar day of each month following August.
4	Business Tax Services			
5	New Business Application Fee - In-Town based business			\$50.00
6	New Business Application Fee - Out-of-town based business			\$66.00
7	Special Business Tax Database Reports	per hour	1 hr minimum	\$198.00
8	Permits			
9	Peddlers, Solicitors, Temporary Vendors - Application		Plus applicable fingerprinting and Department of Justice fees	\$210.00
10	Peddlers, Solicitors, Temporary Vendors - Appeal Denial of Application			\$322.00

Fire

Line #	Description	Unit	Notes	9/1/21 Fee
1	Fees Related to Plan Checks, Pre-Inspections, Inspections, Re-inspections, and Fire Code Permits			
2	Fire Life Safety Plan Check Review	per hour	1 hour minimum	\$255.00
3	Pre-Inspection or Pre-Construction Consultation	per hour	1 hour minimum	\$255.00
4	Residential Life Safety Inspection	per hour	1 hour minimum	\$255.00
5	Re-inspection Fees (for all services) - 1st re-inspection			No Fee
6	Re-inspection Fees (for all services) - 2nd re-inspection			Initial fee plus 25%
7	Re-inspection Fees (for all services) - 3rd and each subsequent re-inspection			Initial fee plus 50%
8	Expedite Building or Planning Check Fees	per hour		\$465.00
9	Consultation and Planning	per hour		\$251.00
10	After Hour Inspections	per hour	2 hour minimum. After hour inspections refers to all inspections performed after 6 PM and prior to 7 AM.	\$276.00
11	General Business Inspection			
12	1 - 2,000 sq. ft.	per unit		\$219.00
13	2,001 - 5,000 sq. ft.	per unit		\$260.00
14	5,001 - 10,000 sq. ft.	per unit		\$300.00
15	10,000 - 20,000 sq. ft.	per unit		\$342.00
16	20,001 - 40,000 sq. ft.	per unit		\$383.00
17	40,001 - 80,000 sq. ft.	per unit		\$424.00
18	80,001 - 120,000 sq. ft.	per unit		\$465.00
19	120,001 - 150,000 sq. ft.	per unit		\$505.00
20	150,001 - 200,000 sq. ft.	per unit		\$545.00
21	200,000 +	per hour		Actual Cost
22	Multiple Dwelling Units Annual Fire Inspection			
23	Multiple Dwelling Units Annual Fire Inspection (3 or more units) - Apartment Houses and Condominium complexes		Lesser of \$28.00/unit or \$276.00 /bldg	Lesser of \$33.00/unit or \$364.00 /bldg
24	Multiple Dwelling Units Annual Fire Inspection (3 or more units) - Motels, Hotels, and Lodging Houses		Lesser of \$55.00/unit or \$498.00 /bldg	Lesser of \$61.00/unit or \$656.00 /bldg

Fire

Line #	Description	Unit	Notes	9/1/21 Fee
25	Multiple Dwelling Units Annual Fire Inspection (3 or more units) - Large Complexes (over 150 living units or 9 or more buildings and may have private fire lanes and/or private fire hydrants)		Greater of \$2070/unit or \$234/hr	Greater of \$2,995/unit or \$300/hr
26	Licensed Care Facilities			
27	Pre-inspection of licensed community care	per hour		\$150.00
28	Residential Care Facility +6			\$359.00
29	General Fire & Life Safety Services			
30	Consultation & Research, Pre-application meetings & Design Review, Property Survey, General Construction Inspections, Processing, Scheduling, and Record Keeping		12% of Building Permit fees for Commercial and Multi-Family Residential	12% of Building Permit fees for Commercial and Multi-Family Residential
31	Fire Alarm/Fire Protection Systems			
32	Monitoring System			\$240.00
33	Manual System			\$240.00
34	Automatic System			\$415.00
35	Combination System			\$578.00
36	Emergency Responder Radio Coverage System Permit			\$508.00
37	Multi-Residential or Commercial Fire Alarm Remodel or Repair (Device relocation/adjustment)			\$150.00
38	Fixed Fire Extinguishing System			\$333.00
39	Standpipe System			\$415.00
40	Storage Tank (above or below ground)			\$240.00
41	Fire Sprinkler Systems			
42	One or two Family Dwelling Fire Sprinkler System (NFPA 13D)		flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)	\$578.00
43	Multi-Residential or Commercial Fire sprinkler System (NFPA 13 or 13R) Permit – Single Story (incl. T.I.) Permit – Multi-story		flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)	\$906.00

Fire

Line #	Description	Unit	Notes	9/1/21 Fee
44	Multi-Residential or Commercial Fire sprinkler Remodel or Repair (Sprinkler head relocation/adjustment)			\$240.00
45	Fire Service Line Inspection			\$240.00
46	Miscellaneous			
47	Fireworks Stand Safety Clearance		Additional amount to cover City's illegal firework prevention costs will be prorated among all stands according to gross sales	\$1,125.00
48	Other Fire Service Detail - Engine or truck company	per hour	Plus Material	\$1,026.00
49	Other Fire Service Detail - One person on fire watch detail	per hour		\$270.00
50	Response to False Alarms Within Any 30-Day Period - Single Engine: Third Response			\$303.00
51	Response to False Alarms Within Any 30-Day Period - Single Engine: Fourth Response			\$585.00
52	Response to False Alarms Within Any 30-Day Period - Single Engine: Fifth and Subsequent Responses			\$1,125.00
53	Response to False Alarms Within Any 30-Day Period - Full First Alarm Assignment: Third Response			\$933.00
54	Response to False Alarms Within Any 30-Day Period - Full First Alarm Assignment: Fourth Response			\$1,440.00
55	Response to False Alarms Within Any 30-Day Period - Full First Alarm Assignment: Fifth and Subsequent Responses			\$1,890.00
56	Photographic Reproduction		plus processing cost	\$68.00
57	Driving Under the Influence (DUI) Emergency Response		Per Government Code Section 53150-58	Actual Cost
58	Community Cardiopulmonary Resuscitation (CPR) Class - Residents			\$60.00
59	Community Cardiopulmonary Resuscitation (CPR) Class - Nonresidents			\$71.00

Fire

Line #	Description	Unit	Notes	9/1/21 Fee
60	General Permits			
61	Aerosol Products			\$277.00
62	Amusement Buildings			\$277.00
63	Aviation Facilities			\$281.00
64	Battery System			\$281.00
65	Carnivals and Fairs			\$277.00
66	Christmas Tree Lot			\$277.00
67	Combustible Fiber Storage			\$277.00
68	Combustible material Storage			\$277.00
69	Compressed Gasses			\$277.00
70	Commercial Occupancy Assigned to Prevention			\$277.00
71	Commercial Rubbish-Handling Operation			\$277.00
72	Cryogenics			\$277.00
73	Dry Cleaning Plants			\$277.00
74	Dust-Producing Operations			\$277.00
75	Exhibits & Trade Shows – Display Booth			\$277.00
76	Exhibits & Trade Shows – With Open Flame			\$277.00
77	Exhibits & Trade Shows – Display Fuel Powered Equipment			\$277.00
78	Explosives or Blasting Agents			\$281.00
79	Fire Hydrants and Water Control Valves			\$277.00
80	Flammable or Combustible Liquids			\$281.00
81	Hazardous Materials			\$281.00
82	High-Piled Combustible Storage – 20,000 square feet or less			\$281.00
83	High-Piled Combustible Storage – more than 20,000 square feet			\$301.00
84	Highrise			\$260.00
85	Hot-Work Operations			\$277.00
86	Liquefied Petroleum Gasses			\$281.00
87	Liquid- or gas-fueled Vehicles or Equipment in Assembly Buildings			\$281.00
88	Live Audiences			\$281.00
89	Lumber Yards storing in excess of 100,000 board feet			\$250.00
90	Magnesium Working			\$277.00
91	Motor Vehicle Fuel-Dispensing Stations			\$277.00
92	Open Burning			\$277.00
93	Organic Coating			\$277.00
94	Ovens, Industrial Baking and Drying			\$277.00
95	Parade Floats			\$277.00
96	Places of Assembly			\$271.00
97	Production Facilities			\$271.00

Fire

Line #	Description	Unit	Notes	9/1/21 Fee
98	Pyrotechnical and Special Effects Material			\$281.00
99	Radioactive Materials			\$277.00
100	Refrigeration Equipment			\$250.00
101	Repair Garage			\$277.00
102	Spraying and Dipping			\$277.00
103	Tents, Canopies, and Temporary Membrane Structures			\$260.00
104	Tire Storage			\$277.00
105	Wood Products			\$277.00
106	Mobile Food Truck			\$202.00

Library

Line #	Description	Unit	Notes	Fee Type	9/1/21 Fee
1	Charges for Lost Material and Damaged Material and Missing Parts				
2	Lost item		processing fee; plus cost of item		\$5.00
3	Lost Periodical		processing fee; plus cost of item		\$2.00
4	Damage Material and Missing Parts - Minor Damage				\$3.00
5	Damage Material and Missing Parts - Severe Damage		processing fee; plus cost of item		\$5.00
6	Missing or damaged CD or Cassette for an audiobook or a missing CD-ROM or floppy disk accompanying a book or video item				\$10.00
7	Other Charges				
8	Replacement of Lost Library Card				\$2.00
9	Reserving Materials (Per Item) - Outside Peninsula Library System		postage included in fee		\$10.00
10	Peninsula Library System Reserve Item not Picked Up				\$1.00
11	Processing Fee for Lost Materials				\$5.00
12	Proctoring Examinations - Resident				\$75.00
13	Proctoring Examinations - Non-Resident				\$100.00
14	Service Charge for Debt Collection				\$10.00
15	Charge for Faxing Services - 415, 650 and Toll Free area codes	1st page			\$2.00
16	Charge for Faxing Services - All other area codes in the United States	1st page			\$2.00
17	Charge for Faxing Services - All subsequent pages	per page			\$1.00
18	Computer/Photocopies Printouts - Black/White	per page			\$0.15
19	Computer/Photocopies Printouts - Color	per page			\$0.30
20	Library Community Room Rental		2 hour minimum	2 hour minimum	
21	Non Profit	Per Hour			\$12.00
22	Resident	Per Hour			\$74.00
23	Base Rate	Per Hour			\$88.00
24	DISCOUNT RATES: Discounts are applicable to hourly rental rates only. Only 1 discount rate may apply.				
25	Base Rate This is the room rental rate BEFORE any discount is applied. It is applicable to all private and businesses rentals who do not fall within the Non-Profit or Resident category.				
26	50% - Non-Profit San Bruno based service or community organization recognized as providing programs and activities for the benefit of the San Bruno community.				
27	20% - Resident San Bruno resident or business possessing current San Bruno business license.				
28	Off Peak Extended Rental Multi-Room (May be applied to Base Rate Rentals Only) 20% - Off Peak Hours (M-F 10 am – 4 pm) 20% Discount 20% - Extended Rental (at least 6 months & 2 days per				

Public Works

Line #	Description	Unit	Notes	9/1/21 Fee
1	Encroachment Permit			
2	Sidewalk or Street Closure/Traffic Control (No Excavation) (Includes Permit and one hour Engineering Review)		Filing Fee plus Actual Cost (any time beyond allowance charged as part of Actual Cost)	\$237.00
3	Minor Encroachment (Includes Permit, Engineering Review and up to 2 inspections)		Minor Encroachment Defined: Any type of encroachment outside a paved area that requires excavation no deeper than 12 inches or, in the case of sidewalk replacement, is not more than 75 square feet. Typical Minor Encroachments include sidewalk, driveway approach and curb drain replacements or installations. Additional inspections beyond allowance charged as Actual Cost.	\$463.00
4	Performance Deposit for Minor Encroachment Permit		Refundable upon satisfactory completion of work.	\$300.00
5	Regular Encroachment [Includes Permit, one hour Engineering Review, and 2 inspections; additional plan reviews and inspection hours to be determined based on work and charged as Actual Cost]		Regular Encroachment Defined: Any type of encroachment that is inside a traveled way or public parking area, requires excavation deeper than 12 inches, or, in the case of sidewalk replacement, is 75 square feet or larger. Typical regular encroachments include trenching within any street, public parking area or public utility easement, connection to any City-owned or public owned utility or facility, or any use of a public street which might affect the flow of traffic or public parking. Other types of regular encroachments include any Public Works related construction that will be dedicated for public use.	\$350.00 plus any additional plan review and inspection cost
6	Performance Bond or Deposit for Regular Encroachment Permit		\$600 Minimum, refundable upon satisfactory completion of work. Contractors who obtain more than 5 permits annually through the City, may be required to obtain a blanket performance bond in lieu of individual deposits.	Up to 100% of Value of Work
7	Actual Cost Defined		Actual Cost includes staff time charged at the current hourly rate, reimbursement of third party costs, and/or other direct costs as relevant (drawdown deposit may be required for large or complex encroachment)	Actual Cost
8	Penalty for commencing work without a permit		\$600 Minimum	2% of Value of Work
9	Parking Space Restriction			
10	Short-Term			
11	Residential Zone Parking Space Restriction	week	Per space for moving truck or contractor work related to encroachment permit or building permit; metered spaces will additionally be charged the full day's rate to occupy the space for the duration of the permit	\$75.00
12	Commercial Zone Parking Space Restriction	week	Per space for moving truck or contractor work related to encroachment permit or building permit; metered spaces will additionally be charged the full day's rate to occupy the space for the duration of the permit	\$150.00
13	Debris bin / Storage bin / PODs	week		\$75.00
14	Long-Term			
15	Residential Special Parking Restriction (Design and Public Approval Process)	per hour	All requests to have curbs painted for no parking, loading zones, limited time duration, accessibility, or any other purpose for the benefit of that specific property shall be assessed a fee to cover all costs associated with the analysis and public approval process necessary to complete the request. This fee covers the analysis and public approval process. After approvals are obtained, the applicant will be provided a separate invoice for the cost of any signage or painting work.	\$788.00
16	Commercial Special Parking Restriction (Design and Public Approval Process)	per hour	All requests to have curbs painted for no parking, loading zones, limited time duration, accessibility, or any other purpose for the benefit of that specific property shall be assessed a fee to cover all costs associated with the analysis and public approval process necessary to complete the request. This fee covers the analysis and public approval process. After approvals are obtained, the applicant will be provided a separate invoice for the cost of any signage or painting work.	\$1,970.00

Public Works

Line #	Description	Unit	Notes	9/1/21 Fee
17	Site Inspection for Preliminary Analysis			\$171.00
18	Grading Permits			
19	Permit Filing			\$141.00
20	Plan Checking/Engineering Review/Inspection		Staff time charged at the hourly rate plus actual cost of third party services	Actual Cost
21	Performance bond		\$600 Minimum	Up to 100% of value of work
22	Penalty for commencing work without a permit		\$600 Minimum	2% of value of work
23	Oversize/Overweight Vehicle Permit		Permit allows for the operation of vehicles of a size, load weight or vehicle weight exceeding the maximum specified in the Vehicle code of the State of California on certain City streets.	
24	Single Trip			\$16.00
25	Annual Permit			\$90.00
26	NPDES Fees			
27	Construction (LID/BMP Inspection)		Inspection of low impact development, best management practices, regulated projects or other stormwater treatment measures	Actual Cost
28	Post-Construction (BMP Inspection)	annual	As mandated by MS4 permit, charged annually to cover expenses for inspection and reporting conducted approximately every 5 years, not applicable for sites with only Vault Based Stormwater Treatment Systems	\$158.00
29	Commercial - Restaurant		As mandated by MS4 permit	\$460.00
30	Industrial - General / Automotive / Gas Station		As mandated by MS4 permit	\$460.00
31	NPDES Re-inspection Fee / Incidence Response	per hour		\$150.00
32	Wastewater Discharge Permit			
33	Significant Industrial User	every 3 years	Additional fees from South San Francisco, if any, will be passed through to the applicant.	\$517 plus SSF fee if any
34	Moderate Industrial User	every 3 years	Not a Significant Industrial User but for which periodic inspection and/or monitoring to verify compliance is determined by the City to be needed. Additional fees from South San Francisco, if any, will be passed through to the applicant.	\$517 plus SSF fee if any
35	General / Groundwater Discharge Permit	every 3 years (or as conditions change)	For requests to discharge to sanitary sewer for wastewater not otherwise captured by water usage (e.g., construction or permanent groundwater dewatering). Treatment of discharge at Water Quality Control Plant will be at rate charged to City plus time to process request. Includes 2 hours review time and 2 inspections to process the permit. Any time beyond allowance will be additional at cost. Specialized consultant services may be required for significant discharges and will be additional at cost. Additional fees from South San Francisco, if any, will be passed through to the applicant.	\$927 plus any additional plan review and inspection cost and wastewater treatment costs
36	Review, Monitoring or Inspections for Wastewater Discharge Permit	per hour	Public Works Hourly Rate as applicable. Fees from South San Francisco, if any, will be passed through to the applicant.	Actual Cost
37	Wastewater Lab Testing / Analysis		Actual Cost includes staff time charged at the current hourly rate, reimbursement of third party costs, and/or other direct costs as relevant	Actual Cost
38	Agreements			
39	Revocable Encroachment Permit			\$615.00
40	Assignment and Assumption Agreement			\$615.00
41	Small Wireless Facility			
42	Small Wireless Facility in public right-of-way or public utility easement	each	Includes up to 350 mailings total for notices and decision notices. Any 3rd party costs will be additional at cost plus 20% administrative fee.	\$4,727.00
43	Appeal			\$225.00
44	Public Works Hourly Rate			
45	Inspections and Site Visits	per hour		\$150.00
46	Advanced plan review and inspection services	per hour		\$171.00

Public Works

Line #	Description	Unit	Notes	9/1/21 Fee
47	Miscellaneous Fees and Permits		For street/easement vacations or abandonments or other Engineering related requests, Filing Fee will be charged with staff time compensated at the current hourly rate and/or reimbursement of third party costs (deposit may be required for large or complex work)	
48	Public Works Building Permit Plan Review	% of Building Permit		12%
49	Filing Fee			\$141.00
50	Sewer Lateral Inspection (Point of Sale)			\$75.00
51	Water Service Connection	each	Actual Cost of staff time and materials plus water connection and capacity fee as applicable	Actual cost for labor and materials plus water connection and capacity fee as applicable
52	Hydrant Flow Testing	per hydrant, 2 hydrant minimum	Direct costs include 1 hr portable generator, 2 trucks with tools for 1 hr, and water usage charge per hydrant test - to be adjusted per CPI or ENR annually. Minimum of 2 hydrants per test.	\$776.00
53	Block Party Permit		This may be covered by Sidewalk or Street Closure/Traffic Control Permit. Assumes it is unnecessary to go to Council for approval; applicant will need to pay Filing Fee plus Actual Cost for staff plan check, corp yard labor, insurance rider premium; does not cover other department time (Fire, Police)	\$150.00
54	No Parking Signs	each		\$2.10
55	Credit Card Processing			4.00%
56	Property Records Request	per hour	First 15 minutes free. Additional time charged at hourly rate.	\$171.00
57	Technology Fee			4.00%
58	Charge for extending permits beyond expiration		Plus Actual Costs, at the discretion of the Public Works Director	\$75.00
59	Restrictions on Encroachment		No non-emergency encroachment shall be allowed in any street that has been overlaid with asphalt within the previous five years. In the event an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of \$5.00 per square foot of patch for every year (or portion thereof) remaining of the aforementioned five year period. No non-emergency encroachment shall be allowed in any street that has received a seal coat within the previous two years. In the event an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of \$5.00 per square foot of patch for every year (or portion thereof) remaining of the aforementioned two-year period.	
60	Waiving of Encroachment Fees		If work or an improvement that encroaches in the public right-of-way is considered a public good or benefit, the Public Works Director is authorized to waive any and all fees related to such encroachment.	Determined by the Public Works Director

Parks & Recreation - Facilities

#	Description	Unit	Notes	9/1/21 Fee
INDOOR FACILITY RENTALS				
1	Rental Deposits (Required to reserve a date.)			
2	Rentals up to \$400			Full Hourly Rental Cost
3	Rentals above \$400			\$400 or 50% of Full Hourly Rental Cost, whichever is greater
4	Cancellation Fees			
5	More than 6 months prior to the event			25% of Rental Deposit
6	31 - 180 days prior to the event			50% of Rental Deposit
7	Less than 30 days prior to the event			10% of Rental Deposit
8	Additional Fees			
9	Damage & Recycling Deposit = 2x the Hourly Rental Rate		Refunds are given to renters who comply with the recycling and organics policies and have left the building with no damage	\$500.00
10	Staffing			
11	Facility Attendant	PerHr/PerStaff		\$25.00
12	HOURLY RENTAL RATES			
13	Belle Air Community Center			
14	Non Profit	Per Hour		\$31.50
15	Resident	Per Hour		\$50.40
16	Base Rate	Per Hour		\$63.00
17	Portola Community Center			
18	Non Profit	Per Hour		\$31.50
19	Resident	Per Hour		\$50.40
20	Base Rate	Per Hour		\$63.00
21	Senior Center Assembly Room			
22	Non Profit	Per Hour		\$82.00
23	Resident	Per Hour		\$131.20
24	Base Rate	Per Hour		\$164.00
25	Senior Center Kitchen Rental (With Assembly Room Rental)	Flat Rate		\$100.00
26	Senior Center Kitchen Rental (Hourly Use WITHOUT Assembly Room)	Per Hour		\$200.00
27	Non Profit	Per Hour	NEW	\$87.50
28	Resident	Per Hour	NEW	\$140.00
29	Base Rate	Per Hour	NEW	\$175.00
30	Senior Center Conference Room			
31	Non Profit	per hour		\$47.00
32	Resident	per hour		\$75.20
33	Base Rate	per hour		\$94.00

Parks & Recreation - Facilities

#	Description	Unit	Notes	9/1/21 Fee
34	Senior Center Craft Room			
35	Non Profit	per hour		\$47.00
36	Resident	per hour		\$75.20
37	Base Rate	per hour		\$94.00
38	DISCOUNT RATES: Discounts are applicable to hourly rental rates only. Only 1 discount rate may apply.			
39	Base Rate This is the room rental rate BEFORE any discount is applied. It is applicable to all private and businesses rentals who do not fall within the Non-Profit or Resident category.			
40	50% - Non-Profit San Bruno based service or community organization recognized as providing programs and activities for the benefit of the San Bruno community.			
41	20% - Resident San Bruno resident or business possessing current San Bruno business license.			
42	Off Peak Extended Rental Multi-Room (May be applied to Base Rate Rentals Only) 20% - Off Peak Hours (M-F 10 am – 4 pm) 20% Discount 20% - Extended Rental (at least 6 months & 2 days per month)			

OUTDOOR PICNIC FACILITIES & STRUCTURES				
43	DAMAGE & CLEANING DEPOSITS			
44	Large Picnic Area: City Park 14 (Beckner Shelter)		*Rental Deposit: Refunds are given to renters who comply with use policies, including noise, and leave the area free of litter and damage.	
45	Resident			\$0.00
46	Base Rate			\$150.00
47	Alcohol Processing Permit			
48	Alcohol Permit Processing Fee (Does not include permit to sell)			\$37.00
49	DAILY RENTAL FEES			
50	Small Picnic Area: City Park 1-5 and 8-11; Commodore Park and Grundy Park - Peak	Per Day		
51	Resident	Per Day		\$88.00
52	Base Rate	Per Day		\$110.00
53	Medium Picnic Area: City Park 6, 7 and 12 - Peak			
54	Resident	Per Day		\$96.00
55	Base Rate	Per Day		\$120.00
56	Large Picnic Area: City Park 14 (Beckner Shelter) - Peak			
57	Resident	Per Day		\$320.00
58	Base Rate	Per Day		\$400.00
59	DISCOUNT RATES:			
60	Base Rate This is the rental rate is applicable to all private and businesses rentals who do not fall within the Non-Profit or Resident category.			
61	20% - Residents A San Bruno resident or business possessing current San Bruno business license.			

Parks & Recreation - Facilities

#	Description	Unit	Notes	9/1/21 Fee
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Concession Stand (2 Week Rental)			May be rented to Non-Profit Groups, Service Organizations, or School District programs for the benefit of the San Bruno Community. only	
62	April through May			\$200.00
63	May through August			\$300.00
64	August through October			\$150.00

ATHLETIC FIELDS				
65	Athletic Field Rental for other than Organized Youth Sports			
66	Non Profit	per hour		\$20.00
67	Resident	per hour		\$40.00
68	Base Rate	per hour		\$50.00
69	Sport Field Lighting Fee			
70	Diamond 2 & 3	per hour		\$10.00
71	Diamond 2 & Center Field	per hour		\$18.00
72	Center Field Only	per hour		\$8.00
73	Lara & Center Field	per hour		\$20.00
74	Lions Baseball Field	per hour		\$12.00
75	Lions Football Field	per hour		\$6.00
76	Field User Fee (Per Player/Per Season - only for organized Youth Sports)	per player		
77	Non Profit Resident	per player		\$10.00
78	Base Rate	per player		\$15.00

TREE PROGRAM FEES				
79	New Street Tree Fee			\$0.00
80	Private Tree Pruning Permit		Nonrefundable, includes inspection fee.	\$70.00
81	Private Tree Removal Permit		Nonrefundable, includes inspection fee.	\$105.00
82	Private Tree Replacement Fee		one – 36” box tree or two 24” box trees	\$415.00
83	Private Tree Replacement Refundable Deposit	per tree removal		\$415.00
84	Memorial Plaque			\$400.00
85	Memorial Tree			\$800.00

Parks & Recreation - Programs

#	Description	Unit	Notes	9/1/21 Fee
1	REGISTRATION FEE			
2	Registration Fee	per class	Applies to all class and program reg	\$8.00
3	Sports (Per Season)			
4	Adult Softball	per team		\$790.00
5	Adult Flag Football	per team		\$790.00
6	Adult Soccer	per team		\$790.00
7	Adult Basketball	per team		\$790.00
8	Elementary Volleyball	per person		\$130.00
9	Elementary Basketball	per person		\$100.00
10	Elementary Flag Football	per person		\$100.00
11	Middle School Volleyball	per person		\$175.00
12	Middle School Flag Football	per person		\$150.00
13	Middle School Basketball	per person		\$190.00
14	Middle School Cross Country	per person		\$100.00
15	Middle School Badminton	per person		\$125.00
16	Middle School Track	per person		\$110.00
17	Middle School Tennis	per person		\$130.00
18	Middle School Golf	per person		\$175.00
19	Camps (Cost will be prorated when schedule camp falls on a city holiday)			
20	Spring Camp - Resident	per week		\$184.00
21	Spring Camp - Non-Resident	per week		\$211.60
22	Spring Extended Camp - Resident	per week		\$39.00
23	Spring Extended Camp - Non-Resident	per week		\$44.85
24	Winter Camp - Resident	per week		\$194.00
25	Winter Camp - Non-Resident	per week		\$223.10
26	Winter Extended Camp - Resident	per week		\$44.00
27	Winter Extended Camp - Non-Resident	per week		\$50.60
28	Mini Kaleidoscope (Full -Day) - Resident	per week		\$249.00
29	Mini Kaleidoscope (Full -Day) - Non-Resident	per week		\$286.35
30	Camp Kaleidoscope (Regular) - Resident	per week		\$183.00
31	Camp Kaleidoscope (Regular) - Non-Resident	per week		\$210.45
32	Camp Kaleidoscope (Field Trip Session) - Resident	per week		\$196.00
33	Camp Kaleidoscope (Field Trip Session) - Non-Resident	per week		\$225.40
34	Adventure Camp (Regular) - Resident	per week		\$247.00
35	Adventure Camp (Regular) - Non-Resident	per week		\$284.05
36	Adventure Camp (Field Trip Session) - Resident	per week		\$276.00
37	Adventure Camp (Field Trip Session) - Non-Resident	per week		\$317.40
38	Summer Extended (per week) - Resident	per week		\$45.00
39	Summer Extended (per week) - Non-Resident	per week		\$51.75
40	Leader in Training	per session		\$60.00
41	Aquatics			
42	Swim Lessons - Resident	per session		\$70-125
43	Swim Lessons - Non-Resident	per session		\$84-150
44				
45	Lifeguard Training - Resident	session		\$225.00
46	Lifeguard Training - Non-Resident	session		\$270.00
47				
48	Jr. Lifeguard Camp - Resident	session		\$180.00
49	Jr. Lifeguard Camp - Non-Resident	session		\$216.00
50				
51	Activity & Swim Camp - Resident	session		\$180.00
52	Activity & Swim Camp - Non-Resident	session		\$216.00

Parks & Recreation - Programs

#	Description	Unit	Notes	9/1/21 Fee
53	Special Events			
54	Youth Triathlon - Pre-Registration	event		
55	Youth Triathlon - Registration	event		
56	Garage Sale	per person		
57	Family Overnight	person		
58	Goblin Grotto - Resident	person		
59	Goblin Grotto - Non-Resident	person		
60	Holiday Boutique - Small Space - Resident	space		
61	Holiday Boutique - Small Space - Non-Resident	space		
62	Holiday Boutique - Large Space - Resident	space		
63	Holiday Boutique - Large Space - Non-Resident	space		
64	Visits from Santa	5 children		
65	Parent/Child Event - Resident	per couple		
66	Parent/Child Event - Non-Resident	per couple		
67	Additional Resident - child	per person		
68	Additional Non-Resident - child	per person		
69	Teen Special Events - Resident	per person		
70	Teen Special Events - Non-Resident	per person		
71	Dive in Movies - Resident	per person		
72	Dive in Movies - Non-Resident	per person		
73	Easter Egg Hunt			
74	Community Day in the Park			
75	Concerts in the Park			
76	Halloween Happening			
77	Holiday Tree Lighting			
78	Operation Clean Sweep			
79	Social Connection			
80	Senior Contract Classes	1 class		
81	Horseshoes - non member	per year	Non members. Members free	
82	Pickle Ball Resident	1 class		
83	Pickle Ball Non-Resident	1 class		
84	Softball	per year	Non members. Members free	
85	Bocce Ball	per season		
86	Sunday Dances - line dancing	per person	1st Sunday and Special Dance Party	
87	Sunday Dances - ballroom	per person	3rd and Last Sunday Dance	
88	Lunch Program Senior Suggested Donation	per person	Grant Funded	\$3.00
89	Lunch Program Non Senior Fee	per person	Grant Funded	\$5.50
90	Lunch Program Party Fee	per person	Grant Funded	\$6-\$12
91	Transportation Program	per person	Grant Funded	\$1.00

Determined according to cost recovery policy

Police

#	Description	Unit	Notes	9/1/21 Fee
1	Alarms and Fingerprinting			
2	Repeat False Alarm Within a 180-Day Period - Third Alarm			\$100.00
3	Repeat False Alarm Within a 180-Day Period - Fourth Alarm			\$125.00
4	Repeat False Alarm Within a 180-Day Period - Fifth Alarm and subsequent alarms			\$150.00
5	Fingerprinting Service (Required for all Permits) - Live Scan		Actual Costs as established by the California Department of Justice plus staff time	Actual Cost
6	Permits			
7	Cardroom License and Permits - Gambling Club License			\$1,188.00 deposit, actual cost of staff time plus Livescan
8	Cardroom License and Permits - Annual Renewal, table count	per authorized table		\$76.00
9	Cardroom License and Permits - Duplicate License			\$40.00
10	Cardroom License and Permits - Notary Fees		As is required for each 4 year recertification of two department notaries	Actual Cost
11	Work Permit, Initial		Plus applicable fingerprinting, Department of Justice, and notary fees as set forth in GC 8211	\$262.00
12	Work Permit - Renewals		Plus applicable fingerprinting, Department of Justice, and notary fees as set forth in GC 8211	\$183.00
13	Work Permit - Duplicate Copy			\$53.00
14	Work Permit - Appeal Denial of Application			\$391.00
15	Pawn Broker/Secondhand Dealer - Dealer License		Plus Livescan cost	\$474.00
16	Pawn Broker/Secondhand Dealer - Employee, Initial		Plus applicable fingerprinting and Department of Justice fees	\$212.00
17	Pawn Broker/Secondhand Dealer - Renewal		Plus applicable fingerprinting and Department of Justice fees	\$187.00
18	Pawn Broker/Secondhand Dealer - Duplicate Copy			\$53.00
19	Pawn Broker/Secondhand Dealer - Appeal Denied of Application			\$391.00
20	Places of Public Amusement, Public Dance, or Entertainment - Application		Plus applicable fingerprinting and Department of Justice fees	\$1,060.00
21	Places of Public Amusement, Public Dance, or Entertainment - Transfer License			\$939.00
22	Places of Public Amusement, Public Dance, or Entertainment - Appeal Denial of Application			\$1,219.00
23	Sidewalk Vendors - Application		Plus applicable fingerprinting and Department of Justice fees	\$250.00
24	Vehicle Services			
25	Driving Under the Influence (DUI) - Emergency Response		Per Government Code Section 53150-58	Actual Cost
26	Vehicle Manslaughter			\$1,080.00 or maximum allowed by law, which-ever is greater
27	Stored Vehicle Release			\$108.00

Police

#	Description	Unit	Notes	9/1/21 Fee
28	Animal Control			
29	Animal Control Services			Fees shall be consistent with those charged by the SMC Division of Animal Control Services
30	Residential Permit Parking			
31	1 st Permit fee	per vehicle		No Fee
32	2nd Permit	per year		\$50.00
33	Replacement Sticker			\$38.00
34	Visitor/Guest/Caregiver Parking: 6 guest passes per month			\$5 per day or \$50 per week
35	Miscellaneous			
36	Police Report Reproduction			\$14.00
37	Photographic Reproduction			\$32.00
38	Audio / Video Recording Reproduction		*Subpoena required*Civil Subp \$15 / Criminal Subp no charge	\$95.00
39	Audio / Video Recording Reproduction: Duplication		*Subpoena required*Civil Subp \$15 / Criminal Subp no charge	\$57.00
40	Booking Fee			SMC Rate
41	Visa Clearance Letter			\$39.00
42	Police Safety Plan Check			Actual Cost
43	Party Nuisance Response Fee		Third Response in Twenty Four Hour Period	Actual Cost
44	Civil Subpoena		Fee regulated	\$15.00
45	Civil Subpoena - Officer Appearance		Fee regulated	\$275.00
46	Contractual Outside Detail for Uniformed Officers: All Other	per hour		\$180.00
47	Storage of Firearm		Ea. Additional \$25.00	\$150.00
48	Storage of Vehicles	per day	Towed to SBPD and stored as evidence, Charges commence 30 days after written notice to R/O, L/O and or Insurance, etc of needed release.,	\$85.00
49	Massage Establishment			
50	Establishment Certificate for Non-Practitioner Owners - Basic Fee		Investigation CAMTC/Verification/Processing/Safety Inspection	Actual costs of investigations and background checks
51	Establishment Certificate for Non-Practitioner Owners - Bi-Annual Renewal Basic Fee		Investigation CAMTC/Verification/Processing/Safety Inspection	Actual costs of investigations and background checks
52	Establishment Certificate for Owner/Practitioner - Basic Fee		Verification/Processing/Safety Inspection	Actual costs of investigations and background checks
53	Establishment Certificate for Practitioner/Owner - Bi-Annual Renewal Basic Fee		Verification/Processing/Safety Inspection	Actual costs of investigations and background checks
54	Appeal Process for Denial - Non Practitioner Owners			\$500 plus actual time spent x rate per hour

Police

#	Description	Unit	Notes	9/1/21 Fee
55	Appeal Process for Denial - Practitioner/Owner			\$250 plus actual time spent x rate per hour
56	Administrative Fines			
57	Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - First Violation			\$100.00
58	Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - Second Violation of the same provision		Within 12 months	\$200.00
59	Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - Third Violation of the same provision		Within 12 months	\$500.00
60	Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - Late Payment fee			10% of unpaid balance
61	Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - First Violation			\$100.00
62	Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - Second Violation of same provision		Within 12 months	\$500.00
63	Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - Third Violation of same provision		Within 12 months	\$1,000.00
64	Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code -Late Payment fee			10% of unpaid balance

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CITY OF SAN BRUNO



User Fee Study

June 22, 2021

ATTACHMENT 13





TABLE OF CONTENTS

TABLE OF CONTENTS	i
Executive Summary	1
User Fee Background	2
Background	2
California User Fee History	2
Additional Policy Considerations	3
Study Objective	4
Scope of the Study	4
Aim of the Report.....	5
Project Approach and Methodology	6
Conceptual Approach.....	6
Fully Burdened Hourly Rates.....	6
Summary Steps of the Study.....	7
Allowable Costs.....	7
Methodology.....	8
Quality Control/Quality Assurance	8
Reasons for cost increases/decreases over current fees.....	9
City Staff Contributions.....	9
San Bruno User Fees	10
Cost Recovery.....	10
Summary	10
Cable	12
Analysis	12
City Clerk	13
Analysis	13
Community and Economic Development -Building	14
Analysis	14
Community & Economic Development - Planning	15
Analysis	15
Finance	16



Analysis	16
Fire	17
Analysis	17
Community Services - Library	18
Analysis	18
Public Works.....	19
Analysis	19
Community Services – Recreation, Seniors, and Parks.....	20
Analysis	20
Police.....	21
Analysis	21
Appendix A – Total Allowable Cost to be Recovered	22
Appendix B – Fully Burdened Hourly Rates.....	23
Appendix C – Cost Recovery Analysis and Proposed Fees	27



Executive Summary

The City of San Bruno engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identify 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff and input from the City Council.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery can often not be feasible, desirable, or appropriate depending on policy direction —particularly in a single year. The recommended fees identified herein are either at or less than full cost recovery.



User Fee Background

Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefit. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee.

California User Fee History

Before Proposition 13, California cities were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, cities simply raised property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Since the public continues to resist efforts to raise local government taxes, cities have little control and very few successful options for new revenues. Compounding this limitation, the State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation—at the expense of local governments. As an example, in 2004-05, the Educational Revenue Augmentation Funds (“ERAF”) take-away of property taxes and the reduction of Vehicle License Fees have severely reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the “Stop Hidden Taxes Initiative”, which is aimed at defining “regulatory fees” as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person's activities. Proposition 26 contains seven categories of exceptions. The vast majority of fees that cities would seek to adopt will most likely fall into one or more of these exemptions.



Additional Policy Considerations

The recent trend for municipalities is to update their fee schedules to reflect the actual costs of certain public services primarily benefitting users. User Fees recover costs associated with the provision of specific services benefitting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the Cost Allocation Plan. This plan was developed prior to the User Fee study to determine the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City Council, by resolution, to annually increase or decrease the fees.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services.



Study Objective

As the City of San Bruno seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. These tools provide assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principle goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying desired cost recovery levels, if applicable, of each fee in the model
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following San Bruno departments and fee groups:

- Cable
- City Clerk
- Community and Economic Development - Building
- Community and Economic Development - Planning
- Finance
- Fire
- Library
- Public Works



-
- Parks, Seniors, and Recreation
 - Police

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

Aim of the Report

The User Fee Study focused on the cost of City services, as City staff currently provides them at existing, known, or reasonably anticipated service and staff levels. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide influential dissertation on the qualities of the utilized tools, techniques, or other approaches.



Project Approach and Methodology

Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for property-related (non-discretionary) fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only FY 2020-21 personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

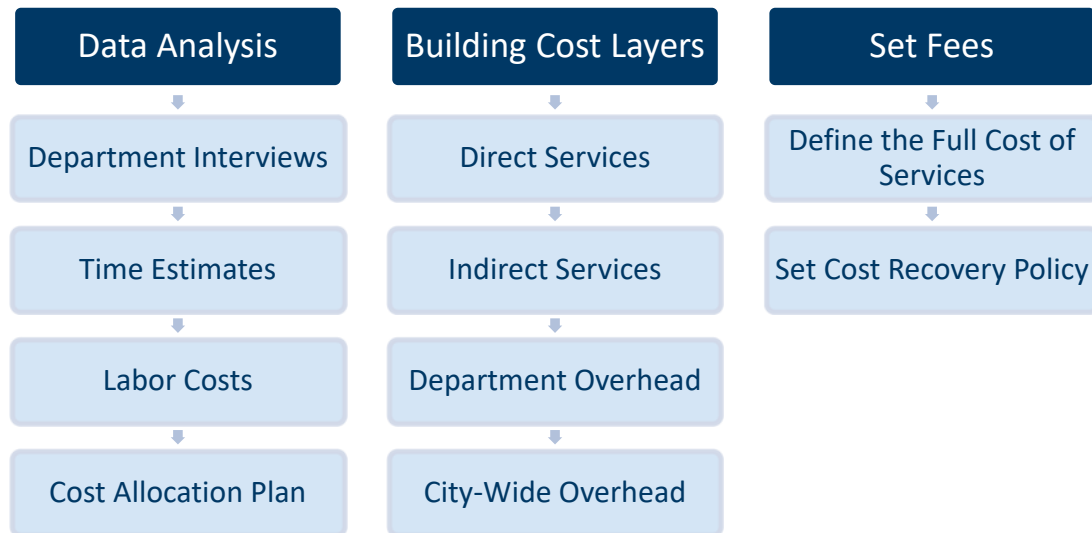
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Internal Service Costs charged to each department
- Indirect City-wide overhead costs calculated through the Cost Allocation Plan

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, emergency leave, holidays, and other considerations as necessary. Dividing the full cost by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate a fees' cost based on the personnel and the amount of their time that is involved in providing each service.

Summary Steps of the Study

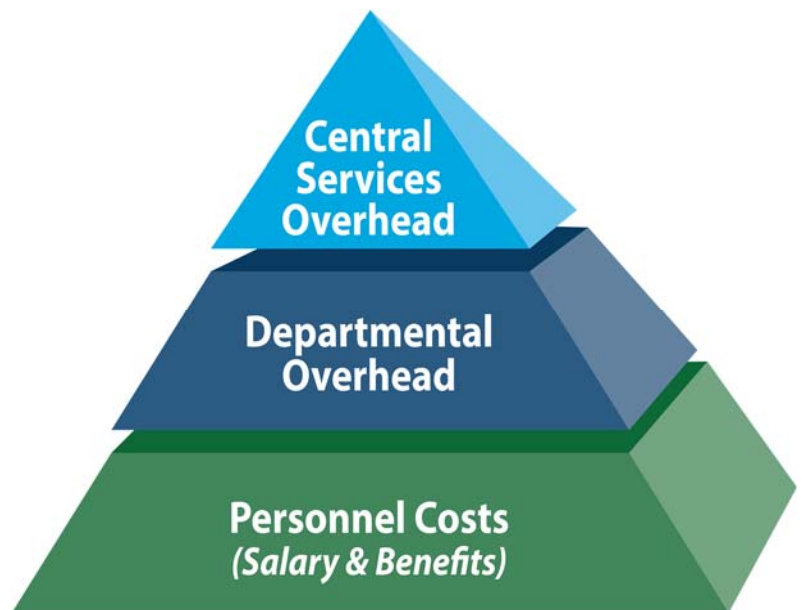
The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City’s central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs, detailed in the City’s Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other City departments.



Methodology

The three methods of analysis for calculating fees used in this report are the:

Case Study Method (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Programmatic Approach: In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit the programs' needs and goals. Typical programmatic approach cases are facility use fees, penalties, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

Valuation Based Fees: This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases. Using valuation-based fees provides for a system that can adjust as project sizes scale. The cost of land is not included in the valuation.

Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- FTE balancing
- Internal and external reviews
- Cross-checking



Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
- Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
- Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
 - Departmental overhead and administration costs
 - Indirect overhead from the Cost Allocation Plan
- Changes in processes and procedures within a department, or the City as a whole

City Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Frequency and current fee levels
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments—on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.



San Bruno User Fees

Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in **Appendix C**. Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were predominately determined by Willdan and City Staff through a time and materials survey conducted for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The principle goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility to determine the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff has developed a cost recovery policy to address the policy considerations of where to set suggested fees now and in the future. The draft cost recovery policy is being presented to City Council for consideration along with this study.

Summary

If the City's principal goal of this study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, it is understood that revenue enhancement is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other City and departmental goals, City Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and creation of a consistent and comprehensive fee schedule was Willdan's primary objective of this study. City staff has developed a cost recovery policy for Council consideration to identify the "recommended fee levels" for consideration by City Council. The attached appendices exhibit these unit fees individually that fit both goals of cost determination and cost recovery policy consideration.

The preceding sections provide background for each department or division and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to **Appendix C** of this report. Below is a table summarizing the changes that would result from the suggested fees therein.



City of San Bruno - User Fee Summary of Fees

	Number of Fees
Increase	276
Decrease	10
New	87
Remain as currently set	122
Deposit based from actual cost or flat fees	19
Actual Cost from flat fee	2
Vary depending on the cost recovery policy	34
Total Number of Fees	550



Cable

The Cable Television Department is responsible for the operations of San Bruno Municipal Cable TV, the City's telecommunications enterprise and San Bruno Cable Channel 1, the City's governmental access channel. San Bruno Municipal Cable TV delivers a full suite of broadband video, data, and voice services to residential and business customers over an all-digital cable network consisting of over 100 miles of fiber and coaxial cable plant. The Cable Department provides TV, Internet, and telephone to more than 7,200 customer homes and businesses in San Bruno. The local Cable Channel covers many local City meetings, events and festivities and produces and airs local programming. San Bruno Cable also provides and maintains the City's fiber optic communications network, and provides TV, Internet, and telephone services to the City, Schools, Businesses, and the Residents of San Bruno.

Analysis

No analysis was done to the Cable services, but three new fees would be added and the rest of the fee levels remain unchanged as detailed in [Appendix C](#).



City Clerk

The City Clerk serves as Clerk to the City Council to perform statutory duties prescribed by State Law. The City Clerk's Office is responsible for maintaining the historical records of all official City meeting minutes, ordinances, and resolutions. As the official elections officer, the City Clerk is responsible for conducting municipal elections to assist compliance with all requirements of law. The City Clerk also serves as the Secretary to the Successor Agency to the San Bruno Redevelopment Agency. The City Clerk's Office compiles the City Council's meeting agenda and is responsible for posting and publishing all meeting and legal notices.

Analysis

Willdan individually reviewed the services associated with the City Clerk. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the City Clerk services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the City increase the fees for City Clerk services, as detailed in **Appendix C**. Staff is recommending a gradual increase on two of the fees by each year, so that within four years, the fees would be at or near 100% cost recovery as detailed in **Appendix C**. On an individual basis, there would be:

- an increase to the Permit to Distribute Advertising Material and Bingo License fees.
- 1 fee would be increased to the level determined by the County
- 1 other fee would remain as currently set, and;
- 1 new fee would be added.



Community and Economic Development -Building

The Building Division reviews building permit applications; issues building and related permits; and inspects buildings and properties to ensure compliance with applicable building, mechanical, energy, disabled accessibility, plumbing, electrical and housing codes adopted by the City and State to ensure a safe and habitable building environment. Staff responds to code violations and actively identifies and works with property owners, tenants, and affected parties to assure compliance with nuisance, building and housing, news rack, and vehicle code requirements to achieve a safe and attractive environment for the citizens of San Bruno.

Analysis

Willdan individually reviewed the services and programs associated with the Building Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Building services relied primarily upon a standard unit cost build-up approach (except for the Building Permit program), whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. It is recommended that the City set most Building services at or near 100% cost recovery. It is recommended that the City increase the fees for Building services, as detailed in **Appendix C**. Staff is recommending a gradual increase on most of the fees by each year, so that by year four, the fees would be at or near 100% cost recovery as detailed in **Appendix C**. On an individual basis, there would be:

- an increase to 78 fees;
- 5 fees would see a decrease;
- 9 fees would remain as currently set, and;
- 9 new fees would be added.

In addition to the above referenced fees listed under Building, the Building Permit fees are also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the amount of effort needed to provide services on a case-by-case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, more time and effort that is required to provide code compliance services. Project valuation also follows that trend, and so by using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed for the Building Permit program found that the program is currently operating at 47% cost recovery. It is suggested that the fees be increased to raise cost recovery to 100%, which would require a 113% increase. The increase would be achieved over two years with the first increase being 57% to bring cost recovery to 75%.



Community & Economic Development - Planning

The Planning Division provides long-range planning services to the community, including assisting to prepare and maintain key policy and code documents (e.g., General Plan; Transit Corridors Specific Plan; and Zoning Code) as well as other planning services to address local and regional housing needs. Reviews and processes private development applications for compliance with applicable adopted policies and codes, includes environmental review, plan check, and inspection. With the adoption of the General Plan and the Transit Corridors Plan, the Division has become increasingly involved in the implementation of economic development programs with the City Manager's Office. The Division's work routinely involves active public engagement by means of workshops and other community interactions. The Planning Division has assumed many of the duties of the former Redevelopment Agency (RDA), including housing and economic development functions.

Analysis

Willdan individually reviewed the services and programs associated with the Planning Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Planning Services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. Many fees also contain a deposit aspect to allow for more precise accounting of costs on a project-by-project basis. This fee format allows for the establishment of flat fee amounts for aspects of services that do not vary greatly and utilizes deposits for service aspects that do vary. Deposits are set at reasonable levels based on staff experience on the level of effort needed to provide service. The analysis found that there many services are currently below the full cost of providing service. It is recommended that the City increase the fees for Planning services, as detailed in **Appendix C**. Staff is recommending an increase on most of the fees by each year, so that within four years, the fees would be at or near 100% cost recovery as detailed in **Appendix C**. On an individual basis, there would be:

- an increase to 16 fees;
- 18 new fees would be added;
- 2 fees would become actual cost from flat fee;
- 19 fees would become deposit based from actual cost or flat fees, and;
- 11 fees would remain as currently set;
- Development impact fees and Affordable Housing In-Lieu fees were not included in the analysis.



Finance

The Finance Department is responsible for the overall Financial and Accounting operations of the City, including the Successor Agency to the San Bruno Redevelopment Agency. The department ensures that the fiscal activities of the City are performed, recorded, and presented in compliance with professional and ethical standards.

Analysis

Willdan individually reviewed the services associated with the Finance Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Finance Services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the City set Finance fees at or near 100% cost recovery for most fees as detailed in **Appendix C** as the analysis found that most current fees were at or below the full cost of providing service. Staff is recommending a gradual increase on most of the fees by each year, so that within four years, the fees would be at or near 100% cost recovery as detailed in **Appendix C**. On an individual basis, there would be:

- an increase to 5 fees ,and;
- 2 fees would remain as currently set.



Fire

The San Bruno Fire Department is an organization dedicated to the protection of health, life and property of all persons in the City of San Bruno. The priority is to ensure the safety and emergency preparedness of the citizens through outreach programs in fire prevention, public education, advanced life support, hazardous material safety, and fire suppression activities.

Analysis

Willdan individually reviewed the services and programs associated with the Fire Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Fire services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the City increase the fees for Fire services, as detailed in [Appendix C](#). Staff is recommending a gradual increase on most of the fees by each year, so that within four years, the fees would be at or near 100% cost recovery as detailed in [Appendix C](#). On an individual basis, there would be:

- an increase to 79 fees;
- 5 fees would remain as currently set as, and;
- 13 new fees would be added.



Community Services - Library

The San Bruno Public Library provides San Bruno residents and visitors to the community lifelong-learning and literacy materials and resources such as instruction, support, and access to internet computers and Wi-Fi to help them achieve personal growth goals. The library offers an array of educational and personal enrichment services including story times, a homework center, summer reading program, and ESL classes as well as special programs and events throughout the year. The library also provides access to online services such as eBooks, eMagazines, research databases, streaming video, Tutor.com, and museum passes. Through membership in the Peninsula Library System, the San Bruno Public Library offers residents borrowing privileges throughout San Mateo County. In support of the Culture and Arts Commission, the Division delivers Movies in the Park, Shakespeare in the Park, Art in the Library, and Community Day in the Park Art Project.

Analysis

Willdan individually reviewed the services and programs associated with the Library. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services included in Library are a mixture of rental fees, fines and user fees. The fines are set to deter the listed activities, and the analysis of the user fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. As a result, there would be:

- an increase to the 3 rental fees; and
- the other user fees would remain as currently set as detailed in [Appendix C](#).



Public Works

The Public Works Department is responsible for the overall planning, maintenance, operation and improvement of public infrastructure, including streets, storm drainage, wastewater collections, drinking water storage and distribution, groundwater well production, and is responsible for reviewing and inspecting encroachment permit related work in the public right-of-way. The Department also provides project management services for a majority of the City's annual Capital Improvement Program.

Analysis

Willdan individually reviewed the services and programs associated with the Public Works Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in Public Works relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine whether the current fee is recovering the costs associated with the requested service. The analysis showed that current services are being provided well below the cost of providing them. It is recommended that the City increase the fees for Public Works services, as detailed in [Appendix C](#). Staff is recommending a gradual increase on most of the fees by each year, so that within four years, the fees would be at or near 100% cost recovery for most fees as detailed in [Appendix C](#). On an individual basis, there would be:

- an increase to 10 fees;
- 1 fee would decrease;
- 24 new fees will be added, and;
- 12 fees would remain as currently set as detailed in [Appendix C](#).



Community Services – Recreation, Seniors, and Parks

The Community Services Department is committed to providing quality programs, services, and spaces to benefit the health and well-being of the community through the delivery of recreation, senior, and library services and the maintenance of City parks and facilities.

Analysis

Willdan individually reviewed the services and programs associated with the Recreation, Seniors, and Parks. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of most Recreation programs encompassed facility rentals and other recreation services. The fee for use for government owned facilities and property can be set discretionally by the City per Proposition 26. The cost of acquisition, maintenance, repair, and upgrade to the City and subsequently the community is offset by rental or use fee revenue. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that some Recreation programs provide a measure of public benefit to the residents and City as a whole. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions and private businesses.

Staff underwent a full review of the entire schedule of fees so that the fees and schedule are easier to follow, administer, and with clear cost recovery goals.

The suggested fees would directly result in:

- An increase for 60 fees;
- 2 fees would decrease;
- 11 new fees will be added, and;
- 29 fees would remain as currently set;
- And other fees in the schedule would vary depending on the cost recovery policy as detailed in ***Appendix C.***



Police

The San Bruno Police Department is a full-service municipal police agency for a city of approximately 42,000 people, located in northern San Mateo County, California. The Department has 50 sworn officers and over 60 employees. The Department provides a wide range of law enforcement services to the community and responds to over 32,000 calls for service each year. Members of the San Bruno Police Department are dedicated to providing the highest possible level of service to the residents, business owners and visitors. Effective code enforcement to eliminate nuisance and other code violations is a high priority for the community and continues to be an area of high activity for the Division and organization.

Analysis

Willdan individually reviewed the services and programs associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services included in Police are a mixture of fines and user fees. Fines are set to deter the listed activities, and the analysis of the user fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the City increase the fees for Police services, as detailed in **Appendix C**. Staff is recommending a gradual increase on most of the fees by each year, so that within four years, the fees would be at or near 100% cost recovery as detailed in **Appendix C**. On an individual basis, there would be:

- 8 new fees would be added;
- 25 fees would remain as currently set, and;
- 23 fees would increase.



Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through User Fees; however, only a percentage of the total cost is realized as staff doesn't just work on services related to User Fees, but also works on an array of other City functions during the operational hours of the City. The amounts listed below will not reconcile to City budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, passthrough contract costs, and any other costs that is charged directly to the service requestor.

Overhead Rate Calculations (FY 2020-21 data)

Department	Personnel	Department Operations	Department Admin Overhead	Direct Overhead %	Dept Admin Overhead %	Indirect Allocation %
001: BUILDING INSPECTION	1,399,119	551,258	80,443	39%	6%	7%
001: CITY CLERK	308,554	39,652	-	13%	0%	0%
001: FINANCE	924,364	167,232	-	18%	0%	0%
001: FIRE	8,938,695	2,019,668	-	23%	0%	6%
001: LEGAL SERVICES	326,468	159,593	-	49%	0%	0%
001: LIBRARY	1,440,564	735,597	-	51%	0%	5%
001: MANAGEMENT SERVICES	1,036,455	63,161	-	6%	0%	0%
001: PARK MAINTENANCE	1,962,811	793,415	-	40%	0%	6%
001: PLANNING	1,106,639	39,092	252,987	4%	23%	11%
001: POLICE	14,269,907	1,847,357	-	13%	0%	5%
001: PUBLIC WORKS ADMIN.	643,445	67,893	216,984	11%	34%	0%
001: RECREATION	1,404,042	280,406	-	20%	0%	5%
001: REVENUE SERVICES	691,347	324,585	-	47%	0%	0%
001: SENIOR CENTER MGT.	341,085	99,990	-	29%	0%	4%
001: SENIOR NUTRITION	262,771	500	-	0%	0%	8%
001: STREETS	752,078	520,116	-	69%	0%	12%
122: SOLID WASTE/RECYCLE	63,875	10,751	-	17%	0%	17%
611: WATER FUND	3,447,254	1,438,813	-	42%	0%	10%
621: STORMWATER FUND	800,805	166,546	-	21%	0%	11%
631: WASTEWATER FUND	2,989,930	1,547,075	-	52%	0%	10%
641: CABLE FUND	2,994,401	1,315,143	-	44%	0%	4%
701: CENTRAL GARAGE	337,324	217,929	-	65%	0%	0%
702: FACILITY MAINTENANCE FUND	983,162	224,059	-	23%	0%	0%
707: TECHNOLOGY DEVELOPMENT	500,385	268,838	-	54%	0%	0%



Appendix B – Fully Burdened Hourly Rates

Below are fully burdened hourly rates of staff positions that provide for the services detailed in [Appendix C](#). The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. For positions in central service departments, such as the City Clerk and Finance, what is shown is the salary and benefit rate only, as the overhead of central service departments is recovered through the cost allocation plan. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in [Appendix A](#)) will be applied to that central service positions' salary and benefit rate for full cost recovery. For any user fee service request that is outside the scope of the fees detailed in [Appendix C](#), or for services for which there is no fee currently set, the City can charge up to the full cost of the FBHR for personnel involved.

City of San Bruno - User Fee

Fully Burdened Hourly Rate Calculation (FY 2020-21 data)

Department	Position	Fully Burdened Hourly Rate
Position Rates		
001: BUILDING INSPECTION	Building - BUILDING INSPECTOR	\$156.85
001: BUILDING INSPECTION	Building - BUILDING OFFICIAL	\$215.42
001: BUILDING INSPECTION	Building - COM DEV TECH	\$144.72
001: BUILDING INSPECTION	Building - COMMUNITY DEVELOPMENT DIRECTOR	\$281.47
001: BUILDING INSPECTION	Building - EXECUTIVE ASSISTANT	\$143.40
001: BUILDING INSPECTION	Building - MANAGEMENT ANALYST II	\$165.29
641: CABLE FUND	Cable - ACCT/CSR II	\$119.33
641: CABLE FUND	Cable - ACCT/CSR III	\$130.10
641: CABLE FUND	Cable - CABLE HEADEND LEAD	\$137.61
641: CABLE FUND	Cable - CATV BUSINESS MANAGER	\$184.91
641: CABLE FUND	Cable - CATV DIRECTOR	\$258.47
641: CABLE FUND	Cable - CATV PROGRAMMING & TECHNOLOGY	\$158.97
641: CABLE FUND	Cable - CATV SYSTEM ENGINEER	\$170.85
641: CABLE FUND	Cable - CATV TECH I	\$129.19
641: CABLE FUND	Cable - CATV TECH III	\$132.90
641: CABLE FUND	Cable - CATV WAREHOUSE CLERK	\$106.99
641: CABLE FUND	Cable - FIELD SUPERVISOR - CATV	\$157.96
641: CABLE FUND	Cable - LEAD ACSR & TECH SUPP	\$130.44
001: CITY CLERK	Clerk - CITY CLERK	\$131.47
001: CITY CLERK	Clerk - DEPUTY CITY CLERK	\$101.23
702: FACILITY MAINTENANCE FUND	Facility - CUSTODIAL SERVICES LEADER	\$102.44
702: FACILITY MAINTENANCE FUND	Facility - CUSTODIAN I	\$79.21
702: FACILITY MAINTENANCE FUND	Facility - CUSTODIAN II	\$87.23
702: FACILITY MAINTENANCE FUND	Facility - DEPUTY PW DIRECTOR - Utilities	\$174.72



City of San Bruno - User Fee
Fully Burdened Hourly Rate Calculation (FY 2020-21 data)

Department	Position	Fully Burdened Hourly Rate
Position Rates		
702: FACILITY MAINTENANCE FUND	Facility - FACILITIES & GARAGE SERVICES MANAGER	\$130.49
702: FACILITY MAINTENANCE FUND	Facility - FIELD SUPERVISOR - FACILITIES	\$119.42
702: FACILITY MAINTENANCE FUND	Facility - PARKS MAINT TECH I	\$98.78
702: FACILITY MAINTENANCE FUND	Facility - PARKS MAINT TECH II	\$110.62
702: FACILITY MAINTENANCE FUND	Facility - PUBLIC SERVICES DIRECTOR	\$211.70
001: FINANCE	Finance - ACCOUNTANT	\$120.35
001: FINANCE	Finance - ACCOUNTING MANAGER	\$154.65
001: FINANCE	Finance - ACCT/CSR III	\$109.81
001: FINANCE	Finance - FINANCE DIRECTOR	\$214.93
001: FINANCE	Finance - FINANCIAL SERVICES MANAGER	\$156.91
001: FIRE	Fire - EXECUTIVE ASSISTANT	\$128.43
001: FIRE	Fire - FIRE BATTALION CHIEF	\$238.35
001: FIRE	Fire - FIRE CAPTAIN	\$216.06
001: FIRE	Fire - FIRE CHIEF	\$275.67
001: FIRE	Fire - FIRE FIGHTER	\$184.14
001: FIRE	Fire - FIRE INSPECTOR	\$163.63
701: CENTRAL GARAGE	Garage - DEPUTY PW DIRECTOR - Utilities	\$228.90
701: CENTRAL GARAGE	Garage - FACILITIES & GARAGE SERVICES MANAGER	\$176.63
701: CENTRAL GARAGE	Garage - MANAGEMENT ANALYST I	\$153.98
701: CENTRAL GARAGE	Garage - MANAGEMENT ANALYST II	\$174.83
701: CENTRAL GARAGE	Garage - MECHANIC II	\$146.64
701: CENTRAL GARAGE	Garage - PUBLIC SERVICES DIRECTOR	\$287.74
001: LEGAL SERVICES	Legal - CITY ATTORNEY	\$312.60
001: LEGAL SERVICES	Legal - LEGAL SECRETARY	\$156.81
001: LIBRARY	Library - ACCT/CSR II	\$116.10
001: LIBRARY	Library - COMMUNITY SERV SUPERINTENDENT	\$201.90
001: LIBRARY	Library - COMMUNITY SERVICES DIRECTOR	\$281.93
001: LIBRARY	Library - EXECUTIVE ASSISTANT	\$139.83
001: LIBRARY	Library - LIBRARIAN II	\$152.92
001: LIBRARY	Library - LIBRARY SERVICES COORDINATOR	\$138.91
001: LIBRARY	Library - LIBRARY SERVICES MANAGER	\$201.22
001: MANAGEMENT SERVICES	Mgmt - ASSISTANT CITY MANAGER	\$213.13
001: MANAGEMENT SERVICES	Mgmt - ASSISTANT TO CITY MANAGER	\$151.74
001: MANAGEMENT SERVICES	Mgmt - CITY MANAGER	\$234.63
001: PARK MAINTENANCE	Parks - ACCT/CSR II	\$103.05
001: PARK MAINTENANCE	Parks - COMMUNITY SERVICES DIRECTOR	\$258.07
001: PARK MAINTENANCE	Parks - EXECUTIVE ASSISTANT	\$125.29
001: PARK MAINTENANCE	Parks - FIELD SUPERVISOR - PARKS	\$142.80
001: PARK MAINTENANCE	Parks - LEAD MAINTENANCE WORKER	\$131.87
001: PARK MAINTENANCE	Parks - PARKS - MAINTENANCE WORKER I	\$105.58
001: PARK MAINTENANCE	Parks - PARKS - MAINTENANCE WORKER II	\$113.65
001: PARK MAINTENANCE	Parks - PARKS MAINT TECH II	\$134.31
001: PARK MAINTENANCE	Parks - PARKS SERVICES MGR	\$159.25
001: PLANNING	Planning - ASSISTANT PLANNER	\$129.32
001: PLANNING	Planning - ASSOCIATE PLANNER	\$153.90



City of San Bruno - User Fee
Fully Burdened Hourly Rate Calculation (FY 2020-21 data)

Department	Position	Fully Burdened Hourly Rate
Position Rates		
001: PLANNING	Planning - COM DEV TECH I	\$115.57
001: PLANNING	Planning - COMMUNITY DEVELOPMENT DIRECTOR	\$256.32
001: PLANNING	Planning - EXECUTIVE ASSISTANT	\$123.32
001: PLANNING	Planning - MANAGEMENT ANALYST II	\$143.17
001: PLANNING	Planning - PLANNING AND HOUSING MANAGER	\$173.62
001: PLANNING	Planning - SR. PLANNER	\$169.67
001: POLICE	Police - CHIEF OF POLICE	\$143.00
001: POLICE	Police - CODE ENFORCEMENT OFFICER	\$118.08
001: POLICE	Police - CSO II	\$97.09
001: POLICE	Police - MANAGEMENT ANALYST I	\$129.09
001: POLICE	Police - POLICE CAPTAIN	\$223.36
001: POLICE	Police - POLICE CLERK I	\$107.02
001: POLICE	Police - POLICE LIEUTENANT	\$209.05
001: POLICE	Police - POLICE OFFICER	\$153.91
001: POLICE	Police - POLICE RECORDS/DISPATCH SUPV	\$156.43
001: POLICE	Police - POLICE SERGEANT	\$183.37
001: POLICE	Police - PUBLIC SAFETY DISPATCHER	\$118.83
001: POLICE	Police - SR CODE ENFORCEMENT OFFICER	\$138.87
001: PUBLIC WORKS ADMIN.	PW - ASSOCIATE CIVIL ENGINEER	\$171.34
001: PUBLIC WORKS ADMIN.	PW - DEPUTY PW DIR-ADM & ENG	\$217.18
001: PUBLIC WORKS ADMIN.	PW - ENG TECH/PW INSP	\$150.75
001: PUBLIC WORKS ADMIN.	PW - EXECUTIVE ASSISTANT	\$132.27
001: PUBLIC WORKS ADMIN.	PW - MANAGEMENT ANALYST I	\$145.21
001: PUBLIC WORKS ADMIN.	PW - PRINCIPAL CIVIL ENGINEER	\$182.98
001: PUBLIC WORKS ADMIN.	PW - PUBLIC SERVICES DIRECTOR	\$268.41
001: RECREATION	Rec - ACCT/CSR II	\$96.82
001: RECREATION	Rec - COMMUNITY SERVICES DIRECTOR	\$237.59
001: RECREATION	Rec - COMMUNITY SERVICES SUPERINTENDENT	\$165.35
001: RECREATION	Rec - EXECUTIVE ASSISTANT	\$115.55
001: RECREATION	Rec - RECREATION SERVICES COORDINATOR	\$114.07
001: REVENUE SERVICES	Revenue - ACCOUNTANT	\$143.52
001: REVENUE SERVICES	Revenue - ACCT/CSR I	\$107.58
001: REVENUE SERVICES	Revenue - ACCT/CSR II	\$118.32
001: REVENUE SERVICES	Revenue - FINANCIAL SERVICES MANAGER	\$189.02
001: REVENUE SERVICES	Revenue - LEAD ACSR & TECH SUPP	\$139.71
001: SENIOR CENTER MGT.	Senior Center - ACCT/CSR II	\$96.79
001: SENIOR CENTER MGT.	Senior Center - COMMUNITY SERVICES DIRECTOR	\$240.21
001: SENIOR CENTER MGT.	Senior Center - COMMUNITY SERVICES SUPERINTENDENT	\$170.64
001: SENIOR CENTER MGT.	Senior Center - EXECUTIVE ASSISTANT	\$116.90
001: SENIOR CENTER MGT.	Senior Center - RECREATION SERVICES SUPERVISOR	\$134.24
001: SENIOR NUTRITION	Senior Nutrition - FOOD SERVICES COORDINATOR	\$93.71
122: SOLID WASTE/RECYCLE	Solid Waste - EXECUTIVE ASSISTANT	\$116.59
122: SOLID WASTE/RECYCLE	Solid Waste - MANAGEMENT ANALYST I	\$128.46



City of San Bruno - User Fee Fully Burdened Hourly Rate Calculation (FY 2020-21 data)

Department	Position	Fully Burdened Hourly Rate
Position Rates		
631: WASTEWATER FUND	Stormwater - ASSOCIATE CIVIL ENGINEER	\$178.22
621: STORMWATER FUND	Stormwater - DEPUTY PW DIRECTOR - Utilities	\$184.09
631: WASTEWATER FUND	Stormwater - ENG TECH	\$146.58
631: WASTEWATER FUND	Stormwater - ENG TECH/PW INSP	\$146.67
621: STORMWATER FUND	Stormwater - EXECUTIVE ASSISTANT	\$111.61
621: STORMWATER FUND	Stormwater - LEAD MAINTENANCE WORKER	\$113.10
621: STORMWATER FUND	Stormwater - MAINTENANCE SERVICES MANAGER S	\$153.80
621: STORMWATER FUND	Stormwater - PUBLIC SERVICES DIRECTOR	\$231.90
621: STORMWATER FUND	Stormwater - PUBLIC WORKS MAINT WORKER I	\$90.40
621: STORMWATER FUND	Stormwater - PUBLIC WORKS MAINT WORKER II	\$104.74
001: STREETS	Streets - DEPUTY PW DIRECTOR - Utilities	\$267.17
001: STREETS	Streets - EXECUTIVE ASSISTANT	\$165.55
001: STREETS	Streets - LEAD MAINTENANCE WORKER	\$167.66
001: STREETS	Streets - MAINTENANCE SERVICES MANAGER S	\$223.38
001: STREETS	Streets - MANAGEMENT ANALYST II	\$204.49
001: STREETS	Streets - PUBLIC SERVICES DIRECTOR	\$332.50
001: STREETS	Streets - PUBLIC WORKS MAINT WORKER I	\$146.22
001: STREETS	Streets - PUBLIC WORKS MAINT WORKER II	\$139.31
001: STREETS	Streets - SECRETARY	\$157.31
707: TECHNOLOGY DEVELOPMENT	Tech - COMPUTER SUPPORT TECHNICIAN	\$141.96
707: TECHNOLOGY DEVELOPMENT	Tech - INFORMATION SYSTEM ADMINISTRATOR	\$175.89
707: TECHNOLOGY DEVELOPMENT	Tech - INFORMATION TECHNOLOGY MGR	\$203.75
631: WASTEWATER FUND	Wastewater - ASST ENGINEER (Underfilled ASSOCIATE CIVIL ENGINEER)	\$168.67
631: WASTEWATER FUND	Wastewater - EXECUTIVE ASSISTANT	\$135.61
631: WASTEWATER FUND	Wastewater - LEAD MAINTENANCE WORKER	\$138.91
631: WASTEWATER FUND	Wastewater - MAINTENANCE SERVICES MANAGER S	\$171.03
631: WASTEWATER FUND	Wastewater - MANAGEMENT ANALYST II	\$171.61
631: WASTEWATER FUND	Wastewater - PUBLIC SERVICES DIRECTOR	\$285.18
631: WASTEWATER FUND	Wastewater - PUBLIC WORKS MAINT WORKER I	\$118.94
631: WASTEWATER FUND	Wastewater - PUBLIC WORKS MAINT WORKER II	\$126.02
631: WASTEWATER FUND	Wastewater - PUMP MECHANIC II	\$145.07
631: WASTEWATER FUND	Wastewater - SECRETARY	\$128.40
611: WATER FUND	Water - ASSOCIATE CIVIL ENGINEER	\$167.57
611: WATER FUND	Water - DEPUTY PW DIRECTOR - Utilities	\$215.77
611: WATER FUND	Water - ENG TECH	\$137.98
611: WATER FUND	Water - ENG TECH/PW INSP	\$138.06
611: WATER FUND	Water - EXECUTIVE ASSISTANT	\$127.66
611: WATER FUND	Water - LEAD MAINTENANCE WORKER	\$141.63
611: WATER FUND	Water - MAINTENANCE SERVICES MANAGER S	\$176.91
611: WATER FUND	Water - MANAGEMENT ANALYST I	\$141.26
611: WATER FUND	Water - MANAGEMENT ANALYST II	\$162.02
611: WATER FUND	Water - PUBLIC SERVICES DIRECTOR	\$268.43
611: WATER FUND	Water - PUBLIC WORKS MAINT WORKER I	\$109.40
611: WATER FUND	Water - PUBLIC WORKS MAINT WORKER II	\$123.36
611: WATER FUND	Water - PUMP MECHANIC II	\$140.19
611: WATER FUND	Water - SECRETARY	\$120.87
611: WATER FUND	Water - WATER SYSTEM & CONSERV MGR	\$176.91
611: WATER FUND	Water - WQ TECH II	\$140.54



Appendix C – Cost Recovery Analysis and Proposed Fees

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees in which the full cost, existing fee and suggested fee is listed as “NA”, the amount or percentage was not calculable based on cost data or variable fee structure. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one to one basis, a full cost was not calculated (for penalties and fines), or when there is not a current fee amount to compare against.

Miscellaneous, Citywide

Line #	Description	Current Fee/Charge	Unit	Notes
1	Public Records Act Request			
2	Printed Document	\$0.25	per page copied	
3	Digital Copies	Actual Cost		
4	All Other Request			
5	Standard Sizes – 8.5"x11", 8.5"x14", 11"x17"	\$0.25		
6	All other sizes or color copies	Actual Cost		
7	City Documents, including digital format	Actual Cost		
8	Returned Checks Due to Insufficient Funds			
9	First Check (per fiscal year)	\$26.00	regulated	
10	Each Subsequent Check	\$36.00	regulated	
11	Overdue Invoices	10%		

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	Cost Recovery Level
NA	NA	\$0.25	\$0	\$0.25	\$0.25	NA
NA	NA	Actual Cost	\$0	Actual Cost	Actual Cost	NA
NA	NA	\$0.25	\$0	\$0.25	\$0.25	NA
NA	NA	Actual Cost	\$0	Actual Cost	Actual Cost	NA
NA	NA	Actual Cost	\$0	Actual Cost	Actual Cost	NA
\$86.91	29%	\$25.00	-\$1	\$25.00	\$25.00	Low
\$86.91	40%	\$35.00	-\$1	\$35.00	\$35.00	Medium
NA	NA	10%	\$0	\$0.10	\$0.00	NA

Cable Television

#	Description	Current Fee/Charge	Unit	Notes
1	Franchise Fee	5% of gross revenues		California Public Utilities Code §5860
2	Public Educational Government PEG Fee	\$1.90	per subscriber per month	
3	Multi-Camera Field Production - Full Day	Actual Cost		
4	Multi-Camera Field Production - Half Day	Actual Cost		
5	Commercial Fee	New		
6	Community Message	New		
7	Cable Technician Installation/Technical Fulfillment	New		

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)
NA	NA	5% of gross revenues	\$0.00	5% of gross revenues	5% of gross revenues
NA	NA	\$1.90	\$0.00	\$1.90	\$1.00
NA	NA	Actual Cost	\$0.00	Actual Cost	Actual Cost
NA	NA	Actual Cost	\$0.00	Actual Cost	Actual Cost
Varies	NA	Actual Cost	NA	Actual Cost	Actual Cost
Varies	NA	Actual Cost	NA	Actual Cost	Actual Cost
Varies	NA	Actual Cost	NA	Actual Cost	Actual Cost

#	Description	Current Fee/Charge	Unit	Notes
1	Permit to Distribute Advertising Material - Thirty Consecutive Day	\$30.00	per subscriber per month	
2	Permit to Distribute Advertising Material - Penalty	25% per month		Max of 100%
3	Bingo License	\$250.00	Fiscal Year	
4	Candidate Statements Printing Fee	\$650.00		Per Resolution 2009-53. (A portion of the fee may be refundable based on actual cost as determined by the County Election Office.)
5	Certification of Records	New		

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$166.97	99%	\$166.00	\$34.00	\$64.00	\$98.00	\$132.00	\$166.00	Full or Near
NA	NA	25% per month	\$0.00	25% per month	25% per month	25% per month	25% per month	NA
\$409.86	100%	\$409.00	\$125.00	\$375.00	\$409.00	\$409.00	\$409.00	Full or Near
NA	NA	\$700.00	\$50.00	\$700.00	\$700.00	\$700.00	\$700.00	NA
NA	NA	Actual Cost	NA	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA

#	Description	Current Fee/Charge	Unit	Notes	Sec
Electrical Permit and Related Fees					
1	Permit Issuance	\$50.00	each		200
2	System Fee Schedule				
3	<i>New Buildings</i>				
4	For other types of occupancies and alterations, additions, and modifications to existing residential buildings	See UNIT FEE SCHEDULE			203
5	New residential projects	New	% of Building Permit		
6	New nonresidential projects	New	% of Building Permit		
7	<i>Private Swimming Pools</i>				
8	For new private, residential, in-ground swimming pools for single family/multi-family occupancies	\$164.00	each	Including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool	204
9	For other types of swimming pools, therapeutic whirlpools, spas, hot tubs, and alterations to existing swimming pools	\$165.00	each		205
10	<i>Temporary Power Service</i>				
11	For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances	\$55.00	each		206
12	For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc.	\$54.00	first 20 outlets		207
13	For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative light, Christmas tree sales lots, fireworks stands, etc.	\$4.00	each additional		207
14	Unit Fee Schedule				
15	<i>Receptacle, Switch and Lighting Outlets</i>				
16	For receptacle, switch, lighting, or other outlets at which current is used or controlled	\$4.00	each	except services, feeders, and meters	208
17	For lighting fixtures, sockets, or other lamp-holding devices	\$4.00	each		209
18	For pole or platform-mounted lighting fixtures	\$36.00	each		210
19	For theatrical-type lighting fixtures or assemblies	\$4.00	each		211
20	<i>Residential Appliances</i>				
21	For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room, console, or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliance not exceeding one horsepower (HP) in rating	\$18.00			212
22	<i>Non-Residential Appliances</i>				
23	For residential appliances and self-contained factory-wired non-residential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt ampere (KVA) in rating, including medical or dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment	\$18.00			213
24	Power Apparatus	For motors, generators, transformers, rectifiers, synchronous converters,			
25	Up to and including 1	\$18.00			214
26	Over 1 and not over 10	\$36.00			215
27	Over 10 and not over 50	\$54.00			216
28	Over 50 and not over 100	\$108.00			217
29	Over 100	\$153.00			218
30	Signs, Outline lighting and Marquees				
31	For signs, outline lighting systems or marquees supplied from one branch circuit	\$55.00			219
32	For additional branch circuits within the same sign, outline lighting system or marquee	\$18.00			220
33	Services				
34	For services of 600 volts or less and not over 200 amperes in rating	\$95.00	each		221
35	For services of 600 volts or less and over 200 amperes to 1,000 amperes in rating	\$195.00	each		222
36	For services over 600 volts or over 1,000 amperes in rating	\$295.00	each		223
37	Miscellaneous Apparatus, Conduits and Conductors				
38	For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth	\$50.00			224

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$72.36	99%	\$72.00	\$22.00	\$72.00	\$72.00	\$72.00	\$72.00	Full or Near
20%	100%	20%	NA	20%	20%	20%	20%	Full or Near
18%	100%	18%	NA	18%	18%	18%	18%	Full or Near
\$470.55	100%	\$470.00	\$76.00	\$240.00	\$316.00	\$392.00	\$470.00	Full or Near
\$235.27	100%	\$235.00	\$70.00	\$235.00	\$235.00	\$235.00	\$235.00	Full or Near
\$156.85	99%	\$156.00	\$25.00	\$80.00	\$105.00	\$130.00	\$156.00	Full or Near
\$156.85	99%	\$156.00	\$25.00	\$79.00	\$104.00	\$129.00	\$156.00	Full or Near
\$7.84	100%	\$7.84	\$2.00	\$6.00	\$7.00	\$7.00	\$7.00	Full or Near
\$13.07	99%	\$13.00	\$2.00	\$6.00	\$8.00	\$10.00	\$13.00	Full or Near
\$13.07	99%	\$13.00	\$2.00	\$6.00	\$8.00	\$10.00	\$13.00	Full or Near
\$78.42	99%	\$78.00	\$10.00	\$46.00	\$56.00	\$66.00	\$78.00	Full or Near
\$13.07	99%	\$13.00	\$2.00	\$6.00	\$8.00	\$10.00	\$13.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00	\$26.00	\$26.00	\$26.00	Full or Near
\$26.14	99%	\$26.00	\$8.00	\$26.00				

Community and Economic Development - Building

#	Description	Current Fee/Charge	Unit	Notes	Sec
Other Inspections and Fees					
39	Solar Electric Systems - Up to 3 kW panel outlet	\$260.00			
41	Solar Electric Systems - For each additional 1 kW or fraction	\$60.00		Thereof, if any support structures elevating panels above the roof plane, or purpose designated independent array structure, use the building permit fee for valuation	
42	Electric Battery Storage Units	New	13.5 kw		
43	Stand by Power Systems	New	13.5 kw		

Mechanical Permit and Related Fees

#	Description	Current Fee/Charge	Unit	Notes	Sec
44	Permit Issuance	\$50.00	each		300
System Fee Schedule					
46	For New Residential Buildings	New	% of Building Permit		
47	For New Non-Residential Buildings	New	% of Building Permit		
Unit Fee Schedule					
49	For the installation or relocation of each forced-air or gravity type furnace or burner, including ducts and vents attached to such appliances, up to and including 100,000 Btu/h	\$55.00			301
50	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h	\$55.00			302
51	For the installation or relocation of each floor furnace, including vent	\$55.00			303
52	For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted heater	\$55.00			304
53	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$55.00			305
54	For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by the Code	\$55.00			306
55	For the installation or relocation of each boiler or compressor up to and including three horsepower, or each absorption system up to and including 100,000 Btu/h	\$55.00			307
56	For the installation or relocation of each boiler or compressor over three horsepower, up to and including 15 horsepower, or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h	\$55.00			308
57	For the installation or relocation of each boiler or compressor over 15 horsepower, up to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h	\$55.00			309
58	For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	\$55.00			310
59	For the installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h	\$95.00			311
60	For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto	\$55.00			312
61	For each air-handling unit over 10,000 cfm	\$55.00			313
62	For each evaporative cooler other than type	\$55.00			314
63	For each ventilation fan connected to a single duct	\$55.00			315
64	For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$55.00			316
65	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$55.00			317
66	For the installation or relocation of each domestic-type incinerator	\$36.00			318
67	For the installation or relocation of each commercial or industrial-type incinerator	\$85.00			319

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$470.55	55%	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	Medium
\$78.42	99%	\$78.00	\$18.00	\$78.00	\$78.00	\$78.00	\$78.00	Full or Near
\$156.85	99%	\$156.00	NA	\$156.00	\$156.00	\$156.00	\$156.00	Full or Near
\$156.85	99%	\$156.00	NA	\$156.00	\$156.00	\$156.00	\$156.00	Full or Near

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$78.42	99%	\$78.00	\$25.00	\$75.00	\$78.00	\$78.00	\$78.00	Full or Near
20%	100%	20%	NA	20%	20%	20%	20%	Full or Near
18%	100%	18%	NA	18%	18%	18%	18%	Full or Near
\$156.85	99%	\$156.00	\$25.00	\$80.00	\$105.00	\$130.00	\$156.00	Full or Near
\$313.70	100%	\$313.00	\$64.00	\$119.00	\$183.00	\$247.00	\$313.00	Full or Near
\$156.85	99%	\$156.00	\$25.00	\$80.00	\$105.00	\$130.00	\$156.00	Full or Near
\$156.85	99%	\$156.00	\$25.00	\$80.00	\$105.00	\$130.00	\$156.00	Full or Near
\$156.85	99%	\$156.00	\$25.00	\$80.00	\$105.00	\$130.00	\$156.00	Full or Near
\$156.85	99%	\$156.00	\$25.00	\$80.00	\$105.00	\$130.00	\$156.00	Full or Near
\$156.85	99%	\$156.00	\$25.00	\$80.00	\$105.00	\$130.00	\$156.00	Full or Near
\$156.85	99%	\$156.00	\$25.00	\$80.00	\$105.00	\$130.00	\$156.00	Full or Near
\$627.39	100%	\$627.00	\$133.00	\$228.00	\$361.00	\$494.00	\$627.00	Full or Near
\$627.39	100%	\$627.00	\$143.00	\$198.00	\$341.00	\$484.00	\$627.00	Full or Near
\$627.39	100%	\$627.00	\$143.00	\$198.00	\$341.00	\$484.00	\$627.00	Full or Near
\$313.70	100%	\$313.00	\$64.00	\$119.00	\$183.00	\$247.00	\$313.00	Full or Near
\$156.85	99%	\$156.00	\$25.00	\$80.00	\$105.00	\$130.00	\$156.00	Full or Near
\$313.70	100%	\$313.00	\$64.00	\$119.00	\$183.00	\$247.00	\$313.00	Full or Near
\$627.39	100%	\$627.00	\$143.00	\$198.00	\$341.00	\$484.00	\$627.00	Full or Near
\$156.85	99%	\$156.00	\$30.00	\$66.00	\$96.00	\$126.00	\$156.00	Full or Near
\$941.09	100%	\$941.00	\$214.00	\$299.00	\$513.00	\$727.00	\$941.00	Full or Near

Community and Economic Development - Building

#	Description	Current Fee/Charge	Unit	Notes	Sec
68	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the Code or fee schedule	\$55.00			320

Plumbing Permit and Related Fees

#	Description	Current Fee/Charge	Unit	Notes	Sec
69	Permit Issuance	\$50.00	each		400
70	System Fee Schedule				
71	For New Residential Buildings	New	% of Building Permit		
72	For New Non-Residential Buildings	New	% of Building Permit		
73	Unit Fee Schedule				
74	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	\$50.00			401
75	For each building sewer	\$64.00			402
76	Rainwater systems - per drain (inside building)	\$50.00			403
77	For each water heater (including solar powered) and/or vent	\$55.00			404
78	For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	\$95.00			405
79	For installation, alteration, or repair of water piping and/or water treating equipment	\$55.00			406
80	For repair or alteration or drainage or vent piping, each fixture	\$36.00			407
81	For each lawn sprinkler system or any one meter, including backflow protection devices therefore	\$36.00			408
82	For atmospheric-type vacuum breakers, not included above: 1 to 5	\$55.00			409
83	For atmospheric-type vacuum breakers, not included above: Over 5	\$5.00	each		409
84	For each backflow protective device other than atmospheric-type vacuum breakers: 2 inches and smaller	\$55.00			410
85	For each backflow protective device other than atmospheric-type vacuum breakers: Over 2 inches	\$55.00			411
86	For each gas piping system of one to four outlets	\$55.00			411
87	For each gas piping system of five or more outlets, per outlet in excess of 4	\$10.00			412

Other Inspections and Fees

#	Description	Current Fee/Charge	Unit	Notes	Sec
88	Inspections outside of normal business hours (Minimum charge - two hours)	\$220.00	per hour		413
89	Re-inspection Fees (for all services) - 1st re-inspection	New			414
90	Re-inspection fee assessed under provisions of §305(g) of the UBC	\$95.00	each		414
91	Inspections for which no fee is specifically indicated (Minimum charge one-half hr)	\$125.00	per hour		415
92	Additional plan review required by changes, additions, or revisions to approved plans (Minimum charge one-half hr)	\$125.00	per hour		416
93	Investigative fee (shall be the same as permit fee), paid in addition to the permit fee	See §106.4.4 of CPC			417
94	Projects without a fee set	1.5% of valuation or contract amount		Percentage maybe modified by the Community Development Director, to ensure 100% recovery of the City's fully burdened cost for providing the service.	418
95	Animal Control Services - Permit	\$35.00	Fiscal Year	Permits required for more than four adult cats, two adult dogs, or any two household pets over the age of four months including fowl, rabbits, chickens, ducks, turkeys, pigeons, doves or squabs	
96	Annual Inspection performed by Community Development	\$40.00			
97	Expedited Permitting	New			

Miscellaneous Fees and Provisions Related to Building, Electrical, Mechanical and Plumbing Regulations

#	Description	Current Fee/Charge	Unit	Notes	Sec
98	Building Permit Fee, Moved Building	\$845.00	each	Said fee shall apply to the moving permit only, and is in addition to or separate from all other permit fees required.	500

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$313.70	100%	\$313.00	\$64.00	\$119.00	\$183.00	\$247.00	\$313.00	Full or Near

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$78.42	99%	\$78.00	\$25.00	\$75.00	\$78.00	\$78.00	\$78.00	Full or Near
20%	100%	20%	NA	20%	20%	20%	20%	Full or Near
18%	100%	18%	NA	18%	18%	18%	18%	Full or Near
\$78.42	99%	\$78.00	\$25.00	\$75.00	\$78.00	\$78.00	\$78.00	Full or Near
\$156.85	99%	\$156.00	\$23.00	\$87.00	\$110.00	\$133.00	\$156.00	Full or Near
\$156.85	99%	\$156.00	\$26.00	\$76.00	\$102.00	\$128.00	\$156.00	Full or Near
\$156.85	50%	\$78.00	\$23.00	\$78.00	\$78.00	\$78.00	\$78.00	Medium
\$313.70	100%	\$313.00	\$109.00	\$204.00	\$313.00	\$313.00	\$313.00	Full or Near
\$78.42	99%	\$78.00	\$23.00	\$78.00	\$78.00	\$78.00	\$78.00	Full or Near
\$39.21	99%	\$39.00	\$3.00	\$39.00	\$39.00	\$39.00	\$39.00	Full or Near
\$39.21	99%	\$39.00	\$3.00	\$39.00	\$39.00	\$39.00	\$39.00	Full or Near
\$78.42	99%	\$78.00	\$23.00	\$78.00	\$78.00	\$78.00	\$78.00	Full or Near
\$13.07	99%	\$13.00	\$2.00	\$7.00	\$9.00	\$11.00	\$13.00	Full or Near
\$156.85	50%	\$78.00	\$23.00	\$78.00	\$78.00	\$78.00	\$78.00	Medium
\$156.85	99%	\$156.00	\$25.00	\$80.00	\$105.00	\$130.00	\$156.00	Full or Near
\$156.85	99%	\$156.00	\$25.00	\$80.00	\$105.00	\$130.00	\$156.00	Full or Near
\$26.14	99%	\$26.00	\$4.00	\$14.00	\$18.00	\$22.00	\$26.00	Full or Near

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
1.5x FBHR for Overtime, 2x FBHR Holidays	100%	1.5x FBHR for Overtime, 2x FBHR Holidays	NA	1.5x FBHR for Overtime, 2x FBHR Holidays	1.5x FBHR for Overtime, 2x FBHR Holidays	1.5x FBHR for Overtime, 2x FBHR Holidays	1.5x FBHR for Overtime, 2x FBHR Holidays	Full or Near
\$156.85	0%	No Charge	NA	No Charge	No Charge	No Charge	No Charge	Low
\$156.85	99%	\$156.00	\$47.00	\$142.00	\$156.00	\$156.00	\$156.00	Full or Near
\$156.85	99%	\$156.00	\$31.00	\$156.00	\$156.00	\$156.00	\$156.00	Full or Near
\$201.05	100%	\$201.00	\$62.00	\$187.00	\$201.00	\$201.00	\$201.00	Full or Near
NA	NA	See §106.4.4 of CPC	NA	See §106.4.4 of CPC	See §106.4.4 of CPC	See §106.4.4 of CPC	See §106.4.4 of CPC	NA
NA	NA	1.5% of valuation or contract amount	NA	1.5% of valuation or contract amount	1.5% of valuation or contract amount	1.5% of valuation or contract amount	1.5% of valuation or contract amount	NA
\$256.39	100%	\$256.00	\$55.00	\$90.00	\$145.00	\$200.00	\$256.00	Full or Near
\$156.85	99%	\$156.00	\$29.00	\$69.00	\$98.00	\$127.00	\$156.00	Full or Near
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$1,735.40	100%	\$1,735.00	\$222.00	\$1,067.00	\$1,289.00	\$1,511.00	\$1,735.00	Full or Near

#	Description	Current Fee/Charge	Unit	Notes	Sec
99	Technology Cost	9%	of the building, mechanical, electrical, and plumbing permit fee		501
100	Establishment of Valuation	Building valuation estimates are intended to comply with §107.22001 California			502
101	Strong Motion (Seismic Instrumentation Fee) - Residential Construction	\$0.15	per \$1,000 of the valuation of the construction per \$502	above in increments of fifty cents (\$0.50)	503
102	Strong Motion (Seismic Instrumentation Fee) - Commercial Construction	\$0.25	per \$1,000 of the valuation of the construction		503
103	City Art Fee - Residential Building	5% of the mechanical, electrical, and plumbing permit fee			504
104	City Art Fee - Commercial (nonresidential) Building	7% of the mechanical, electrical, and plumbing permit fee			504
105	Demolition Permit Fee - Residential building, carport, garage, and similar accessory building	\$280.00	each	1. Up to 4 dwelling units per building, maximum of 2 stories, 4,000 square feet total building area for all floors. 2. Carports & garages; maximum 6,000 square foot footprint, maximum 1 story. 3. Accessory buildings; maximum 6,000 square foot footprint, maximum 1 story	505
106	Demolition Permit Fee - Small commercial building and minor accessory structure	\$280.00	each	1. Maximum 4,000 square foot footprint area 2. Maximum of 2 stories	505
107	Demolition Permit Fee - Projects with building larger than described above	10% of permit fee plus 10% of plan check fee			505
108	Construction & Demolition Deposit and Administrative Fee - Deposit	\$50.00	per estimated ton of generated construction and demolition debris	Minimum deposit of \$1,000 and Maximum deposit of \$50,000	506
109	Construction & Demolition Deposit and Administrative Fee - Administrative Fee	\$125.00	per hour	Minimum of 1 hr fee shall be charged again the deposit	506
110	General Plan Maintenance	10%	of the building permit fee for new construction		507
111	Green Buildings	10% refund of plan review and construction inspection fees		For projects certified as LEED Silver or higher (or a nationally recognized equivalent) upon completion of the project.	508
112	Green Buildings Surcharge	\$1.00	per \$25,000 in valuation	Minimum \$1 per Building Permit application.	508
113	Document Imaging Fee	3.25% of the building, mechanical, electrical, and plumbing permit fee			509
114	Compliance Plan Deposit	2% of remaining estimated value to completion as determined by the building official		Minimum deposit of \$500 and Maximum deposit of \$250,000	510
115	Compliance Plan Administrative Fee	\$200.00	per hour	Minimum of 1-hour fee shall be charged against the deposit	510
116	Residential Design Review	\$187.50			511

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
5%	100%	5%	-4%	5%	5%	5%	5%	Full or Near
NA	NA	\$0.15	\$0.00	\$0.15	\$0.00	\$0.00	\$0.00	NA
NA	NA	\$0.25	\$0.00	\$0.25	\$0.00	\$0.00	\$0.00	NA
NA	NA	5% of the mechanical, electrical, and plumbing permit fee	\$0.00	5% of the mechanical, electrical, and plumbing permit fee	5% of the mechanical, electrical, and plumbing permit fee	5% of the mechanical, electrical, and plumbing permit fee	5% of the mechanical, electrical, and plumbing permit fee	NA
NA	NA	7% of the mechanical, electrical, and plumbing permit fee	\$0.00	7% of the mechanical, electrical, and plumbing permit fee	7% of the mechanical, electrical, and plumbing permit fee	7% of the mechanical, electrical, and plumbing permit fee	7% of the mechanical, electrical, and plumbing permit fee	NA
\$430.26	100%	\$430.00	\$140.00	\$420.00	\$430.00	\$430.00	\$430.00	Full or Near
\$430.26	100%	\$430.00	\$140.00	\$420.00	\$430.00	\$430.00	\$430.00	Full or Near
Variable	100%	10% of permit fee plus 10% of plan check fee	NA	10% of permit fee plus 10% of plan check fee	10% of permit fee plus 10% of plan check fee	10% of permit fee plus 10% of plan check fee	10% of permit fee plus 10% of plan check fee	Full or Near
Variable	NA	\$50.00	NA	\$50.00	\$50.00	\$50.00	\$50.00	NA
\$144.72	99%	\$144.00	\$19.00	\$144.00	\$144.00	\$144.00	\$144.00	Full or Near
9%	NA	9%	-1%	9%	\$0.00	\$0.00	\$0.00	NA
NA	NA	10% refund of plan review and construction inspection fees	\$0.00	10% refund of plan review and construction inspection fees	10% refund of plan review and construction inspection fees	10% refund of plan review and construction inspection fees	10% refund of plan review and construction inspection fees	NA
NA	NA	\$1.00	\$0.00	\$1.00	\$1.00	\$1.00	\$1.00	NA
NA	NA	3.25% of the building, mechanical, electrical, and plumbing permit fee	\$0.00	3.25% of the building, mechanical, electrical, and plumbing permit fee	3.25% of the building, mechanical, electrical, and plumbing permit fee	3.25% of the building, mechanical, electrical, and plumbing permit fee	3.25% of the building, mechanical, electrical, and plumbing permit fee	NA
Variable	100%	2% of remaining estimated value to completion as determined by the building official	NA	2% of remaining estimated value to completion as determined by the building official	2% of remaining estimated value to completion as determined by the building official	2% of remaining estimated value to completion as determined by the building official	2% of remaining estimated value to completion as determined by the building official	Full or Near
\$144.72	99%	\$144.00	-\$56.00	\$144.00	\$144.00	\$144.00	\$144.00	Full or Near
\$201.05	100%	\$201.00	\$13.50	\$201.00	\$201.00	\$201.00	\$201.00	Full or Near

#	Description	Current Fee/Charge	Unit	Notes	Sec	
117	Independent Inspections	Applications submitted to Community and Economic Development requesting				
118	Detached single family dwellings	\$95.00	each		531	
119	Duplexes and multi-family dwellings units	\$95.00	each		532	
120	Duplexes and multi-family dwellings units - additional unit	\$20.00	each		532	
121	A Excess Housekeeping Unit @ inspections	\$95.00	each		533	
122	A Excess Housekeeping Unit @ inspections - additional unit	\$20.00	each		533	
123	PRE-SITE INSPECTIONS	\$95.00		Applications for building permits subject to pre-site inspection shall be accompanied by a non-refundable fee	534	
124	PLAN CHECK (PLAN REVIEW)	75% of the building,mechanical, electrical and plumbing permit fee		A plan review fee, when required by §107.3 of the CBC, shall be paid at the time of plans or specifications submission. In addition to the required permit fee.	535	
125	PLAN CHECK (PLAN REVIEW) - residents of three or more units and all other non-residential buildings	75% of the building, mechanical, electrical and plumbing permit fee + additional 20%			535	
126	PLAN CHECK (PLAN REVIEW) - production construction	50% the normal plan check fees		After the first constructed building (model) of each type or design. No other changes can be made to the original planned construction or design of the building, or the full plan check fee will apply.	535	
127	PLAN CHECK (PLAN REVIEW)	FBHR and/or actual consultant cost		An hourly fee may be charged for plan check services, at the discretion of the Development Director, to ensure 100% recovery of the City's fully burdened cost for providing the service.	535	
128	Fee Refunds	Not more than 80% of the permit fee		The City Manager, or designee, may authorize the refunding of any fee paid hereunder, which was erroneously paid or collected.	536	

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$156.85	100%	\$156.00	\$47.00	\$142.00	\$156.00	\$156.00	\$156.00	Full or Near
\$156.85	100%	\$156.00	\$47.00	\$142.00	\$156.00	\$156.00	\$156.00	Full or Near
\$78.42	100%	\$78.00	\$14.00	\$34.00	\$48.00	\$62.00	\$78.00	Full or Near
\$156.85	100%	\$156.00	\$47.00	\$142.00	\$156.00	\$156.00	\$156.00	Full or Near
\$78.42	100%	\$78.00	\$14.00	\$34.00	\$48.00	\$62.00	\$78.00	Full or Near
\$156.85	100%	\$156.00	\$47.00	\$142.00	\$156.00	\$156.00	\$156.00	Full or Near
Variable	100%	60% of the building,mechanical, electrical and plumbing permit fee	-15%	60% of the building,mechanical, electrical and plumbing permit fee	60% of the building,mechanical, electrical and plumbing permit fee	60% of the building,mechanical, electrical and plumbing permit fee	60% of the building,mechanical, electrical and plumbing permit fee	Full or Near
Variable	100%	60% of the building,mechanical, electrical and plumbing permit fee	-15%	60% of the building,mechanical, electrical and plumbing permit fee	60% of the building,mechanical, electrical and plumbing permit fee	60% of the building,mechanical, electrical and plumbing permit fee	60% of the building,mechanical, electrical and plumbing permit fee	Full or Near
Variable	100%	60% of the building permit fee. 50% of the normal plan check fee after the first constructed building (model) of each type or design.	10%	60% of the building permit fee. 50% of the normal plan check fee after the first constructed building (model) of each type or design.	60% of the building permit fee. 50% of the normal plan check fee after the first constructed building (model) of each type or design.	60% of the building permit fee. 50% of the normal plan check fee after the first constructed building (model) of each type or design.	60% of the building permit fee. 50% of the normal plan check fee after the first constructed building (model) of each type or design.	Full or Near
NA	NA	FBHR and/or actual consultant cost	\$0.00	FBHR and/or actual consultant cost	FBHR and/or actual consultant cost	FBHR and/or actual consultant cost	FBHR and/or actual consultant cost	NA
NA	NA	Not more than 80% of the permit fee	\$0.00	Not more than 80% of the permit fee	Not more than 80% of the permit fee	Not more than 80% of the permit fee	Not more than 80% of the permit fee	NA

Building Valuation Table
Suggested (All New Construction) - 9/1/2022

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
2,000	25,000	109.00	407.16	22.15	16.32	1,000
25,001	50,000	611.00	782.50	16.30	22.81	1,000
50,001	100,000	1,006.00	1,352.80	11.07	17.97	1,000
100,001	500,000	1,551.00	2,251.20	9.40	10.52	1,000
500,001	1,000,000	5,044.00	6,459.82	8.57	25.58	1,000
1,000,001	10,000,000	8,755.00	19,253.19	5.80	10.23	1,000
10,000,001	20,000,000	New Tier	111,341.18	New Tier	5.83	1,000
20,000,001	and up	New Tier	169,663.58	New Tier	4.08	1,000

Percent Change = 113%
Cost Recovery Level = 100%

Building Valuation Table
(All New Construction) - 9/1/2021

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
2,000	25,000	109.00	305.37	22.15	12.24	1,000
25,001	50,000	611.00	586.88	16.30	17.11	1,000
50,001	100,000	1,006.00	1,014.60	11.07	13.48	1,000
100,001	500,000	1,551.00	1,688.40	9.40	7.89	1,000
500,001	1,000,000	5,044.00	4,844.87	8.57	19.19	1,000
1,000,001	10,000,000	8,755.00	14,439.89	5.80	7.67	1,000
10,000,001	20,000,000	New Tier	83,505.89	New Tier	4.37	1,000
20,000,001	and up	New Tier	127,247.68	New Tier	3.06	1,000

Percent Change = 57%
Cost Recovery Level = 75%

Fees Related to Zoning Ordinance, Subdivision Ordinance, and Environmental Review of Development Projects

Line #	Description	Current Fee/Charge	Unit	Notes
Application Fees				
1	Pre-Application Consultation	Actual Cost	Deposit	Initial consultation not exceeding 1 hr, no cost. Deposit may be required
2	Transit Corridor Specific Plan Pre-Application Review	Actual Cost	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Minimum Deposit of \$5,000 Required
3	General Plan Amendment	Actual Cost	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
4	Zoning Classification Change or Code Amendment	Actual Cost	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
5	Planned Development (PD)	Actual Cost	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
6	Planned Development Permit (PDP)	Actual Cost	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
7	Development Agreement	Actual Cost	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
8	Planned Unit Permit (PUP)	Actual Cost	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
9	Variance - Single Family Residential	\$1,975.00		
10	Variance - Residential (Multi-Family) and All Non-Residential	Actual Cost	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
11	Use Permit - Single Family Residential	\$1,610.00		
12	Use Permit - Residential (Multi-Family) and All Non-Residential	\$2,145.00	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
13	Use Permit (Drinking Place) - Bar	\$2,115.00	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
14	Use Permit (Drinking Place) - In conjunction with restaurant	\$1,040.00	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
15	Condo Use Permit Application Fee	New		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
16	Use Permit for Commercial Day Care Center Application fee	New		
17	Temporary Use Permit	\$280.00		

Full Cost	Cost Recovery %	Cost Recovery Target Fee / Deposit	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
\$6,560.34	67%	\$4,375.00	\$600	\$2,575.00	\$3,175.00	\$3,775.00	\$4,375.00	Medium
NA	NA	\$5,000.00	NA	Actual Cost - Deposit Required	\$5,000.00	\$5,000.00	\$5,000.00	NA
\$6,560.34	67%	\$4,375.00	\$691	\$2,301.00	\$2,992.00	\$3,683.00	\$4,375.00	Medium
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
\$3,220.55	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	\$3,220.00	\$3,220.00	\$3,220.00	NA
\$3,122.40	100%	\$3,122.00	NA	\$3,122.00	\$3,122.00	\$3,122.00	\$3,122.00	Full or Near
\$6,868.45	67%	\$4,632.00	\$1,088	\$1,368.00	\$2,456.00	\$3,544.00	\$4,632.00	Medium

Fees Related to Zoning Ordinance, Subdivision Ordinance, and Environmental Review of Development Projects

Line #	Description	Current Fee/Charge	Unit	Notes
18	Consultant Technical Studies and/or Peer Review of Technical Studies	Actual Cost		Applicants Responsible for Actual Cost of Staff Time and/or Consultant Time – Minimum Deposit of \$1,000 Required
19	Special Event Permit Application	\$350.00		
20	ABC Application Review	\$1,015.00		
21	Filming Permit	\$200.00		plus Actual Cost of any Staff Time
22	Architectural Review Permit – Single Family Residential	\$1,600.00		plus Consultant Cost
23	Architectural Review Permit – Residential (Multi-Family) and All Non-Residential	\$1,105.00	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
24	Architectural Review Permit - Major Façade Alteration	2,000.00		
25	Architectural Review Permit - New Building	New		
26	Administrative Review – Buildable Lot Determination	\$480.00		
27	Administrative Review – Wireless Facility	\$1,320.00		
28	Rebuild Letter	\$105.00		
29	Zoning Conformance Letter	\$400.00		
30	Sign Deviation	\$730.00		
31	Sign Permit Review	\$205.00		
32	Subdivision Sign Application Fee	New		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
33	Master Sign Program Application Fee	New		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
34	Tentative Tract or Parcel Map	Actual Cost	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
35	Lot Line Adjustment	\$1,050.00 +Cost of Contract Engineer	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
36	Improvement Plan	0.1% of Estimated Cost of Construction	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
37	Modifications to Approved Maps	Actual Cost	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
38	Appeal to Planning Commission	\$510.00		
39	Appeal to City Council	\$790.00		
40	Appeals of Director's Decisions	\$500.00		
41	Digitation and technology fee	New		
42	Mailing Notification list Associated with Future or Current Planning Application	New		
43	Zoning Clearance Permit	New		
44	Short Term Rental Zoning Permit	New		Annual renewal required

Full Cost	Cost Recovery %	Cost Recovery Target Fee / Deposit	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
NA	NA	Actual Cost - Deposit Required	\$0	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
\$2,858.04	66%	\$1,889.00	\$507	\$1,522.00	\$2,858.00	\$2,858.00	\$2,858.00	Medium
\$6,463.33	68%	\$4,408.00	NA	\$1,252.00	\$2,304.00	\$3,356.00	\$4,408.00	Medium
\$5,390.28	67%	\$3,588.00	\$497	\$2,097.00	\$2,594.00	\$3,091.00	\$3,588.00	Medium
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
\$2,775.16	100%	\$2,775.00	\$775	\$2,775.00	\$2,775.00	\$2,775.00	\$2,775.00	Full or Near
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
\$3,924.10	73%	\$2,877.00	\$599	\$1,079.00	\$1,678.00	\$2,277.00	\$2,877.00	Medium
\$4,281.18	100%	\$4,281.00	\$2,790	\$4,110.00	\$4,110.00	\$4,110.00	\$4,281.00	Full or Near
\$3,782.86	65%	\$2,473.00	\$592	\$697.00	\$1,289.00	\$1,881.00	\$2,473.00	Medium
\$3,782.86	65%	\$2,473.00	\$518	\$918.00	\$1,436.00	\$1,954.00	\$2,473.00	Medium
\$3,627.76	66%	\$2,400.00	\$417	\$1,147.00	\$1,564.00	\$1,981.00	\$2,400.00	Medium
\$847.01	46%	\$391.00	\$102	\$307.00	\$391.00	\$391.00	\$391.00	Medium
\$904.80	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
\$1,828.21	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	\$5,000.00	NA	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	NA
NA	NA	\$2,000.00	NA	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	NA
\$4,153.57	12%	\$510.00	\$0	\$510.00	\$510.00	\$510.00	\$510.00	Low
\$4,882.00	16%	\$790.00	\$0	\$790.00	\$790.00	\$790.00	\$790.00	Low
\$3,342.98	15%	\$500.00	\$0	\$500.00	\$500.00	\$500.00	\$500.00	Low
10%	100%	10%	NA	10%	\$0.00	\$0.00	\$0.00	Full or Near
\$1,678.29	100%	\$1,678.00	NA	\$1,678.00	\$1,678.00	\$1,678.00	\$1,678.00	Full or Near
\$991.01	100%	\$991.00	NA	\$991.00	\$991.00	\$991.00	\$991.00	Full or Near
\$991.01	100%	\$991.00	NA	\$991.00	\$991.00	\$991.00	\$991.00	Full or Near

Fees Related to Zoning Ordinance, Subdivision Ordinance, and Environmental Review of Development Projects				
Line #	Description	Current Fee/Charge	Unit	Notes
45	Parking compliance Application fee	New		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
46	Miscellaneous Permit Application Fee	New		
47	Director’s Determination Application Fee	New		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
48	Reasonable Accommodation Application Fee	New		
49	First Time Extension Application Fee (by Community and Economic Development Director)	New		
50	Second Time Extension Application Fee (by Planning Commission)	New		
51	Density Bonus Planning Application Fee	New		Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
52	Planning application / approval modification Application fee	New		
53	Large Day care Permit fee (14 children or less)	New		
54	Environmental Determination			
55	Mitigated Negative Declaration	Actual Cost	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
56	Environmental Impact Report (EIR)	Actual Cost	Deposit	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
57	Filing with San Mateo County for Notice of Determination	Actual Cost determined by County Fee Schedule		Actual Cost as Established by San Mateo County
58	Declaration or EIR Fish and Game Fee Waived	Actual Cost determined by County Fee Schedule		De Minimus findings [1] Exemptions from the Fish and Game fees are allowed for projects determined through Findings of De Minimus Impact to have no potential for causing adverse impacts on fish and wildlife. The Planner working on the development application will notify the applicant whether the project has been determined to be exempt from AB3158 Fish and Game fees based on the Initial Study prepared for your application.
59	Other Planning Related			
60	Condominium Project - Tax	\$1,000.00	per unit	Per §3.16.160 of the Code of Ordinances
61	Single-Family Residential - Tax (for-sale units only)	\$1,001.00	per unit	Per §3.16.160 of the Code of Ordinances
62	Hotel and Office (Medical, R&D, Administrative)	\$12.50	per sq ft	For net new floor area in Commercial Projects
63	Development Impact Fees			
64	Residential: Single family	\$23,783.00	per unit	
65	Residential: Multi family	\$21,838.00	per unit	

Full Cost	Cost Recovery %	Cost Recovery Target Fee / Deposit	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
\$1,329.80	100%	\$1,329.00	NA	\$1,329.00	\$1,329.00	\$1,329.00	\$1,329.00	Full or Near
NA	NA	Actual Cost	NA	Actual Cost - Deposit Required	Actual Cost	Actual Cost	Actual Cost	NA
\$1,509.26	100%	\$1,509.00	NA	\$1,509.00	\$1,509.00	\$1,509.00	\$1,509.00	Full or Near
\$1,109.96	100%	\$1,109.00	NA	\$1,109.00	\$1,109.00	\$1,109.00	\$1,109.00	Full or Near
\$1,757.12	100%	\$1,757.00	NA	\$1,757.00	\$1,757.00	\$1,757.00	\$1,757.00	Full or Near
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
\$1,078.42	100%	\$1,078.00	NA	\$1,078.00	\$1,078.00	\$1,078.00	\$1,078.00	Full or Near
\$1,409.88	100%	\$1,409.00	NA	\$1,409.00	\$1,409.00	\$1,409.00	\$1,409.00	Full or Near
NA	NA	\$10,000.00	NA	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	NA
NA	NA	Actual Cost - Deposit Required	NA	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	Actual Cost determined by County Fee Schedule	\$0	Actual Cost determined by County Fee Schedule	Actual Cost determined by County Fee Schedule	Actual Cost determined by County Fee Schedule	Actual Cost determined by County Fee Schedule	NA
NA	NA	Actual Cost determined by County Fee Schedule	\$0	Actual Cost determined by County Fee Schedule	Actual Cost determined by County Fee Schedule	Actual Cost determined by County Fee Schedule	Actual Cost determined by County Fee Schedule	NA
NA	NA	\$1,000.00	\$0	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	NA
NA	NA	\$1,001.00	\$0	\$1,001.00	\$1,001.00	\$1,001.00	\$1,001.00	NA
NA	NA	\$12.50	\$0	\$12.50	\$12.00	\$12.00	\$12.00	NA
Development Impact Fees were not included as part of this study								
Development Impact Fees were not included as part of this study								

Fees Related to Zoning Ordinance, Subdivision Ordinance, and Environmental Review of Development Projects

Line #	Description	Current Fee/Charge	Unit	Notes
66	Residential: Accessory Dwelling Unit	\$10,919.00	per unit	
67	Non-Residential: Office	\$18.79	per sq ft	
68	Non-Residential: Industrial	\$7.89	per sq ft	
69	Non-Residential: Retail	\$26.43	per sq ft	
70	Non-Residential: Hotel	\$4,410.00	per room	
71	Affordable Housing In-Lieu Fee			
72	Single Family Detached Units	\$28.30	per sq ft	Payment of Affordable Housing Fees for For-Sale Units is an Alternative subject to City Council Approval
73	Apartments and Condominiums	\$26.21	per sq ft	Payment of Affordable Housing Fees for For-Sale Units is an Alternative subject to City Council Approval
74	Office	\$13.10	per sq ft	
75	Retail, Restaurants and Services	\$6.55	per sq ft	
76	Hotel	\$13.10	per sq ft	
77	Other Department Fees			
78	Performance Review for Alcoholic Beverage Sales	Actual Cost		
79	Alcohol Beverage Control License Mailing List no fee per AB624, January 1, 2002	No Cost		

Full Cost	Cost Recovery %	Cost Recovery Target Fee / Deposit	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
Development Impact Fees were not included as part of this study								
Development Impact Fees were not included as part of this study								
Development Impact Fees were not included as part of this study								
Development Impact Fees were not included as part of this study								
Development Impact Fees were not included as part of this study								
Affordable Housing In-Lieu Fees were not included as part of this study								
Affordable Housing In-Lieu Fees were not included as part of this study								
Affordable Housing In-Lieu Fees were not included as part of this study								
Affordable Housing In-Lieu Fees were not included as part of this study								
Affordable Housing In-Lieu Fees were not included as part of this study								
NA	NA	Actual Cost - Deposit Required	\$0	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	Actual Cost - Deposit Required	NA
NA	NA	No Cost	\$0	No Cost	No Cost	No Cost	No Cost	NA

Line #	Description	Current Fee/Charge	Unit	Notes
1	Delinquencies			
2	Overdue Utility Invoice	\$10 or 10%		whichever is greater, delinquent 1 business day following due date
3	Overdue Business License Invoice	20% per month on the first calendar day of each month following August.		Maximum delinquent charge, permissible by Municipal Code, 100% of tax due.
4	Business Tax Services			
5	New Business Application Fee - In-Town based business	\$36.00		
6	New Business Application Fee - Out-of-town based business	\$26.00		
7	Special Business Tax Database Reports	\$125.00	per hour	1 hr minimum
8	Permits			
9	Peddlers, Solicitors, Temporary Vendors - Application	\$140.00		Plus applicable fingerprinting and Department of Justice fees
10	Peddlers, Solicitors, Temporary Vendors - Appeal Denial of Application	\$225.00		

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
NA	NA	\$10 or 10%	\$0.00	\$10 or 10%	\$10 or 10%	\$10 or 10%	\$10 or 10%	NA
NA	NA	20% per month on the first calendar day of each month following August.	\$0.00	20% per month on the first calendar day of each month following August.	20% per month on the first calendar day of each month following August.	20% per month on the first calendar day of each month following August.	20% per month on the first calendar day of each month following August.	NA
\$235.96	40%	\$94.00	Variable	\$50.00	\$64.00	\$78.00	\$94.00	Low
\$188.53	100%	\$188.00	Variable	\$66.00	\$106.00	\$146.00	\$188.00	Full or Near
\$420.50	100%	\$420.00	\$73.00	\$198.00	\$271.00	\$344.00	\$420.00	Full or Near
\$581.97	40%	\$232.00	\$70.00	\$210.00	\$232.00	\$232.00	\$232.00	Medium
\$615.63	100%	\$615.00	\$97.00	\$322.00	\$419.00	\$516.00	\$615.00	Full or Near

Fire

Line #	Description	Current Fee/Charge	Unit	Notes
1	Fees Related to Plan Checks, Pre-Inspections, Inspections, Re-inspections, and Fire Code Permits			
2	Fire Life Safety Plan Check Review	\$185.00	per hour	1 hour minimum
3	Pre-Inspection or Pre-Construction Consultation	\$185.00	per hour	1 hour minimum
4	Residential Life Safety Inspection	\$185.00	per hour	1 hour minimum
5	Re-inspection Fees (for all services) - 1st re-inspection	No Fee		
6	Re-inspection Fees (for all services) - 2nd re-inspection	Initial fee plus 25%		
7	Re-inspection Fees (for all services) - 3rd and each subsequent re-inspection	Initial fee plus 50%		
8	Expedite Building or Planning Check Fees	\$310.00	per hour	
9	Consultation and Planning	\$181.00	per hour	
10	After Hour Inspections	\$185.00	per hour	2 hour minimum. After hour inspections refers to all inspections performed after 6 PM and prior to 7 AM.
11	General Business Inspection			
12	1 - 2,000 sq. ft.	New	per unit	
13	2,001 - 5,000 sq. ft.	New	per unit	
14	5,001 - 10,000 sq. ft.	New	per unit	
15	10,000 - 20,000 sq. ft.	New	per unit	
16	20,001 - 40,000 sq. ft.	New	per unit	
17	40,001 - 80,000 sq. ft.	New	per unit	
18	80,001 - 120,000 sq. ft.	New	per unit	
19	120,001 - 150,000 sq. ft.	New	per unit	
20	150,001 - 200,000 sq. ft.	New	per unit	
21	200,000 +	New	per hour	
22	Multiple Dwelling Units Annual Fire Inspection			
23	Multiple Dwelling Units Annual Fire Inspection (3 or more units) - Apartment Houses and Condominium complexes	Lesser of \$24.00/unit or \$240.00 /bldg		Lesser of \$28.00/unit or \$276.00 /bldg
24	Multiple Dwelling Units Annual Fire Inspection (3 or more units) - Motels, Hotels, and Lodging Houses	Lesser of \$48.00/unit or \$480.00 /bldg		Lesser of \$55.00/unit or \$498.00 /bldg
25	Multiple Dwelling Units Annual Fire Inspection (3 or more units) - Large Complexes (over 150 living units or 9 or more buildings and may have private fire lanes and/or private fire hydrants)	Greater of \$1,800/unit or \$185/hr		Greater of \$2070/unit or \$234/hr
26	Licensed Care Facilities			
27	Pre-inspection of licensed community care	\$150.00	per hour	
28	Residential Care Facility +6	\$284.00		

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$255.76	100%	\$255.00	\$70	\$255.00	\$255.00	\$255.00	\$255.00	Full or Near
\$255.76	100%	\$255.00	\$70	\$255.00	\$255.00	\$255.00	\$255.00	Full or Near
\$255.76	100%	\$255.00	\$70	\$255.00	\$255.00	\$255.00	\$255.00	Full or Near
NA	NA	No Fee	\$0	No Fee	No Fee	No Fee	No Fee	NA
NA	NA	Initial fee plus 25%	\$0	Initial fee plus 25%	Initial fee plus 25%	Initial fee plus 25%	Initial fee plus 25%	NA
NA	NA	Initial fee plus 50%	\$0	Initial fee plus 50%	Initial fee plus 50%	Initial fee plus 50%	Initial fee plus 50%	NA
\$489.84	100%	\$489.00	\$155	\$465.00	\$489.00	\$489.00	\$489.00	Full or Near
\$251.48	100%	\$251.00	\$70	\$251.00	\$251.00	\$251.00	\$251.00	Full or Near
\$685.65	80%	\$550.00	\$91	\$276.00	\$367.00	\$458.00	\$550.00	Full or Near
\$219.58	100%	\$219.00	NA	\$219.00	\$219.00	\$219.00	\$219.00	Full or Near
\$260.49	100%	\$260.00	NA	\$260.00	\$260.00	\$260.00	\$260.00	Full or Near
\$301.39	100%	\$300.00	NA	\$300.00	\$300.00	\$300.00	\$300.00	Full or Near
\$342.30	100%	\$342.00	NA	\$342.00	\$342.00	\$342.00	\$342.00	Full or Near
\$383.21	100%	\$383.00	NA	\$383.00	\$383.00	\$383.00	\$383.00	Full or Near
\$424.12	100%	\$424.00	NA	\$424.00	\$424.00	\$424.00	\$424.00	Full or Near
\$465.03	100%	\$465.00	NA	\$465.00	\$465.00	\$465.00	\$465.00	Full or Near
\$505.94	100%	\$505.00	NA	\$505.00	\$505.00	\$505.00	\$505.00	Full or Near
\$546.85	100%	\$545.00	NA	\$545.00	\$545.00	\$545.00	\$545.00	Full or Near
\$219.58	NA	Actual Cost	NA	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA
\$364.48	100%	Lesser of \$33.00/unit or \$364.00 /bldg	\$124	Lesser of \$33.00/unit or \$364.00 /bldg	Lesser of \$33.00/unit or \$364.00 /bldg	Lesser of \$33.00/unit or \$364.00 /bldg	Lesser of \$33.00/unit or \$364.00 /bldg	Full or Near
\$656.65	100%	Lesser of \$61.00/unit or \$656.00 /bldg	\$176	Lesser of \$61.00/unit or \$656.00 /bldg	Lesser of \$61.00/unit or \$656.00 /bldg	Lesser of \$61.00/unit or \$656.00 /bldg	Lesser of \$61.00/unit or \$656.00 /bldg	Full or Near
\$2,995.00	100%	Greater of \$2,995/unit or \$300/hr	\$1,195	Greater of \$2,995/unit or \$300/hr	Greater of \$2,995/unit or \$300/hr	Greater of \$2,995/unit or \$300/hr	Greater of \$2,995/unit or \$300/hr	Full or Near
NA	NA	\$150.00	\$0	\$150.00	\$150.00	\$150.00	\$150.00	NA
\$359.38	100%	\$359.00	\$75	\$359.00	\$359.00	\$359.00	\$359.00	Full or Near

Line #	Description	Current Fee/Charge	Unit	Notes
29	General Fire & Life Safety Services			
30	Consultation & Research, Pre-application meetings & Design Review, Property Survey, General Construction Inspections, Processing, Scheduling, and Record Keeping	New		12% of Building Permit fees for Commercial and Multi-Family Residential
31	Fire Alarm/Fire Protection Systems			
32	Monitoring System	\$160.00		
33	Manual System	\$160.00		
34	Automatic System	\$294.00		
35	Combination System	\$425.00		
36	Emergency Responder Radio Coverage System Permit	New		
37	Multi-Residential or Commercial Fire Alarm Remodel or Repair (Device relocation/adjustment)	\$100.00		
38	Fixed Fire Extinguishing System	\$227.00		
39	Standpipe System	\$294.00		
40	Storage Tank (above or below ground)	\$160.00		
41	Fire Sprinkler Systems			
42	One or two Family Dwelling Fire Sprinkler System (NFPA 13D)	\$427.00		flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)
43	Multi-Residential or Commercial Fire sprinkler System (NFPA 13 or 13R) Permit – Single Story (incl. T.I.) Permit – Multi-story	\$695.00		flat fee including 2 inspections (additional inspections will be charged at the hourly rate of the staff who actually perform each inspection)
44	Multi-Residential or Commercial Fire sprinkler Remodel or Repair (Sprinkler head relocation/adjustment)	\$160.00		
45	Fire Service Line Inspection	\$160.00		
46	Miscellaneous			
47	Fireworks Stand Safety Clearance	\$750.00		Additional amount to cover City's illegal firework prevention costs will be prorated among all stands according to gross sales
48	Other Fire Service Detail - Engine or truck company	\$720.00	per hour	Plus Material
49	Other Fire Service Detail - One person on fire watch detail	\$185.00	per hour	

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
NA	NA	12% of Building Permit fees for Commercial and Multi-Family Residential	NA	12% of Building Permit fees for Commercial and Multi-Family Residential	12% of Building Permit fees for Commercial and Multi-Family Residential	12% of Building Permit fees for Commercial and Multi-Family Residential	12% of Building Permit fees for Commercial and Multi-Family Residential	NA
\$251.52	100%	\$251.00	\$80	\$240.00	\$251.00	\$251.00	\$251.00	Full or Near
\$251.52	100%	\$251.00	\$80	\$240.00	\$251.00	\$251.00	\$251.00	Full or Near
\$415.15	100%	\$415.00	\$121	\$415.00	\$415.00	\$415.00	\$415.00	Full or Near
\$578.78	100%	\$578.00	\$153	\$578.00	\$578.00	\$578.00	\$578.00	Full or Near
\$508.26	100%	\$508.00	NA	\$508.00	\$508.00	\$508.00	\$508.00	Full or Near
\$169.70	100%	\$169.00	\$50	\$150.00	\$169.00	\$169.00	\$169.00	Full or Near
\$333.33	100%	\$333.00	\$106	\$333.00	\$333.00	\$333.00	\$333.00	Full or Near
\$415.15	100%	\$415.00	\$121	\$415.00	\$294.00	\$294.00	\$294.00	\$294.00
\$251.52	100%	\$251.00	\$80	\$240.00	\$160.00	\$160.00	\$160.00	\$160.00
\$578.78	100%	\$578.00	\$151	\$578.00	\$578.00	\$578.00	\$578.00	Full or Near
\$906.05	100%	\$906.00	\$211	\$906.00	\$906.00	\$906.00	\$906.00	Full or Near
\$251.52	100%	\$251.00	\$80	\$240.00	\$251.00	\$251.00	\$251.00	Full or Near
\$251.52	100%	\$251.00	\$80	\$240.00	\$251.00	\$251.00	\$251.00	Full or Near
\$1,427.75	100%	\$1,427.00	\$375	\$1,125.00	\$1,427.00	\$1,427.00	\$1,427.00	Full or Near
\$1,026.04	100%	\$1,026.00	\$306	\$1,026.00	\$1,026.00	\$1,026.00	\$1,026.00	Full or Near
\$270.26	100%	\$270.00	\$85	\$270.00	\$270.00	\$270.00	\$270.00	Full or Near

Line #	Description	Current Fee/Charge	Unit	Notes
50	Response to False Alarms Within Any 30-Day Period - Single Engine: Third Response	\$210.00		
51	Response to False Alarms Within Any 30-Day Period - Single Engine: Fourth Response	\$390.00		
52	Response to False Alarms Within Any 30-Day Period - Single Engine: Fifth and Subsequent Responses	\$750.00		
53	Response to False Alarms Within Any 30-Day Period - Full First Alarm Assignment: Third Response	\$660.00		
54	Response to False Alarms Within Any 30-Day Period - Full First Alarm Assignment: Fourth Response	\$960.00		
55	Response to False Alarms Within Any 30-Day Period - Full First Alarm Assignment: Fifth and Subsequent Responses	\$1,260.00		
56	Photographic Reproduction	\$48.00		plus processing cost
57	Driving Under the Influence (DUI) Emergency Response	Actual Cost		Per Government Code Section 53150-58
58	Community Cardiopulmonary Resuscitation (CPR) Class - Residents	\$30.00		
59	Community Cardiopulmonary Resuscitation (CPR) Class - Nonresidents	\$45.00		
60	General Permits			
61	Aerosol Products	\$185.00		
62	Amusement Buildings	\$185.00		
63	Aviation Facilities	\$185.00		
64	Battery System	\$185.00		
65	Carnivals and Fairs	\$185.00		
66	Christmas Tree Lot	\$185.00		
67	Combustible Fiber Storage	\$185.00		
68	Combustible material Storage	\$185.00		
69	Compressed Gasses	\$185.00		
70	Commercial Occupancy Assigned to Prevention	\$185.00		
71	Commercial Rubbish-Handling Operation	\$185.00		
72	Cryogenics	\$185.00		
73	Dry Cleaning Plants	\$185.00		
74	Dust-Producing Operations	\$185.00		
75	Exhibits & Trade Shows – Display Booth	\$185.00		
76	Exhibits & Trade Shows – With Open Flame	\$185.00		
77	Exhibits & Trade Shows – Display Fuel Powered Equipment	\$185.00		
78	Explosives or Blasting Agents	\$185.00		
79	Fire Hydrants and Water Control Valves	\$185.00		
80	Flammable or Combustible Liquids	\$185.00		
81	Hazardous Materials	\$185.00		

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$584.35	100%	\$584.00	\$93	\$303.00	\$396.00	\$489.00	\$584.00	Full or Near
\$777.45	100%	\$777.00	\$195	\$585.00	\$777.00	\$777.00	\$777.00	Full or Near
\$1,144.55	100%	\$1,144.00	\$375	\$1,125.00	\$1,144.00	\$1,144.00	\$1,144.00	Full or Near
\$1,753.04	100%	\$1,753.00	\$273	\$933.00	\$1,206.00	\$1,479.00	\$1,753.00	Full or Near
\$1,753.04	92%	\$1,620.00	\$480	\$1,440.00	\$1,620.00	\$1,620.00	\$1,620.00	Full or Near
\$1,908.61	100%	\$1,908.00	\$630	\$1,890.00	\$1,908.00	\$1,908.00	\$1,908.00	Full or Near
\$128.43	100%	\$128.00	\$20	\$68.00	\$88.00	\$108.00	\$128.00	Full or Near
NA	NA	Actual Cost	\$0	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA
\$150.36	100%	\$150.00	\$30	\$60.00	\$90.00	\$120.00	\$150.00	Full or Near
\$150.36	100%	\$150.00	\$26	\$71.00	\$97.00	\$123.00	\$150.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$570.61	100%	\$570.00	\$96	\$281.00	\$377.00	\$473.00	\$570.00	Full or Near
\$570.61	100%	\$570.00	\$96	\$281.00	\$377.00	\$473.00	\$570.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$570.61	100%	\$570.00	\$96	\$281.00	\$377.00	\$473.00	\$570.00	Full or Near
\$326.51	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$570.61	100%	\$570.00	\$96	\$281.00	\$377.00	\$473.00	\$570.00	Full or Near
\$570.61	100%	\$570.00	\$96	\$281.00	\$377.00	\$473.00	\$570.00	Full or Near

Fire

Line #	Description	Current Fee/Charge	Unit	Notes
82	High-Piled Combustible Storage – 20,000 square feet or less	\$185.00		
83	High-Piled Combustible Storage – more than 20,000 square feet	\$185.00		
84	Highrise	\$185.00		
85	Hot-Work Operations	\$185.00		
86	Liquefied Petroleum Gasses	\$185.00		
87	Liquid- or gas-fueled Vehicles or Equipment in Assembly Buildings	\$185.00		
88	Live Audiences	\$185.00		
89	Lumber Yards storing in excess of 100,000 board feet	\$185.00		
90	Magnesium Working	\$185.00		
91	Motor Vehicle Fuel-Dispensing Stations	\$185.00		
92	Open Burning	\$185.00		
93	Organic Coating	\$185.00		
94	Ovens, Industrial Baking and Drying	\$185.00		
95	Parade Floats	\$185.00		
96	Places of Assembly	\$185.00		
97	Production Facilities	\$185.00		
98	Pyrotechnical and Special Effects Material	\$185.00		
99	Radioactive Materials	\$185.00		
100	Refrigeration Equipment	\$185.00		
101	Repair Garage	\$185.00		
102	Spraying and Dipping	\$185.00		
103	Tents, Canopies, and Temporary Membrane Structures	\$185.00		
104	Tire Storage	\$185.00		
105	Wood Products	\$185.00		
106	Mobile Food Truck	New		

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$570.61	100%	\$570.00	\$96	\$281.00	\$377.00	\$473.00	\$570.00	Full or Near
\$652.43	100%	\$652.00	\$116	\$301.00	\$417.00	\$533.00	\$652.00	Full or Near
\$488.79	100%	\$488.00	\$75	\$260.00	\$335.00	\$410.00	\$488.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$570.61	100%	\$570.00	\$96	\$281.00	\$377.00	\$473.00	\$570.00	Full or Near
\$570.61	100%	\$570.00	\$96	\$281.00	\$377.00	\$473.00	\$570.00	Full or Near
\$447.88	100%	\$447.00	\$65	\$250.00	\$315.00	\$380.00	\$447.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$529.70	100%	\$529.00	\$86	\$271.00	\$357.00	\$443.00	\$529.00	Full or Near
\$529.70	100%	\$529.00	\$86	\$271.00	\$357.00	\$443.00	\$529.00	Full or Near
\$570.61	100%	\$570.00	\$96	\$281.00	\$377.00	\$473.00	\$570.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$447.88	100%	\$447.00	\$65	\$250.00	\$315.00	\$380.00	\$447.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$488.79	100%	\$488.00	\$75	\$260.00	\$335.00	\$410.00	\$488.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$325.16	100%	\$325.00	\$92	\$277.00	\$325.00	\$325.00	\$325.00	Full or Near
\$202.43	100%	\$202.00	NA	\$202.00	\$202.00	\$202.00	\$202.00	Full or Near

Library

Line #	Description	Current Fee/Charge	Unit	Notes
1	Charges for Lost Material and Damaged Material and Missing Parts			
2	Lost item	\$5.00		processing fee; plus cost of item
3	Lost Periodical	\$2.00		processing fee; plus cost of item
4	Damage Material and Missing Parts - Minor Damage	\$3.00		
5	Damage Material and Missing Parts - Severe Damage	\$5.00		processing fee; plus cost of item
6	Missing or damaged CD or Cassette for an audiobook or a missing CD-ROM or floppy disk accompanying a book or video item	\$10.00		
7	Other Charges			
8	Replacement of Lost Library Card	\$2.00		
9	Reserving Materials (Per Item) - Outside Peninsula Library System	\$10.00		postage included in fee
10	Peninsula Library System Reserve Item not Picked Up	\$1.00		
11	Processing Fee for Lost Materials	\$5.00		
12	Proctoring Examinations - Resident	\$75.00		
13	Proctoring Examinations - Non-Resident	\$100.00		
14	Service Charge for Debt Collection	\$10.00		
15	Charge for Faxing Services - 415, 650 and Toll Free area codes	\$2.00	1st page	
16	Charge for Faxing Services - All other area codes in the United States	\$2.00	1st page	
17	Charge for Faxing Services - All subsequent pages	\$1.00	per page	
18	Computer/Photocopies Printouts - Black/White	\$0.15	per page	
19	Computer/Photocopies Printouts - Color	\$0.30	per page	

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$5.41	92%	\$5.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	Full or Near
\$2.26	89%	\$2.00	\$0.00	\$2.00	\$2.00	\$2.00	\$2.00	Full or Near
NA	NA	\$3.00	\$0.00	\$3.00	\$3.00	\$3.00	\$3.00	NA
\$5.41	92%	\$5.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	Full or Near
NA	NA	\$10.00	\$0.00	\$10.00	\$10.00	\$10.00	\$10.00	NA
\$2.63	76%	\$2.00	\$0.00	\$2.00	\$2.00	\$2.00	\$2.00	Medium
\$81.46	12%	\$10.00	\$0.00	\$10.00	\$10.00	\$10.00	\$10.00	Low
NA	NA	\$1.00	\$0.00	\$1.00	\$1.00	\$1.00	\$1.00	NA
\$5.41	92%	\$5.00	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	Full or Near
\$140.18	54%	\$75.00	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	Medium
\$140.18	71%	\$100.00	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	Medium
NA	NA	\$10.00	\$0.00	\$10.00	\$10.00	\$10.00	\$10.00	NA
NA	NA	\$2.00	\$0.00	\$2.00	\$2.00	\$2.00	\$2.00	NA
NA	NA	\$2.00	\$0.00	\$2.00	\$2.00	\$2.00	\$2.00	NA
NA	NA	\$1.00	\$0.00	\$1.00	\$1.00	\$1.00	\$1.00	NA
NA	NA	\$0.15	\$0.00	\$0.15	\$0.00	\$0.00	\$0.00	NA
NA	NA	\$0.30	\$0.00	\$0.30	\$0.00	\$0.00	\$0.00	NA

Library

Line #	Description	Current Fee/Charge	Unit	Notes
20	Library Community Room Rental			2 hour minimum
21	Non Profit	\$7.00	Per Hour	
22	Resident	\$50.00	Per Hour	
23	Base Rate	\$63.00	Per Hour	
24	DISCOUNT RATES: Discounts are applicable to hourly rental rates only. Only 1 discount rate may apply.			
25	Base Rate This is the room rental rate BEFORE any discount is applied. It is applicable to all private and businesses rentals who do not fall within the Non-Profit or Resident category.			
26	50% - Non-Profit San Bruno based service or community organization recognized as providing programs and activities for the benefit of the San Bruno community.			
27	20% - Resident San Bruno resident or business possessing current San Bruno business license.			
28	Off Peak Extended Rental Multi-Room (May be applied to Base Rate Rentals Only) 20% - Off Peak Hours (M-F 10 am – 4 pm) 20% Discount 20% - Extended Rental (at least 6 months & 2 days per			

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
NA	NA	\$30.00	\$23.00	\$12.00	\$17.00	\$22.00	\$30.00	NA
NA	NA	\$74.00	\$24.00	\$74.00	\$74.00	\$74.00	\$74.00	NA
NA	NA	\$88.00	\$25.00	\$88.00	\$88.00	\$88.00	\$88.00	NA

Public Works				
Line #	Description	Current Fee/Charge	Unit	Notes
1	Encroachment Permit			
2	Sidewalk or Street Closure/Traffic Control (No Excavation) (Includes Permit and one hour Engineering Review)	New		Filing Fee plus Actual Cost (any time beyond allowance charged as part of Actual Cost)
3	Minor Encroachment (Includes Permit, Engineering Review and up to 2 Inspections)	\$354.00		Minor Encroachment Defined: Any type of encroachment outside a paved area that requires excavation no deeper than 12 inches or, in the case of sidewalk replacement, is not more than 75 square feet. Typical Minor Encroachments include sidewalk, driveway approach and curb drain replacements or installations. Additional inspections beyond allowance charged as Actual Cost.
4	Performance Deposit for Minor Encroachment Permit	\$276.00		Refundable upon satisfactory completion of work.
5	Regular Encroachment (Includes Permit, one hour Engineering Review, and 2 inspections; additional plan reviews and inspection hours to be determined based on work and charged as Actual Cost)	\$296.00		Regular Encroachment Defined: Any type of encroachment that is inside a traveled way or public parking area, requires excavation deeper than 12 inches, or, in the case of sidewalk replacement, is 75 square feet or larger. Typical regular encroachments include trenching within any street, public parking area or public utility easement, connection to any City-owned or public owned utility or facility, or any use of a public street which might affect the flow of traffic or public parking. Other types of regular encroachments include any Public Works related construction that will be dedicated for public use.
6	Performance Bond or Deposit for Regular Encroachment Permit	Up to 100% of Value of Work		\$600 Minimum, refundable upon satisfactory completion of work. Contractors who obtain more than 5 permits annually through the City, may be required to obtain a blanket performance bond in lieu of individual deposits.
7	Actual Cost Defined	Actual Cost		Actual Cost includes staff time charged at the current hourly rate, reimbursement of third party costs, and/or other direct costs as relevant (drawdown deposit may be required for large or complex encroachment)
8	Penalty for commencing work without a permit	2% of Value of Work		\$600 Minimum
9	Parking Space Restriction			
10	Short-Term			
11	Residential Zone Parking Space Restriction	New	week	Per space for moving truck or contractor work related to encroachment permit or building permit; metered spaces will additionally be charged the full day's rate to occupy the space for the duration of the permit
12	Commercial Zone Parking Space Restriction	New	week	Per space for moving truck or contractor work related to encroachment permit or building permit; metered spaces will additionally be charged the full day's rate to occupy the space for the duration of the permit
13	Debris bin / Storage bin / PODs	New	week	
14	Long-Term			
15	Residential Special Parking Restriction (Design and Public Approval Process)	\$221.00	per hour	All requests to have curbs painted for no parking, loading zones, limited time duration, accessibility, or any other purpose for the benefit of that specific property shall be assessed a fee to cover all costs associated with the analysis and public approval process necessary to complete the request. This fee covers the analysis and public approval process. After approvals are obtained, the applicant will be provided a separate invoice for the cost of any signage or painting work.

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$237.47	NA	\$237.00	NA	\$237.00	\$237.00	\$237.00	\$237.00	NA
\$463.60	100%	\$463.00	\$109	\$463.00	\$463.00	\$463.00	\$463.00	Full or Near
NA	NA	\$300.00	\$24	\$300.00	\$300.00	\$300.00	\$300.00	NA
\$463.60	75%	\$350.00 plus any additional plan review and inspection cost	\$54	\$350.00 plus any additional plan review and inspection cost	\$350.00 plus any additional plan review and inspection cost	\$350.00 plus any additional plan review and inspection cost	\$350.00 plus any additional plan review and inspection cost	Medium
NA	NA	Up to 100% of Value of Work	\$0	Up to 100% of Value of Work	Up to 100% of Value of Work	Up to 100% of Value of Work	Up to 100% of Value of Work	NA
NA	NA	Actual Cost	\$0	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA
NA	NA	2% of Value of Work	\$0	2% of Value of Work	2% of Value of Work	2% of Value of Work	2% of Value of Work	NA
\$237.47	32%	\$75.00	NA	\$75.00	\$75.00	\$75.00	\$75.00	Low
\$237.47	63%	\$150.00	NA	\$150.00	\$150.00	\$150.00	\$150.00	Medium
\$237.47	32%	\$75.00	NA	\$75.00	\$75.00	\$75.00	\$75.00	Low
\$2,490.43	100%	\$2,490.00	NA	\$788.00	\$1,355.00	\$1,922.00	\$2,490.00	Full or Near

Public Works

Line #	Description	Current Fee/Charge	Unit	Notes
16	Commercial Special Parking Restriction (Design and Public Approval Process)	\$221.00	per hour	All requests to have curbs painted for no parking, loading zones, limited time duration, accessibility, or any other purpose for the benefit of that specific property shall be assessed a fee to cover all costs associated with the analysis and public approval process necessary to complete the request. This fee covers the analysis and public approval process. After approvals are obtained, the applicant will be provided a separate invoice for the cost of any signage or painting work.
17	Site Inspection for Preliminary Analysis	\$138.00		
18	Grading Permits			
19	Permit Filing	\$109.00		
20	Plan Checking/Engineering Review/Inspection	Actual Cost		Staff time charged at the hourly rate plus actual cost of third party services
21	Performance bond	Up to 100% of value of work		\$600 Minimum
22	Penalty for commencing work without a permit	2% of value of work		\$600 Minimum
23	OverSize/Overweight Vehicle Permit			Permit allows for the operation of vehicles of a size, load weight or vehicle weight exceeding the maximum specified in the Vehicle code of the State of California on certain City streets.
24	Single Trip	\$16.00		
25	Annual Permit	\$90.00		
26	NPDES Fees			
27	Construction (LID/BMP Inspection)	Actual Cost		Inspection of low impact development, best management practices, regulated projects or other stormwater treatment measures
28	Post-Construction (BMP Inspection)	New	annual	As mandated by MS4 permit, charged annually to cover expenses for inspection and reporting conducted approximately every 5 years, not applicable for sites with only Vault Based Stormwater Treatment Systems
29	Commercial - Restaurant	New		As mandated by MS4 permit
30	Industrial - General / Automotive / Gas Station	New		As mandated by MS4 permit
31	NPDES Re-inspection Fee / Incidence Response	New	per hour	
32	Wastewater Discharge Permit			
33	Significant Industrial User	New	every 3 years	Additional fees from South San Francisco, if any, will be passed through to the applicant.
34	Moderate Industrial User	New	every 3 years	Not a Significant Industrial User but for which periodic inspection and/or monitoring to verify compliance is determined by the City to be needed. Additional fees from South San Francisco, if any, will be passed through to the applicant.
35	General / Groundwater Discharge Permit	New	every 3 years (or as conditions change)	For requests to discharge to sanitary sewer for wastewater not otherwise captured by water usage (e.g., construction or permanent groundwater dewatering). Treatment of discharge at Water Quality Control Plant will be at rate charged to City plus time to process request. Includes 2 hours review time and 2 inspections to process the permit. Any time beyond allowance will be additional at cost. Specialized consultant services may be required for significant discharges and will be additional at cost. Additional fees from South San Francisco, if any, will be passed through to the applicant.

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$7,220.30	100%	\$7,220.00	NA	\$1,970.00	\$3,719.00	\$5,468.00	\$7,220.00	Full or Near
\$171.34	100%	\$171.00	\$33	\$171.00	\$171.00	\$171.00	\$171.00	Full or Near
\$237.47	100%	\$237.00	\$128	\$141.00	\$173.00	\$205.00	\$237.00	Full or Near
NA	NA	Actual Cost	\$0	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA
NA	NA	Up to 100% of value of work	\$0	Up to 100% of value of work	Up to 100% of value of work	Up to 100% of value of work	Up to 100% of value of work	NA
NA	NA	2% of value of work	\$0	2% of value of work	2% of value of work	2% of value of work	2% of value of work	NA
NA	NA	\$16.00	\$0	\$16.00	\$16.00	\$16.00	\$16.00	NA
NA	NA	\$90.00	\$0	\$90.00	\$90.00	\$90.00	\$90.00	NA
NA	NA	Actual Cost	\$0	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA
\$158.99	99%	\$158.00	\$0	\$158.00	\$158.00	\$158.00	\$158.00	Full or Near
\$460.83	100%	\$460.00	NA	\$460.00	\$460.00	\$460.00	\$460.00	Full or Near
\$460.83	100%	\$460.00	NA	\$460.00	\$460.00	\$460.00	\$460.00	Full or Near
\$150.75	100%	\$150.00	NA	\$150.00	\$150.00	\$150.00	\$150.00	Full or Near
\$517.40	NA	\$517 plus SSF fee if any	NA	\$517 plus SSF fee if any	\$517 plus SSF fee if any	\$517 plus SSF fee if any	\$517 plus SSF fee if any	NA
\$517.40	NA	\$517 plus SSF fee if any	NA	\$517 plus SSF fee if any	\$517 plus SSF fee if any	\$517 plus SSF fee if any	\$517 plus SSF fee if any	NA
\$927.50	0%	\$927 plus any additional plan review and inspection cost and wastewater treatment costs	NA	\$927 plus any additional plan review and inspection cost and wastewater treatment costs	\$927 plus any additional plan review and inspection cost and wastewater treatment costs	\$927 plus any additional plan review and inspection cost and wastewater treatment costs	\$927 plus any additional plan review and inspection cost and wastewater treatment costs	Low

Public Works				
Line #	Description	Current Fee/Charge	Unit	Notes
36	Review, Monitoring or Inspections for Wastewater Discharge Permit	New	per hour	Public Works Hourly Rate as applicable. Fees from South San Francisco, if any, will be passed through to the applicant.
37	Wastewater Lab Testing / Analysis	New		Actual Cost includes staff time charged at the current hourly rate, reimbursement of third party costs, and/or other direct costs as relevant
38	Agreements			
39	Revocable Encroachment Permit	New		
40	Assignment and Assumption Agreement	New		
41	Small Wireless Facility			
42	Small Wireless Facility in public right-of-way or public utility easement	New	each	Includes up to 350 mailings total for notices and decision notices. Any 3rd party costs will be additional at cost plus 20% administrative fee.
43	Appeal	\$225.00		
44	Public Works Hourly Rate			
45	Inspections and Site Visits	\$138.00	per hour	
46	Advanced plan review and inspection services	\$254.00	per hour	
47	Miscellaneous Fees and Permits			For street/easement vacations or abandonments or other Engineering related requests, Filing Fee will be charged with staff time compensated at the current hourly rate and/or reimbursement of third party costs (deposit may be required for large or complex work)
48	Public Works Building Permit Plan Review	New - Previously combined in Building	% of Building Permit	
49	Filing Fee	\$109.00		
50	Sewer Lateral Inspection (Point of Sale)	\$50.00		
51	Water Service Connection	New	each	Actual Cost of staff time and materials plus water connection and capacity fee as applicable
52	Hydrant Flow Testing	New	per hydrant, 2 hydrant minimum	Direct costs include 1 hr portable generator, 2 trucks with tools for 1 hr, and water usage charge per hydrant test - to be adjusted per CPI or ENR annually. Minimum of 2 hydrants per test.
53	Block Party Permit	New		This may be covered by Sidewalk or Street Closure/Traffic Control Permit. Assumes it is unnecessary to go to Council for approval; applicant will need to pay Filing Fee plus Actual Cost for staff plan check, corp yard labor, insurance rider premium; does not cover other department time (Fire, Police)
54	No Parking Signs	\$1.50	each	
55	Credit Card Processing	New		
56	Property Records Request	\$138.00	per hour	First 15 minutes free. Additional time charged at hourly rate.
57	Technology fee	New		
58	Charge for extending permits beyond expiration	New		Plus Actual Costs, at the discretion of the Public Works Director

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
NA	NA	Actual Cost	NA	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA
NA	NA	Actual Cost	NA	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA
\$615.88	100%	\$615.00	NA	\$615.00	\$615.00	\$615.00	\$615.00	Full or Near
\$615.88	100%	\$615.00	NA	\$615.00	\$615.00	\$615.00	\$615.00	Full or Near
\$4,727.27	NA	\$4,727.00	NA	\$4,727.00	\$4,727.00	\$4,727.00	\$4,727.00	NA
\$1,535.48	15%	\$225.00	\$0	\$225.00	\$225.00	\$225.00	\$225.00	Low
\$150.75	100%	\$150.00	\$12	\$150.00	\$150.00	\$150.00	\$150.00	Full or Near
\$171.34	100%	\$171.00	-\$83	\$171.00	\$171.00	\$171.00	\$171.00	Full or Near
12%	100%	12%	NA	12%	12%	12%	12%	Full or Near
\$237.47	100%	\$237.00	\$128	\$141.00	\$173.00	\$205.00	\$237.00	Full or Near
\$154.59	97%	\$150.00	\$100	\$75.00	\$100.00	\$125.00	\$150.00	Full or Near
NA	NA	Actual cost for labor and materials plus water connection and capacity fee as applicable	NA	Actual cost for labor and materials plus water connection and capacity fee as applicable	Actual cost for labor and materials plus water connection and capacity fee as applicable	Actual cost for labor and materials plus water connection and capacity fee as applicable	Actual cost for labor and materials plus water connection and capacity fee as applicable	NA
\$776.64	100%	\$776.00	NA	\$776.00	\$776.00	\$776.00	\$776.00	Full or Near
\$517.40	NA	\$150.00	NA	\$150.00	\$150.00	\$150.00	\$150.00	NA
\$13.23	30%	\$4.00	\$3	\$2.10	\$2.70	\$3.30	\$4.00	Low
7.90%	51%	4.00%	NA	4.00%	4.00%	\$0.00	4.00%	Medium
\$171.34	100%	\$171.00	\$33	\$171.00	\$171.00	\$171.00	\$171.00	Full or Near
7.90%	51%	4.00%	NA	4.00%	4.00%	4.00%	4.00%	Medium
\$75.90	99%	\$75.00	NA	\$75.00	\$75.00	\$75.00	\$75.00	Full or Near

Public Works

Line #	Description	Current Fee/Charge	Unit	Notes
59	Restrictions on Encroachment			No non-emergency encroachment shall be allowed in any street that has been overlaid with asphalt within the previous five years. In the event an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of \$5.00 per square foot of patch for every year (or portion thereof) remaining of the aforementioned five year period. No non-emergency encroachment shall be allowed in any street that has received a seal coat within the previous two years. In the event an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of \$5.00 per square foot of patch for every year (or portion thereof) remaining of the aforementioned two-year period.
60	Waiving of Encroachment Fees	Determined by the Public Works Director		If work or an improvement that encroaches in the public right-of-way is considered a public good or benefit, the Public Works Director is authorized to waive any and all fees related to such encroachment.

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
NA	NA	Determined by the Public Works Director	\$0	Determined by the Public Works Director	Determined by the Public Works Director	Determined by the Public Works Director	Determined by the Public Works Director	NA

Parks & Recreation - Facilities

Line #	Description	Current Fee/Charge	Unit	Notes
INDOOR FACILITY RENTALS				
1	Rental Deposits (Required to reserve a date.)			
2	Rentals up to \$400	\$400.00		
3	Rentals above \$400	50% of Rental		
4	Cancellation Fees			
5	More than 6 months prior to the event	No Fee		
6	31 - 180 days prior to the event	50% of Rental Deposit		
7	Less than 30 days prior to the event	100% of Rental Deposit		
8	Additional Fees			
9	Damage & Recycling Deposit = 2x the Hourly Rental Rate	\$400.00		Refunds are given to renters who comply with the recycling and organics policies and have left the building with no damage
10	Staffing			
11	Facility Attendant	\$15.00	PerHr/PerStaff	
12	HOURLY RENTAL RATES			
Belle Air Community Center				
14	Non Profit	\$7.00	Per Hour	
15	Resident	\$50.00	Per Hour	
16	Base Rate	\$63.00	Per Hour	
Portola Community Center				
18	Non Profit	New	Per Hour	
19	Resident	New	Per Hour	
20	Base Rate	New	Per Hour	
Senior Center Assembly Room				
22	Non Profit	\$52.00	Per Hour	
23	Resident	\$130.00	Per Hour	
24	Base Rate	\$150.00	Per Hour	
25	Senior Center Kitchen Rental (With Assembly Room Rental)	\$45.00	Flat Rate	
26	Senior Center Kitchen Rental (Hourly Use WITHOUT Assembly Room)	New	Per Hour	
27	Non Profit	New	Per Hour	NEW
28	Resident	New	Per Hour	NEW

Full Cost	Cost Recovery %	Suggested Cost Recovery Target Fee	Fee Δ	Cost Recovery Level
NA	NA	Full Hourly Rental Cost	NA	NA
NA	NA	\$400 or 50% of Full Hourly Rental Cost, whichever is greater	NA	NA
NA	NA	25% of Rental Deposit	NA	NA
NA	NA	50% of Rental Deposit	NA	NA
NA	NA	10% of Rental Deposit	NA	NA
NA	NA	\$500.00	\$100.00	NA
\$25.18	99%	\$25.00	\$10.00	Full or Near
NA	NA	\$31.50	\$24.50	NA
NA	NA	\$50.40	\$0.40	NA
NA	NA	\$63.00	\$0.00	NA
NA	NA	\$31.50	NA	NA
NA	NA	\$50.40	NA	NA
NA	NA	\$63.00	NA	NA
NA	NA	\$82.00	\$30.00	NA
NA	NA	\$131.20	\$1.20	NA
NA	NA	\$164.00	\$14.00	NA
NA	NA	\$100.00	\$55.00	NA
NA	NA	\$200.00	NA	NA
NA	NA	\$87.50	NA	NA
NA	NA	\$140.00	NA	NA

Parks & Recreation - Facilities

Line #	Description	Current Fee/Charge	Unit	Notes
29	Base Rate	NEW	Per Hour	NEW
30	Senior Center Conference Room			
31	Non Profit	\$20.00	per hour	
32	Resident	\$75.00	per hour	
33	Base Rate	\$94.00	per hour	
34	Senior Center Craft Room			
35	Non Profit	New	per hour	
36	Resident	New	per hour	
37	Base Rate	New	per hour	
38	DISCOUNT RATES: Discounts are applicable to hourly rental rates only. Only 1 discount rate may apply.			
39	Base Rate This is the room rental rate BEFORE any discount is applied. It is applicable to all private and businesses rentals who do not fall within the Non-Profit or Resident category.			
40	50% - Non-Profit San Bruno based service or community organization recognized as providing programs and activities for the benefit of the San Bruno community.			
41	20% - Resident San Bruno resident or business possessing current San Bruno business license.			
42	Off Peak Extended Rental Multi-Room (May be applied to Base Rate Rentals Only) 20% - Off Peak Hours (M-F 10 am – 4 pm) 20% Discount 20% - Extended Rental (at least 6 months & 2 days per month)			

OUTDOOR PICNIC FACILITIES & STRUCTURES				
43	DAMAGE & CLEANING DEPOSITS			
44	Large Picnic Area: City Park 14 (Beckner Shelter)			
45	Resident	\$0.00		*Rental Deposit: Refunds are given to renters who comply with use policies, including noise, and leave the area free of litter and damage.
46	Base Rate	\$150.00		
47	Alcohol Processing Permit			

Full Cost	Cost Recovery %	Suggested Cost Recovery Target Fee	Fee Δ	Cost Recovery Level
NA	NA	\$175.00	NA	NA
NA	NA	\$47.00	\$27.00	NA
NA	NA	\$75.20	\$0.20	NA
NA	NA	\$94.00	\$0.00	NA
NA	NA	\$47.00	NA	NA
NA	NA	\$75.20	NA	NA
NA	NA	\$94.00	NA	NA

NA	NA	\$0.00	\$0.00	NA
NA	NA	\$150.00	\$0.00	NA

Parks & Recreation - Facilities

Line #	Description	Current Fee/Charge	Unit	Notes
48	Alcohol Permit Processing Fee (Does not include permit to sell)	\$20.00		
49	DAILY RENTAL FEES			
50	Small Picnic Area: City Park 1-5 and 8-11; Commodore Park and Grundy Park - Peak		Per Day	
51	Resident	\$85.00	Per Day	
52	Base Rate	\$107.00	Per Day	
53	Medium Picnic Area: City Park 6, 7 and 12 - Peak			
54	Resident	\$95.00	Per Day	
55	Base Rate	\$119.00	Per Day	
56	Large Picnic Area: City Park 14 (Beckner Shelter) - Peak			
57	Resident	\$300.00	Per Day	
58	Base Rate	\$375.00	Per Day	
59	DISCOUNT RATES:			
60	Base Rate This is the rental rate is applicable to all private and businesses rentals who do not fall within the Non-Profit or Resident category.			
61	20% - Residents A San Bruno resident or business possessing current San Bruno business license.			

Concession Stand (2 Week Rental)		May be rented to Non-Profit Groups, Service Organizations, or School District programs for the benefit of the San Bruno Community. only		
62	April through May	\$200.00		
63	May through August	\$300.00		
64	August through October	\$150.00		

ATHLETIC FIELDS				
65	Athletic Field Rental for other than Organized Youth Sports			
66	Non Profit	\$20.00	per hour	
67	Resident	\$40.00	per hour	
68	Base Rate	\$50.00	per hour	
69	Sport Field Lighting Fee			
70	Diamond 2 & 3	\$10.00	per hour	
71	Diamond 2 & Center Field	\$18.00	per hour	
72	Center Field Only	\$8.00	per hour	
73	Lara & Center Field	\$20.00	per hour	

Full Cost	Cost Recovery %	Suggested Cost Recovery Target Fee	Fee Δ	Cost Recovery Level
\$37.25	99%	\$37.00	\$17.00	Full or Near
NA	NA	\$88.00	\$3.00	NA
NA	NA	\$110.00	\$3.00	NA
NA	NA	\$96.00	\$1.00	NA
NA	NA	\$120.00	\$1.00	NA
NA	NA	\$320.00	\$20.00	NA
NA	NA	\$400.00	\$25.00	NA

NA	NA	\$200.00	\$0.00	NA
NA	NA	\$300.00	\$0.00	NA
NA	NA	\$150.00	\$0.00	NA

NA	NA	\$20.00	\$0.00	NA
NA	NA	\$40.00	\$0.00	NA
NA	NA	\$50.00	\$0.00	NA
NA	NA	\$10.00	\$0.00	NA
NA	NA	\$18.00	\$0.00	NA
NA	NA	\$8.00	\$0.00	NA
NA	NA	\$20.00	\$0.00	NA

Parks & Recreation - Facilities

Line #	Description	Current Fee/Charge	Unit	Notes
74	Lions Baseball Field	\$12.00	per hour	
75	Lions Football Field	\$6.00	per hour	
76	Field User Fee (Per Player/Per Season - only for organized Youth Sports)		per player	
77	Non Profit Resident	\$10.00	per player	
78	Base Rate	\$15.00	per player	

TREE PROGRAM FEES				
79	New Street Tree Fee	NA		
80	Private Tree Pruning Permit	\$70.00		Nonrefundable, includes inspection fee.
81	Private Tree Removal Permit	\$105.00		Nonrefundable, includes inspection fee.
82	Private Tree Replacement Fee	\$415.00		one – 36” box tree or two 24” box trees
83	Private Tree Replacement Refundable Deposit	\$415.00	per tree removal	
84	Memorial Plaque	\$400.00		
85	Memorial Tree	\$800.00		

Full Cost	Cost Recovery %	Suggested Cost Recovery Target Fee	Fee Δ	Cost Recovery Level
NA	NA	\$12.00	\$0.00	NA
NA	NA	\$6.00	\$0.00	NA
NA	NA	\$10.00	\$0.00	NA
NA	NA	\$15.00	\$0.00	NA

Full Cost	Cost Recovery %	Suggested Cost Recovery Target Fee	Fee Δ	Cost Recovery Level
\$102.72	0%	\$0.00	\$0.00	Low
\$211.74	33%	\$70.00	\$0.00	Low
\$211.74	50%	\$105.00	\$0.00	Medium
\$493.43	84%	\$415.00	\$0.00	Full or Near
\$489.18	85%	\$415.00	\$0.00	Full or Near
\$476.80	84%	\$400.00	\$0.00	Full or Near
\$759.37	105%	\$800.00	\$0.00	Full or Near

Parks & Recreation - Programs

Line #1	Description	Current Fee/Charge	Unit	Notes
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RECREATION PROGRAM COST RECOVERY	
PROGRAM	COST RECOVERY RANGE
Aquatics	
Swim Lessons	80% to 100%
Lap Swim	80% to 100%
Rec Swim	50% to 100%
Water Aerobics	80% to 100%
Senior Programs	
Senior Center Membership - Non-Resident	50% to 100%
Senior Center Activities	50% to 100%
Senior Lunch Program	0% - 100%
Special Event Participation Fees	
Family Event Participation Fees	80% to 100%
Senior Event Participation Fees	50% to 100%
Youth Event Participation Fees	80% to 100%
Sports Programs	
Adult Sports	100%
Youth Sports - Elementary School	66% to 100%
Youth Sports - Middle School	66% to 100%
Youth Programs	
Camp Programs	80% to 100%
Extended Care	80% to 100%
City Staff Led Classes & Trainings	80% to 100%

TARGET Cost Recovery	CURRENT Cost Recovery	Full Cost	Cost Recovery % @ Suggested TARGET Fee	Suggested TARGET Fee	Fee Δ	Cost Recovery Level
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Parks & Recreation - Programs

Line #1	Description	Current Fee/Charge	Unit	Notes
1	REGISTRATION FEE			
2	Registration Fee	\$6.00	per class	Applies to all class and program reg
3	Sports (Per Season)			
4	Adult Softball	\$800.00	per team	
5	Adult Flag Football	\$760.00	per team	
6	Adult Soccer	\$760.00	per team	
7	Adult Basketball	\$760.00	per team	
8	Elementary Volleyball	\$85.00	per person	
9	Elementary Basketball	\$85.00	per person	
10	Elementary Flag Football	\$85.00	per person	
11	Middle School Volleyball	\$125.00	per person	
12	Middle School Flag Football	\$125.00	per person	
13	Middle School Basketball	\$125.00	per person	
14	Middle School Cross Country	\$80.00	per person	
15	Middle School Badminton	\$143.00	per person	
16	Middle School Track	\$90.00	per person	
17	Middle School Tennis	\$101.00	per person	
18	Middle School Golf	\$123.00	per person	
19	Camps (Cost will be prorated when schedule camp falls on a city holiday)			
20	Spring Camp - Resident	\$171.00	per week	
21	Spring Camp - Non-Resident	\$186.00	per week	
22	Spring Extended Camp - Resident	\$35.00	per week	
23	Spring Extended Camp - Non-Resident	\$40.00	per week	
24	Winter Camp - Resident	\$171.00	per week	
25	Winter Camp - Non-Resident	\$186.00	per week	
26	Winter Extended Camp - Resident	\$40.00	per week	
27	Winter Extended Camp - Non-Resident	\$50.00	per week	
28	Mini Kaleidoscope (Full -Day) - Resident	\$171.00	per week	

TARGET Cost Recovery	CURRENT Cost Recovery	Full Cost	Cost Recovery % @ Suggested TARGET Fee	Suggested TARGET Fee	Fee Δ	Cost Recovery Level
		\$24.26	33%	\$8.00	\$2.00	Low
100%	101%	\$789.72	100%	\$790.00	-\$10.00	Full or Near
100%	96%	\$789.83	100%	\$790.00	\$30.00	Full or Near
100%	96%	\$789.83	100%	\$790.00	\$30.00	Full or Near
100%	97%	\$783.16	101%	\$790.00	\$30.00	Full or Near
66% to 100%	44%	\$193.34	67%	\$130.00	\$45.00	Medium
66% to 100%	76%	\$111.75	89%	\$100.00	\$15.00	Medium
66% to 100%	76%	\$111.72	90%	\$100.00	\$15.00	Medium
66% to 100%	48%	\$260.89	67%	\$175.00	\$50.00	Medium
66% to 100%	62%	\$201.44	74%	\$150.00	\$25.00	Medium
66% to 100%	44%	\$282.61	67%	\$190.00	\$65.00	Medium
66% to 100%	65%	\$122.41	82%	\$100.00	\$20.00	Medium
66% to 100%	83%	\$171.76	73%	\$125.00	-\$18.00	Full or Near
66% to 100%	66%	\$137.23	80%	\$110.00	\$20.00	Medium
66% to 100%	55%	\$184.99	70%	\$130.00	\$29.00	Medium
66% to 100%	47%	\$262.53	67%	\$175.00	\$52.00	Medium
80% to 100%	93%	\$184.46	100%	\$184.00	\$13.00	Full or Near
80% to 100%	80%	\$231.63	91%	\$211.60	\$25.60	Full or Near
80% to 100%	90%	\$39.01	100%	\$39.00	\$4.00	Full or Near
80% to 100%	67%	\$60.15	75%	\$44.85	\$4.85	Medium
80% to 100%	88%	\$193.80	100%	\$194.00	\$23.00	Full or Near
80% to 100%	81%	\$228.24	98%	\$223.10	\$37.10	Full or Near
80% to 100%	91%	\$44.15	100%	\$44.00	\$4.00	Full or Near
80% to 100%	82%	\$60.65	83%	\$50.60	\$0.60	Full or Near
80% to 100%	69%	\$249.44	100%	\$249.00	\$78.00	Medium

Parks & Recreation - Programs

Line #1	Description	Current Fee/Charge	Unit	Notes
29	Mini Kaleidoscope (Full -Day) - Non-Resident	\$186.00	per week	
30	Camp Kaleidoscope (Regular) - Resident	\$171.00	per week	
31	Camp Kaleidoscope (Regular) - Non-Resident	\$186.00	per week	
32	Camp Kaleidoscope (Field Trip Session) - Resident	\$190.00	per week	
33	Camp Kaleidoscope (Field Trip Session) - Non-Resident	\$205.00	per week	
34	Adventure Camp (Regular) - Resident	\$183.00	per week	
35	Adventure Camp (Regular) - Non-Resident	\$198.00	per week	
36	Adventure Camp (Field Trip Session) - Resident	\$204.00	per week	
37	Adventure Camp (Field Trip Session) - Non-Resident	\$219.00	per week	
38	Summer Extended (per week) - Resident	\$40.00	per week	
39	Summer Extended (per week) - Non-Resident	\$50.00	per week	
40	Leader in Training	\$50.00	per session	
41	Aquatics			
42	Swim Lessons - Resident	\$65.00	per session	
43	Swim Lessons - Non-Resident	\$80.00	per session	
44				
45	Lifeguard Training - Resident	\$225.00	session	
46	Lifeguard Training - Non-Resident	\$240.00	session	
47				
48	Jr. Lifeguard Camp - Resident	\$171.00	session	
49	Jr. Lifeguard Camp - Non-Resident	\$186.00	session	
50				
51	Activity & Swim Camp - Resident	\$171.00	session	
52	Activity & Swim Camp - Non-Resident	\$186.00	session	

TARGET Cost Recovery	CURRENT Cost Recovery	Full Cost	Cost Recovery % @ Suggested TARGET Fee	Suggested TARGET Fee	Fee Δ	Cost Recovery Level
80% to 100%	63%	\$295.55	97%	\$286.35	\$100.35	Medium
80% to 100%	94%	\$182.65	100%	\$183.00	\$12.00	Full or Near
80% to 100%	85%	\$219.70	96%	\$210.45	\$24.45	Full or Near
80% to 100%	97%	\$195.97	100%	\$196.00	\$6.00	Full or Near
80% to 100%	89%	\$230.93	98%	\$225.40	\$20.40	Full or Near
80% to 100%	74%	\$246.76	100%	\$247.00	\$64.00	Medium
80% to 100%	69%	\$288.69	98%	\$284.05	\$86.05	Medium
80% to 100%	74%	\$276.07	100%	\$276.00	\$72.00	Medium
80% to 100%	67%	\$325.67	97%	\$317.40	\$98.40	Medium
80% to 100%	88%	\$45.27	99%	\$45.00	\$5.00	Full or Near
80% to 100%	85%	\$59.12	88%	\$51.75	\$1.75	Full or Near
80% to 100%	84%	\$59.55	101%	\$60.00	\$10.00	Full or Near
50% to 100%	NA	NA	NA	\$70-125	\$5.00	NA
50% to 100%	NA	NA	NA	\$84-150	\$4.00	NA
50% to 100%	NA	NA	NA	\$225.00	\$0.00	NA
50% to 100%	NA	NA	NA	\$270.00	\$30.00	NA
80% to 100%	NA	NA	NA	\$180.00	\$9.00	NA
80% to 100%	NA	NA	NA	\$216.00	\$30.00	NA
80% to 100%	NA	NA	NA	\$180.00	\$9.00	NA
80% to 100%	NA	NA	NA	\$216.00	\$30.00	NA

Parks & Recreation - Programs

Line #1	Description	Current Fee/Charge	Unit	Notes
53	Special Events			
54	Youth Triathlon - Pre-Registration	\$30.00	event	
55	Youth Triathlon - Registration	\$38.00	event	
56	Garage Sale	New	per person	
57	Family Overnight	\$15.00	person	
58	Goblin Grotto - Resident	\$10.00	person	
59	Goblin Grotto - Non-Resident	\$13.00	person	
60	Holiday Boutique - Small Space - Resident	\$42.00	space	
61	Holiday Boutique - Small Space - Non-Resident	\$53.00	space	
62	Holiday Boutique - Large Space - Resident	\$62.00	space	
63	Holiday Boutique - Large Space - Non-Resident	\$77.00	space	
64	Visits from Santa	\$45.00	5 children	
65	Parent/Child Event - Resident	\$65.00	per couple	
66	Parent/Child Event - Non-Resident	\$80.00	per couple	
67	Additional Resident - child	\$20.00	per person	
68	Additional Non-Resident - child	\$25.00	per person	
69	Teen Special Events - Resident	\$10.00	per person	
70	Teen Special Events - Non-Resident	\$13.00	per person	
71	Dive in Movies - Resident	\$10.00	per person	
72	Dive in Movies - Non-Resident	\$13.00	per person	
73	Easter Egg Hunt	\$0.00		
74	Community Day in the Park	\$0.00		
75	Concerts in the Park	\$0.00		
76	Halloween Happening	\$0.00		
77	Holiday Tree Lighting	\$0.00		
78	Operation Clean Sweep	\$0.00		
79	Social Connection	\$0.00		
80	Senior Contract Classes	90%-10%	1 class	

TARGET Cost Recovery	CURRENT Cost Recovery	Full Cost	Cost Recovery % @ Suggested TARGET Fee	Suggested TARGET Fee	Fee Δ	Cost Recovery Level
80% to 100%	70%	\$43.02				Full or Near
80% to 100%	N/A	NA				Full or Near
80% to 100%	N/A	\$31.01				Full or Near
80% to 100%	75%	\$20.10				Full or Near
80% to 100%	55%	\$18.21				Full or Near
80% to 100%	63%	\$20.77				Full or Near
80% to 100%	24%	\$178.19				Full or Near
80% to 100%	83%	\$64.18				Full or Near
80% to 100%	32%	\$193.03				Full or Near
80% to 100%	82%	\$94.00				Full or Near
80% to 100%	90%	\$49.83				Full or Near
80% to 100%	88%	\$74.05				Full or Near
80% to 100%	84%	\$94.72				Full or Near
80% to 100%	37%	\$53.45				Full or Near
80% to 100%	52%	\$48.11				Full or Near
80% to 100%	48%	\$20.79				Full or Near
80% to 100%	NA	NA				Full or Near
80% to 100%	52%	\$19.29				Full or Near
80% to 100%	67%	\$19.36				Full or Near
0%	0%	\$14.18				Low
0%	0%	\$11.40				Low
0%	0%	\$34.28				Low
0%	0%	\$5.58				Low
0%	0%	\$17.58				Low
0%	0%	\$37.46				Low
0%	0%	\$732.78				Low
80% to 100%	Variable	\$4.40				Full or Near

Determined according to cost recovery policy

Parks & Recreation - Programs

Line #1	Description	Current Fee/Charge	Unit	Notes
81	Horseshoes - non member	\$5.00	per year	Non members. Members free
82	Pickle Ball Resident	\$2.00	1 class	
83	Pickle Ball Non-Resident	\$3.00	1 class	
84	Softball	\$10.00	per year	Non members. Members free
85	Bocce Ball	\$5.00	per season	
86	Sunday Dances - line dancing	\$7.00	per person	1st Sunday and Special Dance Party
87	Sunday Dances - ballroom	\$5.00	per person	3rd and Last Sunday Dance
88	Lunch Program Senior Suggested Donation	\$3.00	per person	Grant Funded
89	Lunch Program Non Senior Fee	\$5.50	per person	Grant Funded
90	Lunch Program Party Fee	\$6.00	per person	Grant Funded
91	Transportation Program	\$1.00	per person	Grant Funded

TARGET Cost Recovery	CURRENT Cost Recovery	Full Cost	Cost Recovery % @ Suggested TARGET Fee	Suggested TARGET Fee	Fee Δ	Cost Recovery Level
80% to 100%	81%	\$6.20				Full or Near
80% to 100%	61%	\$3.27				Full or Near
80% to 100%	68%	\$4.41				Full or Near
80% to 100%	77%	\$12.99				Full or Near
80% to 100%	66%	\$7.61				Full or Near
80% to 100%	84%	\$8.32				Full or Near
80% to 100%	82%	\$6.11				Full or Near
0% to 50%	17%	\$17.54	17%	\$3.00	\$0.00	Low
0% to 50%	10%	\$52.77	10%	\$5.50	\$0.00	Low
0% to 50%	42%	\$14.36	variable	\$6-\$12	NA	NA
0% to 50%	26%	\$3.84	26%	\$1.00	\$0.00	Low

Police

#	Description	Current Fee/Charge	Unit	Notes
1	Alarms and Fingerprinting			
2	Repeat False Alarm Within a 180-Day Period - Third Alarm	\$100.00		
3	Repeat False Alarm Within a 180-Day Period - Fourth Alarm	\$125.00		
4	Repeat False Alarm Within a 180-Day Period - Fifth Alarm and subsequent alarms	\$150.00		
5	Fingerprinting Service (Required for all Permits) - Live Scan	Actual Cost		Actual Costs as established by the California Department of Justice plus staff time
6	Permits			
7	Cardroom License and Permits - Gambling Club License	\$1,188.00 deposit, actual cost of staff time plus Livescan		
8	Cardroom License and Permits - Annual Renewal, table count	\$9.75	per authorized table	
9	Cardroom License and Permits - Duplicate License	\$26.00		
10	Cardroom License and Permits - Notary Fees	Actual Cost		As is required for each 4 year recertification of two department notaries
11	Work Permit, Initial	\$150.00		Plus applicable fingerprinting, Department of Justice, and notary fees as set forth in GC 8211
12	Work Permit - Renewals	\$135.00		Plus applicable fingerprinting, Department of Justice, and notary fees as set forth in GC 8211
13	Work Permit - Duplicate Copy	\$43.00		
14	Work Permit - Appeal Denial of Application	\$225.00		
15	Pawn Broker/Secondhand Dealer - Dealer License	\$316.00		Plus Livescan cost
16	Pawn Broker/Secondhand Dealer - Employee, Initial	\$140.00		Plus applicable fingerprinting and Department of Justice fees
17	Pawn Broker/Secondhand Dealer - Renewal	\$125.00		Plus applicable fingerprinting and Department of Justice fees
18	Pawn Broker/Secondhand Dealer - Duplicate Copy	\$43.00		
19	Pawn Broker/Secondhand Dealer - Appeal Denied of Application	\$225.00		
20	Places of Public Amusement, Public Dance, or Entertainment - Application	\$140.00		Plus applicable fingerprinting and Department of Justice fees
21	Places of Public Amusement, Public Dance, or Entertainment - Transfer License	\$6.50		
22	Places of Public Amusement, Public Dance, or Entertainment - Appeal Denial of Application	\$225.00		
23	Sidewalk Vendors - Application	\$140.00		Plus applicable fingerprinting and Department of Justice fees
24	Vehicle Services			
25	Driving Under the Influence (DUI) - Emergency Response	Actual Cost		Per Government Code Section 53150-58
26	Vehicle Manslaughter	\$1,080.00 or maximum allowed by law, which-ever is greater		
27	Stored Vehicle Release	\$85.00		

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
NA	NA	\$100.00	\$0	\$100.00	\$100.00	\$100.00	\$100.00	NA
NA	NA	\$125.00	\$0	\$125.00	\$125.00	\$125.00	\$125.00	NA
NA	NA	\$150.00	\$0	\$150.00	\$150.00	\$150.00	\$150.00	NA
NA	NA	Actual Cost	\$0	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA
NA	NA	\$1,188.00 deposit, actual cost of staff time plus Livescan	\$0	\$1,188.00 deposit, actual cost of staff time plus Livescan	\$1,188.00 deposit, actual cost of staff time plus Livescan	\$1,188.00 deposit, actual cost of staff time plus Livescan	\$1,188.00 deposit, actual cost of staff time plus Livescan	NA
\$278.29	100%	\$278.00	\$66	\$76.00	\$143.00	\$210.00	\$278.00	Full or Near
\$82.60	99%	\$82.00	\$14	\$40.00	\$54.00	\$68.00	\$82.00	Full or Near
NA	NA	Actual Cost	\$0	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA
\$599.34	100%	\$599.00	\$112	\$262.00	\$374.00	\$486.00	\$599.00	Full or Near
\$183.97	99%	\$183.00	\$48	\$183.00	\$183.00	\$183.00	\$183.00	Full or Near
\$53.51	99%	\$53.00	\$10	\$53.00	\$53.00	\$53.00	\$53.00	Full or Near
\$892.50	100%	\$892.00	\$166	\$391.00	\$557.00	\$723.00	\$892.00	Full or Near
\$599.34	100%	\$599.00	\$158	\$474.00	\$599.00	\$599.00	\$599.00	Full or Near
\$428.07	100%	\$428.00	\$72	\$212.00	\$284.00	\$356.00	\$428.00	Full or Near
\$214.03	100%	\$214.00	\$62	\$187.00	\$214.00	\$214.00	\$214.00	Full or Near
\$53.51	99%	\$53.00	\$10	\$53.00	\$53.00	\$53.00	\$53.00	Full or Near
\$892.50	100%	\$892.00	\$166	\$391.00	\$557.00	\$723.00	\$892.00	Full or Near
\$3,822.63	100%	\$3,822.00	\$920	\$1,060.00	\$1,980.00	\$2,900.00	\$3,822.00	Full or Near
\$3,740.04	100%	\$3,740.00	\$933	\$939.00	\$1,872.00	\$2,805.00	\$3,740.00	Full or Near
\$4,201.76	100%	\$4,201.00	\$994	\$1,219.00	\$2,213.00	\$3,207.00	\$4,201.00	Full or Near
\$581.97	100%	\$581.00	\$110	\$250.00	\$360.00	\$470.00	\$581.00	Full or Near
NA	NA	Actual Cost	\$0	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA
NA	NA	\$1,080.00 or maximum allowed by law, which-ever is greater	\$0	\$1,080.00 or maximum allowed by law, which-ever is greater	\$1,080.00 or maximum allowed by law, which-ever is greater	\$1,080.00 or maximum allowed by law, which-ever is greater	\$1,080.00 or maximum allowed by law, which-ever is greater	NA
\$179.01	100%	\$179.00	\$23	\$108.00	\$131.00	\$154.00	\$179.00	Full or Near

Police

#	Description	Current Fee/Charge	Unit	Notes
28	Animal Control			
29	Animal Control Services	Fees shall be consistent with those charged by the SMC Division of Animal Control Services		
30	Residential Permit Parking			
31	1 st Permit fee	No Fee	per vehicle	
32	2nd Permit	\$50.00	per year	
33	Replacement Sticker	\$15.00		
34	Visitor/Guest/Caregiver Parking: 6 guest passes per month	\$5 per day or \$50 per week		
35	Miscellaneous			
36	Police Report Reproduction	\$10.00		
37	Photographic Reproduction	\$25.00		
38	Audio / Video Recording Reproduction	\$75.00		*Subpoena required*Civil Subp \$15 / Criminal Subp no charge
39	Audio / Video Recording Reproduction: Duplication	\$25.00		*Subpoena required*Civil Subp \$15 / Criminal Subp no charge
40	Booking Fee	SMC Rate		
41	Visa Clearance Letter	\$26.00		
42	Police Safety Plan Check	Actual Cost		
43	Party Nuisance Response Fee	Actual Cost		Third Response in Twenty Four Hour Period
44	Civil Subpoena	\$15.00		Fee regulated
45	Civil Subpoena - Officer Appearance	\$275.00		Fee regulated
46	Contractual Outside Detail for Uniformed Officers: All Other	\$120.00	per hour	
47	Storage of Firearm	New		Ea. Additional \$25.00
48	Storage of Vehicles	New	per day	Towed to SBPD and stored as evidence, Charges commence 30 days after written notice to R/O, L/O and or Insurance, etc of needed release.,
49	Massage Establishment			
50	Establishment Certificate for Non-Practitioner Owners - Basic Fee	New		Investigation CAMTC/Verification/Processing/Safety Inspection
51	Establishment Certificate for Non-Practitioner Owners - Bi-Annual Renewal Basic Fee	New		Investigation CAMTC/Verification/Processing/Safety Inspection
52	Establishment Certificate for Owner/Practitioner - Basic Fee	New		Verification/Processing/Safety Inspection
53	Establishment Certificate for Practitioner/Owner - Bi-Annual Renewal Basic Fee	New		Verification/Processing/Safety Inspection
54	Appeal Process for Denial - Non Practitioner Owners	New		

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
NA	NA	Fees shall be consistent with those charged by the SMC Division of Animal Control Services	\$0	Fees shall be consistent with those charged by the SMC Division of Animal Control Services	Fees shall be consistent with those charged by the SMC Division of Animal Control Services	Fees shall be consistent with those charged by the SMC Division of Animal Control Services	Fees shall be consistent with those charged by the SMC Division of Animal Control Services	NA
NA	NA	NA	\$0	No Fee	NA	NA	NA	NA
NA	NA	NA	\$0	\$50.00	NA	NA	NA	NA
\$107.02	100%	\$107.00	\$23	\$38.00	\$61.00	\$84.00	\$107.00	Full or Near
NA	NA	NA	\$0	\$5 per day or \$50 per week	NA	NA	NA	NA
\$26.75	97%	\$26.00	\$4	\$14.00	\$18.00	\$22.00	\$26.00	Full or Near
\$53.51	99%	\$53.00	\$7	\$32.00	\$39.00	\$46.00	\$53.00	Full or Near
\$156.43	100%	\$156.00	\$20	\$95.00	\$115.00	\$135.00	\$156.00	Full or Near
\$156.43	100%	\$156.00	\$32	\$57.00	\$25.00	\$25.00	\$25.00	\$25.00
NA	NA	SMC Rate	\$0	SMC Rate	SMC Rate	SMC Rate	SMC Rate	SMC Rate
\$80.26	100%	\$80.00	\$13	\$39.00	\$26.00	\$26.00	\$26.00	\$26.00
NA	NA	Actual Cost	\$0	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA
NA	NA	Actual Cost	\$0	Actual Cost	Actual Cost	Actual Cost	Actual Cost	NA
\$135.16	11%	\$15.00	\$0	\$15.00	\$15.00	\$15.00	\$15.00	Low
\$672.57	41%	\$275.00	\$0	\$275.00	\$275.00	\$275.00	\$275.00	Medium
\$230.86	100%	\$230.00	\$60	\$180.00	\$230.00	\$230.00	\$230.00	Full or Near
\$165.28	91%	\$150.00	NA	\$150.00	\$150.00	\$150.00	\$150.00	Full or Near
NA	NA	\$85.00	NA	\$85.00	\$85.00	\$85.00	\$85.00	NA
NA	NA	NA	NA	Actual costs of investigations and background checks	Actual costs of investigations and background checks	Actual costs of investigations and background checks	Actual costs of investigations and background checks	NA
NA	NA	NA	NA	Actual costs of investigations and background checks	Actual costs of investigations and background checks	Actual costs of investigations and background checks	Actual costs of investigations and background checks	NA
NA	NA	NA	NA	Actual costs of investigations and background checks	Actual costs of investigations and background checks	Actual costs of investigations and background checks	Actual costs of investigations and background checks	NA
NA	NA	NA	NA	Actual costs of investigations and background checks	Actual costs of investigations and background checks	Actual costs of investigations and background checks	Actual costs of investigations and background checks	NA
\$1,439.62	35%	\$500 plus actual time spent x rate per hour	NA	\$500 plus actual time spent x rate per hour	\$500 plus actual time spent x rate per hour	\$500 plus actual time spent x rate per hour	\$500 plus actual time spent x rate per hour	Low

Police

#	Description	Current Fee/Charge	Unit	Notes
55	Appeal Process for Denial - Practitioner/Owner	New		
56	Administrative Fines			
57	Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - First Violation	\$100.00		
58	Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - Second Violation of the same provision	\$200.00		Within 12 months
59	Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - Third Violation of the same provision	\$500.00		Within 12 months
60	Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - Late Payment fee	10% of unpaid balance		
61	Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - First Violation	\$100.00		
62	Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - Second Violation of same provision	\$500.00		Within 12 months
63	Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code - Third Violation of same provision	\$1,000.00		Within 12 months
64	Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code -Late Payment fee	10% of unpaid balance		

Full Cost	Cost Recovery %	Cost Recovery Target Fee	Fee Δ	1st Year Suggested Fee (Without CPI)	2nd Year Suggested Fee (Without CPI)	3rd Year Suggested Fee (Without CPI)	4th Year Suggested Fee (Without CPI)	Cost Recovery Level
\$1,439.62	17%	\$250 plus actual time spent x rate per hour	NA	\$250 plus actual time spent x rate per hour	\$250 plus actual time spent x rate per hour	\$250 plus actual time spent x rate per hour	\$250 plus actual time spent x rate per hour	Low
NA	NA	\$100.00	\$0	\$100.00	\$100.00	\$100.00	\$100.00	NA
NA	NA	\$200.00	\$0	\$200.00	\$200.00	\$200.00	\$200.00	NA
NA	NA	\$500.00	\$0	\$500.00	\$500.00	\$500.00	\$500.00	NA
NA	NA	10% of unpaid balance	\$0	10% of unpaid balance	10% of unpaid balance	10% of unpaid balance	10% of unpaid balance	NA
NA	NA	\$100.00	\$0	\$100.00	\$100.00	\$100.00	\$100.00	NA
NA	NA	\$500.00	\$0	\$500.00	\$500.00	\$500.00	\$500.00	NA
NA	NA	\$1,000.00	\$0	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	NA
NA	NA	10% of unpaid balance	\$0	10% of unpaid balance	10% of unpaid balance	10% of unpaid balance	10% of unpaid balance	NA



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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 8, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Hae Won Ritchie, Interim Public Works Director

SUBJECT: Adopt Resolution Adopting a List of Projects for Fiscal Year 2021-22 Funded by SB1: The Road Repair and Accountability Act of 2017

BACKGROUND:

The City's Capital Improvement Program (CIP) includes the Pavement Management Program (PMP) to repair and apply preventative maintenance treatment to local, collector, and arterial streets. The PMP provides an ongoing condition assessment of City streets and recommends the streets to be selected for rehabilitation to cost effectively maximize pavement longevity. Street condition is measured in terms of pavement condition index (PCI), a numerical index between 0 and 100 in which 0 represents a failed street and 100 represents a newly repaved street. The City maintains approximately 89 miles of streets and the City has a current average PCI score of 61.

Similar to other cities throughout the Bay Area, the City utilizes the Metropolitan Transportation Commission's (MTC) Streetsaver program to serve as a database for tracking the condition of streets throughout the City and to recommend streets to be selected for pavement maintenance. Streetsaver analyzes the pavement lifecycle of each individual street in order to select the appropriate treatment to apply. While the Streetsaver prioritization methodology maximizes the City's average PCI for the entire network, it also defers maintenance for those streets that are in the worst shape due to insufficient PMP funding.

The CIP budget allocated for the PMP is being supplemented by funding provided to the City by the passage of Senate Bill 1 (SB1) also referred to as the Road Repair and Accountability Act of 2017. SB1 increases the per gallon fuel excise taxes and vehicle registration fees in order to fund road maintenance and rehabilitation projects on local streets and roads systems. The State began collection on this new funding source on November 1, 2017 and approximately \$2,652,000 in SB1 funding will have been allocated to the City by the end of FY 2020-21. For the upcoming FY 2021-22, the City is projected to receive an estimated \$795,000 of SB1 funding.

In an effort to facilitate accountability and transparency within SB1 and prior to receiving funding from the State, each local agency is required to submit to the California Transportation Commission (CTC) a list of projects proposed to be funded with the SB1 funds and adopt those projects by resolution at a regular public meeting. This project list

ITEM 7.a.

and resolution adopting those projects must be submitted to the CTC for approval by July 1, 2021 in order to receive SB1 funding for the upcoming fiscal year. In September 2017, rather than continuing to defer maintenance on failed streets the City Council recommended that this new funding source be utilized to perform reconstruction on some of the City's worst streets to reduce the deferred maintenance backlog. Selection of the street segment to receive reconstruction was made by prioritizing the street rehabilitations at locations that would provide the most benefit to City residents.

DISCUSSION:

In 2017, a City Council Subcommittee recommended a methodology for prioritizing and selecting street segments to receive rehabilitation utilizing SB1 funds. That methodology was developed by directing staff to prioritize the rehabilitation of streets in the worst condition and to use selection criteria such that the streets selected for reconstruction would provide the highest public benefit. Since the allocated funds are insufficient to reconstruct all the worst streets, an assessment was created to equitably determine which streets should be prioritized for reconstruction that would provide the most benefit to City residents. The evaluation considered the following factors: existing pavement condition, proximity to public parks, gathering places, schools, bus routes, multi-family residential (MFR) buildings with at least three units, and property density. Each street can receive up to ten possible points, with point breakdowns as shown in Table 1 below and the highest scoring streets being prioritized and recommended for reconstruction.

Table 1 – SB1 Prioritization Point Breakdown

FACTOR	POINTS
PCI	4 POINT MAX
MFR	2 POINT MAX
SCHOOL	1 POINT
PARK	1 POINT
GATHERING	1 POINT
BUS ROUTE	1 POINT
DENSITY	TIEBREAKER

Streets in the worst shape with PCI 0-10 are allocated four points while streets in better shape with PCI 31-40 receive one point. A street that contains at least 25% multi-family residential buildings is allocated two points while a street with at least one MFR building receives one point. Property density is calculated by dividing the pavement area by the number of properties on that street with the more dense streets ranking higher. Property density is used as a tiebreaker for streets with the same point scores.

Based on this selection methodology, the street segment listed in Table 2 is being recommended to be reconstructed utilizing funding from SB1 in fiscal year 2021-22. For reference, the prioritization list for street reconstruction based on this selection methodology is provided in Attachment 2.

Table 2 – Project List for Fiscal Year 2021-22

STREET NAME	BEGIN	END
MONTGOMERY AVENUE	WALNUT STREET	SCOTT STREET
PARKVIEW COURT	PARKVIEW DRIVE	END

The reconstruction of the above listed street segments in addition to previous SB1 funded segments will be completed as part of the 2021-22 Street Reconstruction Project. Design on this project will begin in July 2021 with construction anticipated beginning in the Summer / Fall of 2022.

FISCAL IMPACT:

The City is required to identify the specific streets to be repaired using SB1 funds in FY2021-22 in order to be eligible to receive the funding. The City is projected to receive an estimated \$795,000 of SB1 funding.

ALTERNATIVES:

1. Direct staff to amend the proposed prioritization methodology for use of SB1 funds.
2. Select different street segments to be repaired in FY2021-22 using SB1 funds.

RECOMMENDATION:

Adopt resolution adopting a list of projects for FY2021-22 funded by SB1: The Road Repair and Accountability Act of 2017.

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolution
2. Prioritization List for Street Reconstruction

DATE PREPARED:

May 17, 2021

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RESOLUTION NO. 2021 - ____

RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2021-22 FUNDED BY SB1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated \$795,000 in RMRA funding in Fiscal Year 2021-22 from SB 1; and

WHEREAS, this is the fourth year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the reconstruction of streets that would provide the highest public benefit; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate three roads this year and on similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in a "fair" condition and this revenue will contribute towards the maintaining of the roadway network within the City; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will significantly help in reducing the City's deferred maintenance backlog.

NOW, THEREFORE, BE IT HEREBY RESOLVED, ORDERED AND FOUND by City Council of San Bruno, State of California, as follows:

ATTACHMENT 1

1. The foregoing recitals are true and correct.
2. The following list of proposed projects will be funded in-part or solely with fiscal year 2021-22 Road Maintenance and Rehabilitation Account revenues:

Project Name	Description	Location	Scheduled Start	Schedule Completion	Useful Life
2021-22 Street Reconstruction Project	This project includes the design and construction to rehabilitate various project streets. Included project elements are pavement evaluation and design, preparation of contract documents, installation of accessible curb ramps, and pavement rehabilitation of failed streets.	Project streets are located as follows: Montgomery Ave between Walnut St and Scott St, Parkview Ct between Parkview Dr and End	July 2021	October 2022	15 YRS

Dated: June 8, 2021

-o0o-

I, Melissa Thurman, 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 8th day of June 2021 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

ATTEST:

Melissa Thurman, MMC
City Clerk

RANKING	SCORE	STREET	BEGIN	END	PCI	Bus Route	School	Gathering Place	Recreation	MFR Ratio	DENSITY (SF/PROPERTY)
1	4	MONTGOMERY AVENUE	WALNUT STREET	SCOTT STREET	8	---	---	---	---	2%	640
2	4	PARKVIEW COURT	PARKVIEW DRIVE	END	0	---	---	---	---	0%	656
3	4	SCENIC COURT	PARKVIEW DRIVE	END	3	---	---	---	---	0%	662
4	4	LOMITA AVENUE	LINDEN AVENUE	CITY LIMITS	4	---	---	---	---	0%	792
5	4	HAMILTON AVENUE	TRENTON DRIVE	CRESTMOR DRIVE	4	---	---	---	---	0%	817
6	4	TOYON WAY	ROLLINGWOOD DRIVE	CATALPA WAY	1	---	---	---	---	0%	830
7	4	BAYSHORE CIRCLE EB	HUNTINGTON AVE EAST	HERMAN STREET	4	---	---	---	---	0%	875
8	4	ALCOTT DRIVE	BENNINGTON DRIVE	ROSEWOOD DRIVE	1	---	---	---	---	0%	998
9	4	OXFORD LANE	CRESTMORE DRIVE (N)	OXFORD LANE (N)	24	---	---	---	---	67%	1155
10	4	WENTWORTH DRIVE	N. CITY LIMITS	OLYMPIC DRIVE	5	---	---	---	---	0%	1158
11	4	OXFORD LANE	CRESTMORE DRIVE (S)	OXFORD LANE (S)	22	---	---	---	---	100%	1658
12	4	MORELAND DRIVE	RIVERSIDE DRIVE	LONGVIEW DRIVE	2	X	---	---	---	0%	3570
13	3	REID AVENUE	LINDEN AVENUE	ELM AVENUE	8	---	---	---	---	0%	624
14	3	ACACIA AVENUE	CRYSTAL SPRINGS AVENUE	ANGUS AVENUE	23	---	X	---	---	0%	627
15	3	LINDEN COURT	LINDEN AVENUE	CUL-DE-SAC	11	---	---	---	---	0%	670
16	3	DIAMOND STREET	HERMAN STREET	BUENA VISTA AVENUE	26	---	---	---	X	0%	701
17	3	CHILTON LANE	HIGHLAND DRIVE	END	7	---	---	---	---	0%	742
18	3	PALOMAR COURT	DONNER AVENUE	DEAD END	12	---	---	---	---	0%	745
19	3	MONTGOMERY AVENUE	SCOTT STREET	NORTH CITY LIMITS	8	---	---	---	---	0%	808
20	3	FLEETWOOD DRIVE	CATALPA WAY	ROLLINGWOOD DRIVE	25	---	---	---	X	0%	896
21	3	ESSEX COURT	TRENTON DRIVE	END	9	---	---	---	---	0%	955
22	3	LOWELL AVENUE	BENNINGTON DRIVE	ROSEWOOD DRIVE	13	---	---	---	---	0%	984
23	3	KEEFE COURT	ROSEWOOD DRIVE	CUL-DE-SAC	13	---	---	---	---	0%	1019
24	3	LONDON COURT	CRESTMOR DRIVE	CUL-DE-SAC	14	---	---	---	---	0%	1097
25	3	POPLAR AVENUE	SANTA LUCIA AVENUE	CRYSTAL SPRINGS AVENUE	38	---	---	X	---	2%	1129
26	3	BRYANT WAY	SKYLINE BLVD	CUL-DE-SAC	14	---	---	---	---	0%	1235
27	3	ATLANTIC AVENUE	SAN MATEO AV	RR TRACKS	11	---	---	---	---	0%	1558
28	3	ROLLINGWOOD DRIVE	SNEATH LANE	FLEETWOOD RIVE	13	X	---	---	---	0%	1781
29	3	HIGHLAND DRIVE	ELSTON DRIVE	PACIFIC HEIGHTS BLVD	9	---	---	---	---	0%	2610
30	3	HUNTINGTON AVENUE	SNEATH LANE	NOOR AVENUE (N. CITY LIMITS)	20	X	---	---	---	0%	10080
31	3	ENGVALL ROAD	SNEATH LN	END	9	---	---	---	---	0%	13140
32	3	CRYSTAL SPRINGS RD	PUMP STATION	CRESTMOR DRIVE	36	---	---	---	---	100%	53000
33	2	SCOTT STREET	HERMAN STREET	HUNTINGTON AVENUE EAST	34	---	---	---	---	14%	573
34	2	BUENA VISTA AVENUE	EAST HUNTINGTON AVENUE	HERMAN STREET	31	---	---	---	---	13%	639
35	2	CHERRY AVENUE	NILES AVENUE	JENEVEIN AVENUE	26	---	---	---	---	0%	696
36	2	BIRCH COURT	GREENWOOD DRIVE	CUL-DE-SAC	26	---	---	---	---	0%	797
37	2	LEXINGTON WAY	KINGSTON AVENUE	CRESTMOR DRIVE	24	---	---	---	---	0%	831
38	2	CHERRY AVENUE	PARK AVENUE	SAN BRUNO AVENUE	24	X	---	---	---	0%	933
39	2	CORONADO WAY	END	HIGHLAND DRIVE	25	---	---	---	---	0%	959
40	2	EUCALYPTUS WAY	ROLLINGWOOD DRIVE	SEQUOIA AVENUE	20	---	---	---	---	0%	991
41	2	ELDER COURT	EUCALYPTUS WAY	CUL-DE-SAC	24	---	---	---	---	0%	998
42	2	ARBOR COURT	GREENWOOD DRIVE	CUL-DE-SAC	25	---	---	---	---	0%	1001
43	2	PIEDMONT AVENUE	CRESTMOR DRIVE	MADISON AVENUE	20	---	---	---	---	0%	1148
44	2	OAKMONT DRIVE	OLYMPIC DRIVE	N. CITY LIMITS	19	---	---	---	---	0%	1158
45	2	RIVERSIDE DRIVE	SNEATH LANE	MORELAND DRIVE	34	X	---	---	---	0%	1451

ATTACHMENT 2

RANKING	SCORE	STREET	BEGIN	END	PCI	Bus Route	School	Gathering Place	Recreation	MFR Ratio	DENSITY (SF/PROPERTY)
46	2	SKYLINE BLVD	CAMBRIDGE LANE	BRYANT WAY	24	---	---	---	---	0%	1818
47	2	HIGHLAND DRIVE	MOULTON DRIVE	YSABEL DRIVE	24	---	---	---	---	0%	1894
48	2	LINDEN AVENUE	JENEVEIN AVENUE	KAINS AVENUE	38	---	X	---	---	0%	2148
49	2	ANGUS AVENUE WEST	EL CAMINO REAL	LINDEN AVENUE	35	---	---	---	X	0%	2250
50	2	GLENVIEW DRIVE	RIDGEWAY AVENUE	SAN BRUNO AVENUE	39	---	---	---	---	10%	5550
51	2	SAN BRUNO AVENUE WB	100 W/O CRESTMOOR DRIVE	GLENVIEW DRIVE	26	---	---	---	---	0%	7085
52	2	SAN BRUNO AVENUE WB	GLENVIEW DRIVE	SKYLINE BLVD	22	---	---	---	---	0%	10250
53	2	BAYHILL DRIVE	CHERRY AVENUE	END	17	---	---	---	---	0%	10500
54	2	SAN BRUNO AVENUE EB	CRESTMOOR DRIVE	SKYLINE BLVD	25	---	---	---	---	0%	11172
55	1	PEPPER DRIVE	CEDAR AVENUE	CEDAR AVENUE	31	---	---	---	---	0%	577
56	1	WHITECLIFF WAY	TRENTON DRIVE	CHARLESTON AVENUE	29	---	---	---	---	0%	674
57	1	PORTOLA WAY	END	DE SOTO WAY	31	---	---	---	---	0%	706
58	1	ANGUS AVENUE WEST	ELM AVENUE	ACACIA AVENUE	39	---	---	---	---	0%	710
59	1	OLIVE COURT	KAINS AVENUE	CUL-DE-SAC	35	---	---	---	---	0%	716
60	1	TURNBERRY DRIVE	N. CITY LIMITS	ST. CLOUD DRIVE	39	---	---	---	---	0%	733
61	1	SYCAMORE AVENUE	KAINS AVENUE	MAGNOLIA AVENUE	35	---	---	---	---	0%	746
62	1	COLUSA COURT	SNEATH LANE	CUL-DE-SAC	35	---	---	---	---	0%	760
63	1	GLENBROOK LANE	ROSEWOOD DRIVE	CUL-DE-SAC	38	---	---	---	---	0%	795
64	1	SUMMIT ROAD	SUSAN DRIVE	ELSTON DRIVE	36	---	---	---	---	0%	800
65	1	PLUMWOOD PLACE	CHESTNUT AVENUE	END	36	---	---	---	---	0%	805
66	1	CHARLESTON AVENUE	TRENTON DRIVE	CRESTMOOR DRIVE	35	---	---	---	---	0%	834
67	1	INYO COURT	SNEATH LANE	CUL-DE-SAC	28	---	---	---	---	0%	851
68	1	RIDGEWAY AVENUE	CRESTMOOR DRIVE	SKYLINE BLVD	35	---	---	---	---	0%	861
69	1	MORELAND DRIVE	CITY LIMITS	RIVERSIDE DRIVE	36	---	---	---	---	0%	904
70	1	KINGSTON AVENUE	TRENTON DRIVE	CRESTMOOR DRIVE	36	---	---	---	---	0%	919
71	1	LINDEN AVENUE	KAINS AVENUE	ELM AVENUE	30	---	---	---	---	0%	991
72	1	RIVIERA COURT	END	OAKMONT DRIVE	29	---	---	---	---	0%	997
73	1	KENT COURT	CRESTMOOR DRIVE	CUL-DE-SAC	29	---	---	---	---	0%	1027
74	1	ELDORADO COURT	CRESTMOOR DRIVE	CUL-DE-SAC	31	---	---	---	---	0%	1076
75	1	SCOTT STREET	SAN MATEO AVENUE	HERMAN STREET	30	---	---	---	---	0%	1272
76	1	FLEETWOOD DRIVE	ROLLINGWOOD DRIVE	BERKSHIRE DRIVE	24	---	---	---	---	0%	1273
77	1	GREENWOOD WAY	ROLLINGWOOD DRIVE	COTTONWOOD DRIVE	40	---	---	---	---	0%	1392
78	1	PEACHWOOD COURT	CHESTNUT AVENUE	CUL-DE-SAC	27	---	---	---	---	0%	1445
79	1	EXETER DRIVE	SUNSET DRIVE	YSABEL DRIVE	40	---	---	---	---	0%	2140