



"The City With a Heart"

Rico E. Medina, Mayor
Sandy Alvarez, Vice Mayor
Tom Hamilton, Councilmember, District 2
Michael Salazar, Councilmember, District 3
Marty Medina, Councilmember, District 4

AGENDA
SAN BRUNO CITY COUNCIL REGULAR MEETING
June 9, 2026
7:00 PM

IN PERSON* MEETING LOCATION San Bruno Recreation and Aquatic Center, Community Room 251 City Park Way San Bruno, CA 94066 *Please turn off all electronic devices before the start of the meeting to prevent disruptions*	**Zoom Link https://sanbruno-ca-gov.zoom.us/j/84143511463?pwd=yNnNj7LnkoOGAzMpTmLrmxY0JaBTsu.1 Phone Line: 1-646-558-8656 Webinar ID: 841 4351 1463 Webinar Password: 183986 *Broadcast of the meeting is offered via Zoom as a courtesy to the public. **No public comment accepted via Zoom.
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PUBLIC COMMENT: In person attendees who want to provide public comment, will be asked to fill out a speaker card and turn it into the City Clerk. Public comment may also be emailed to CityClerk@sanbruno.ca.gov. Comments received via email will not be read aloud during the meeting.

ACCESSIBILITY: In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact the City Clerk's Office 48 hours prior to the meeting at (650) 616-7061 or CityClerk@sanbruno.ca.gov.

*Any disclosable public writings related to an open session item on a regular meeting agenda and distributed by the City to at least a majority of the City Council less than 72 hours prior to that meeting are available for public inspection at the City Clerk's Office at City Hall located at 567 El Camino Real, San Bruno, California during normal business hours. In addition, the City may also post such documents on the City's Website at sanbruno.ca.gov/AgendaCenter.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

Individuals allowed up to three minutes, subject to the Mayor's discretion based on the anticipated length in the meeting. It is the Council's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or acting upon any matter not agendized pursuant to State Law.

5. **ANNOUNCEMENTS/PRESENTATIONS**

There is a single public comment period for all items in this section

- a. Public Comment Period for the draft San Mateo County Local Hazard Mitigation Plan is open through June 15, 2026. Online comment form is available in English, Spanish, Tagalog, Simplified Chinese and Traditional Chinese. To learn more and share your feedback, please

visit SanBruno.ca.gov/SMCHazard

- b. Proclamation Recognizing Juneteenth as a Day of Observance
- c. The City of San Bruno and the City of Millbrae invite the community to a free Juneteenth Celebration on Saturday, June 13, 2026, from 11:00 AM to 3:00 PM at San Bruno City Park. Join us for music, dance, food, and storytelling honoring the emancipation of enslaved African Americans. All are welcome to celebrate freedom, culture, and togetherness.
- d. Proclamation Recognizing June 21-27, 2026 as National Mosquito Awareness Week
- e. Receive General Update from the San Mateo County Mosquito & Vector Control District

6. **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. There will be a single public comment period for all items in this section unless a Councilmember requests to pull an item for a separate vote.

- a. Approve the Draft Special and Regular Meeting Minutes for the Meetings of May 26, 2026
- b. Approve Accounts Payable for May 26, 2026
- c. Accept Payroll for May 17, 2026
- d. Consider Adoption of a Resolution Granting Eligible Fireworks Stand Permits for 2026
- e. Consider Adoption of a Resolution Adopting a List of Projects for Fiscal Year 2026-27 Funded by SB1: The Road Repair and Accountability Act of 2017
- f. Consider Adoption of a Resolution Adopting Revised By-Laws for the San Bruno Senior Advisory Board
- g. Consider Adoption of a Resolution Authorizing the City Manager to Execute a Memorandum of Understanding with the Nutrition Site Council to Continue the Partnership in Support of Senior Programs Between the San Bruno Senior Center and Nutrition Site Council and Determining the Project is Exempt Under the California Environmental Quality Act
- h. Consider Adoption of a Resolution Approving the Red Curb Striping Adjacent to 2401 Oakmont Drive and Determining the Work is Exempt Under the California Environmental Quality Act
- i. Consider Adoption of a Resolution Amending City of San Bruno Financial Policies for Award of Contract, Claims Financial Authority, Cost Recovery, Debt Management, Discontinuation of Water Service, Expense Reimbursement, Fund Balances, and Investments
- j. Consider Adoption of a Resolution Approving the Commodore Dog Park Master Plan and Determining the Master Plan is Exempt from the Requirements of the California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Section 15262
- k. Consider Adoption of a Resolution Authorizing the Purchase and Implementation of Axon Interview Room Systems in an Amount Not to Exceed \$81,818.09 and Authorizing the City Manager to Execute the Agreement

7. **PUBLIC HEARING(S)**

Public comment will be requested after each topic in this section

- a. Hold Public Hearing and Consider Adoption of a Resolution Approving an Increase to Rates for Solid Waste Collection Services Provided by Recology San Bruno, Effective July 1, 2026

8. **CONDUCT OF BUSINESS**

Public comment will be requested after each topic in this section

- a. Receive Report on the Fiscal Year 2026-27 San Bruno Community Foundation Operating Budget
- b. Receive the Fiscal Year 2026-27 (FY27) City Manager's Recommended Budget and Provide Direction for Preparation of the City Council Adopted Budget Which is Scheduled for Final Approval on June 23, 2026

9. **COUNCIL COMMITTEE REPORT OUT**

10. **COMMENTS FROM COUNCIL MEMBERS**

Public comment will be requested after each topic in this section

- a. Vice Mayor Alvarez:
Discuss the dissolution of the city's adopted ordinance and Resolution No. 2008-67 and Resolution No. 2023-105 the temporary fireworks stand, the sale and discharge of state-approved "Safe and Sane" fireworks to be put in the November ballot

11. **ADJOURNMENT** – The next Regular City Council Meeting will be held on June 23, 2026 at 7:00 pm

POSTING: I declare a copy of this agenda was posted at City Hall, 567 El Camino Real, San Bruno, among other locations in the city limits of San Bruno, on June 4, 2026, by 8:00 pm.


Lupita Huerta, City Clerk



"The City With a Heart"

Rico E. Medina, Mayor
Sandy Alvarez, Vice Mayor
Tom Hamilton, Councilmember, District 2
Michael Salazar, Councilmember, District 3
Marty Medina, Councilmember, District 4

MINUTES
SAN BRUNO CITY COUNCIL SPECIAL MEETING
May 26, 2026
6:30 PM

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. ROLL CALL

Councilmembers Hamilton, M. Medina, Salazar, Vice Mayor Alvarez and Mayor R. Medina were all present.

3. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation
(paragraph (1) of subdivision (d) of Section 54956.9)
Name of Case: City of San Bruno and Walmart.com USA, LLC, v California
Department of Tax and Fee Administration (San Mateo County Superior Court Case
No. 23CIV05021)

No members of the public wished to speak under this item.

No reportable action was taken.

4. ADJOURNMENT

This meeting adjourned at 6:47 pm to the next Regular City Council Meeting on May 26, 2026 at 7:00 pm.

These meeting minutes were prepared by Lupita Huerta, City Clerk, and presented to the City Council for approval at the regular meeting of June 9, 2026.

Lupita Huerta
City Clerk

Rico E. Medina
Mayor



"The City With a Heart"

Rico E. Medina, Mayor
Sandy Alvarez, Vice Mayor
Tom Hamilton, Councilmember, District 2
Michael Salazar, Councilmember, District 3
Marty Medina, Councilmember, District 4

MINUTES
SAN BRUNO CITY COUNCIL REGULAR MEETING
May 26, 2026
7:00 PM

1. **CALL TO ORDER**

The meeting was called to order at 7:02 pm.

2. **ROLL CALL**

Councilmembers Hamilton, M. Medina, Salazar, Vice Mayor Alvarez and Mayor R. Medina were all present.

3. **PLEDGE OF ALLEGIANCE**

Mayor R. Medina led the pledge.

4. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

No members of the public wished to provide public comment.

5. **ANNOUNCEMENTS/PRESENTATIONS**

- a. Statewide Primary Election will be held on June 2, 2026. Vote Centers in San Bruno will be located at the Recreation and Aquatic Center, Classroom 1, 251 City Park Way and the Courtyard by Marriott, Seabiscuit Room, 1050 Bayhill Drive. Vote Centers will be open starting March 30 from 9 am - 5 pm and on Election Day, June 2nd from 7 am - 8 pm. Ballot Drop Off Boxes are located outside of City Hall, 570 Linden Avenue; Senior Center Parking Lot, 1555 Crystal Springs Road and drive-up box at Skyline College, 3300 College Drive. For more information, please contact the San Mateo Elections Division at (650) 312-5222 or go to smcacre.gov
- b. Join us for the Posy Parade & Community Day on Sunday, June 7! Parade lineup begins at 10 am near the old Walgreens at Linden and Crystal Springs, with the parade starting at 11 am and ending at City Park, where Community Day festivities will continue until 4 pm. Enjoy free community swim and gym activities, plus free shuttle service. Open swim requires pre-registration. For more information, please visit www.sanbruno.ca.gov/communityday
- c. Proclamation Recognizing June 2026 as Pride Month
- d. Proclamation Recognizing Police Officer Daimhin Kirwan as Recipient of the San Bruno Police Department Distinguished Service Medal
Police Chief Matt Lethin provided a presentation to the City Council and issued award.
Officer Daimhin Kirwan accepted proclamation.

The City Council meeting recessed at 7:16 pm and reconvened at 7:24 pm.

- e. Receive Presentation from OneShoreline

Chief executive Officer Len Materman and Director of Projects Summer Bundy presented the item to the City Council and answered questions.

The following member(s) of the public provided comment(s):

- Ari Simon

6. **CONSENT CALENDAR**

- a. Approve the Draft Special and Regular Meeting Minutes for the Meetings of May 12, 2026
- b. Approve Accounts Payable for May 11, 2026 and May 18, 2026
- c. Accept Payroll for May 3, 2026
- d. Approve Reconciliation of General Ledger to Bank Report Dated April 30, 2026
- e. Consider Adoption of a Resolution Approving the Design of the Sneath Lane and Lake Drive Pump Station Rehabilitation Project; Authorizing the City Manager to Execute a Construction Contract with GSW Construction, Inc. for the Sneath Lane and Lake Drive Pump Station Rehabilitation Project in an Amount Not to Exceed \$6,085,840; Transferring the Remaining Budget in the Amount of Approximately \$3,798,000 from the Lake Drive Pump Station Rehabilitation Project (#11003) to the Sneath Lane Pump Station Rehabilitation Project (#11004); Appropriating \$500,000 from the Water Enterprise Fund to the Sneath Lane and Lake Drive Pump Station Rehabilitation Project (#11004); Approving a Total Project Budget in the Amount of \$9,920,000; Authorizing Remaining Project Funds as Construction Contingency; and Determining the Project Exempt Under the California Environmental Quality Act
- f. Consider Adoption of a Resolution Approving a Publicly Available Pay Schedule Effective January 12, 2026
- g. Consider Adoption of an Ordinance Entitled “An Ordinance of the City Council of the City of San Bruno Adding Chapter 3.41 to Article III (Fees) of Title 3 (Revenue and Finance) of the San Bruno Municipal Code, Relating to Driving Under the Influence (DUI) Emergency Response Cost Recovery and Finding Such Action to be Exempt from the California Environmental Quality Act”

No items were pulled for a separate vote.

Item e – Councilmember M. Medina pulled item for comment.

No members of the public wished to speak under the Consent Calendar.

M/S Hamilton/Alvarez to approve all items on consent. Motion passed unanimously.

7. **PUBLIC HEARING(S)**

- a. Conduct a Public Hearing in Accordance with California Assembly Bill 2561, Government Code Section 3502.3, Regarding the Status of Vacancies, Recruitment and Retention Efforts

Human Resources Manager Lindsay Nieri presented the item to the City Council.

No members of the public wished to speak under this item.

M/S Hamilton/Alvarez to close the public hearing. Motion passed unanimously.

No reportable action was taken.

b. Hold a Public Hearing and Consider Adoption of the following:

- Resolution Adopting the 2025 Urban Water Management Plan as Required by the State’s Water Code and Instructing Staff to Submit the Final 2025 Urban Water Management Plan to the Department of Water Resources; and
- Resolution Adopting the City of San Bruno Water Shortage Contingency Plan and Instructing Staff to Submit as Part of the Final 2025 Urban Water Management Plan to the Department of Water Resources

Public Works Deputy Director Hae Won Ritchie introduced the item and **Amy Kwong of West Yost** presented the item to the City Council.

No members of the public wished to speak under this item.

M/S Hamilton/Alvarez to close the public hearing. Motion passed unanimously.

M/S Hamilton/Salazar to adopt the resolutions as read by the City Clerk. Motion passed unanimously.

8. **COUNCIL COMMITTEE REPORT OUT**

The following member(s) of the City Council provided comment(s):

- Councilmember Hamilton

9. **COMMENTS FROM COUNCIL MEMBERS**

The following member(s) of the City Council provided comment(s):

- Councilmember M. Medina
- Councilmember Hamilton

10. **ADJOURNMENT**

This meeting adjourned at 8:14 pm to the next Regular City Council Meeting on June 9, 2026 at 7:00 pm

These meeting minutes were prepared by Lupita Huerta, City Clerk, for approval at the regular meeting of June 9, 2026.

Lupita Huerta
City Clerk

Rico E. Medina
Mayor



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 9, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Nick Pegueros, Chief Financial Officer
Kathleen O'Malley, Accounting & Customer Service Representative

SUBJECT: Accounts Payable Warrant Register

This is to certify that the claims listed on page 1 to 2 inclusive for checks dated May 26, 2026, and/or claims numbered from 223722 through 223797 inclusive, totaling \$2,249,225.01, 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	\$182,400.03
005	Measure G District Sales Tax	\$19,165.29
121	Federal/State Grants	\$2,870.00
133	Restricted Revenues	\$2,197.32
137	Developer Project Contributions	\$285,614.82
141	Community Development	\$115,179.67
142	Recreation & Aquatics Center (RAC)	\$1,730.65
201	Parks and Facilities Capital	\$23,102.34
203	Street Improvement Projects	\$151,710.25
302	Lease Debt Service	\$94,808.75
611	Water Fund	\$62,255.49
621	Stormwater Fund	\$13,811.37
631	Wastewater Fund	\$1,192,256.75
651	Parking Fund	\$53,941.55
701	Central Garage	\$3,801.09
702	Facility Maintenance Fund	\$4,508.46
707	Technology Development	\$32,471.18
711	Self-Insurance	\$7,400.00
TOTAL FOR APPROVAL		\$2,249,225.01

Respectfully submitted,

DocuSigned by:

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 Chief Financial Officer

5/26/2026

 Date

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0107878 4LEAF, INC.	223722	5/26/2026	25,189.13
0116371 ALLY TECHNOLOGIES LLC	223723	5/26/2026	29,431.69
0110697 AMAZON CAPITAL SERVICES	223724	5/26/2026	7,632.92
0109778 ASSOCIATED RIGHT OF WAY SERVICES, INC.	223781	5/26/2026	705.00
0016123 AT&T	223725	5/26/2026	3,039.49
0017191 AT&T	223726	5/26/2026	673.10
0015110 AT&T MOBILITY	223727	5/26/2026	1,946.65
0116367 BADGER METER, INC.	223728	5/26/2026	17,969.17
0018020 BARKER BLUE DIGITAL IMAGING	223729	5/26/2026	15.00
0104781 BARTLE WELLS ASSOCIATES	223730	5/26/2026	3,420.00
0096594 BAY AREA PAVING CO.	223731	5/26/2026	9,111.00
0018922 BICKMORE	223732	5/26/2026	7,400.00
0110279 BOUCHER LAW, PC	223733	5/26/2026	283.50
0107369 CALIFORNIA BANK OF COMMERCE	223734	5/26/2026	59,479.18
0093725 CALTRANS DISTRICT-4	223735	5/26/2026	867.56
0016324 CINTAS CORPORATION	223736	5/26/2026	89.32
0098588 CITY OF BURLINGAME	223737	5/26/2026	7,207.88
0116256 CONSOR NORTH AMERICA, INC	223739	5/26/2026	128,726.12
0015857 COUNTY OF SAN MATEO	223740	5/26/2026	246.76
0018331 CSG CONSULTANTS INC.	223741	5/26/2026	12,631.25
0108696 DAVID J POWERS AND ASSOCIATES, INC.	223775	5/26/2026	3,923.75
0000197 DEMCO SUPPLY INC.	223742	5/26/2026	96.40
0094204 DEPARTMENT OF CONSUMER AFFAIRS	223743	5/26/2026	180.00
0093479 DEPARTMENT OF JUSTICE	223744	5/26/2026	963.00
0111921 DEVIL MOUNTAIN WHOLESALE NURSERY, LLC	223795	5/26/2026	1,684.34
0018799 ECONOMIC&PLANNING SYSTEMS INC.	223745	5/26/2026	6,180.00
0109263 ENCOMPASS SUPPLY CO.	223746	5/26/2026	845.42
0107401 FERGUSON ENTERPRISES,LLC#686	223748	5/26/2026	132.00
0109510 FIRST ALARM	223749	5/26/2026	164.25
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	223750	5/26/2026	8,720.57
0111210 GHIRARDELLI ASSOCIATES, INC.	223751	5/26/2026	19,596.19
0105777 GODBE CORPORATION	223752	5/26/2026	41,250.00
0108425 GOOD CITY COMPANY	223753	5/26/2026	4,275.00
0000162 GRAINGER	223754	5/26/2026	230.92
0105687 GRAPHICS ON THE EDGE	223755	5/26/2026	529.63
0111486 HD SUPPLY FACILITIES MAINTENANCE, LTD.	223747	5/26/2026	594.86
0096946 HDR ENGINEERING, INC.	223756	5/26/2026	13,530.24
0112065 HPS WEST, INC.	223757	5/26/2026	6,171.92
0112186 INGRAM LIBRARY SERVICES, LLC	223758	5/26/2026	26,785.09
0000581 IRVINE & JACHENS INC.	223759	5/26/2026	35.00
0112387 JANELLA MARGARITA PECSON JUAN	223761	5/26/2026	2,870.00
0103342 JMB CONSTRUCTION, INC.	223760	5/26/2026	1,130,104.56
0110998 LAZ PARKING ASSOCIATES LLC	223762	5/26/2026	49,741.55
0105822 LEE & RO, INC.	223763	5/26/2026	1,406.00
0109097 M-GROUP	223765	5/26/2026	1,766.25
0116283 MCK AMERICAS, INC.	223764	5/26/2026	75,856.42
0092285 MICROMARKETING LLC	223766	5/26/2026	45.18
0016863 MIDWEST TAPE, LLC	223767	5/26/2026	37.91
0014878 MOTOROLA SOLUTIONS INC.	223768	5/26/2026	23,087.34
0110243 ODP BUSINESS SOLUTIONS, LLC	223769	5/26/2026	114.63
0097567 ONE HOUR DRY CLEANING	223770	5/26/2026	1,034.05
0109702 OUTDOOR SUPPLY HARDWARE	223771	5/26/2026	468.13
0000012 PACIFIC GAS & ELECTRIC	223772	5/26/2026	13,268.27

apPosPay
5/26/2026 12:00:35PM

Positive Pay Listing
City of San Bruno

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0116267 PERMITECH SOLUTIONS CORP.	223773	5/26/2026	2,010.00
0105947 PLACEWORKS	223774	5/26/2026	61,158.95
0000285 PREFERRED ALLIANCE, INC.	223776	5/26/2026	642.70
0098436 PROFESSIONAL LAND SERVICES	223777	5/26/2026	7,117.50
0000175 RECOLOGY SAN BRUNO	223779	5/26/2026	13,500.00
0110332 RICHARDS,WATSON & GERSHON	223780	5/26/2026	62,341.17
0110373 RISING STAR PRINTING	223782	5/26/2026	236.82
0106293 ROBERT HALF	223783	5/26/2026	2,699.92
0108368 SAJJAD ALI SHEIKH	223786	5/26/2026	10,000.00
0017432 SAN MATEO COUNTY PUBLIC SAFETY COMMUNICATIONS	223778	5/26/2026	2,481.25
0018597 SAN MATEO DAILY JOURNAL	223784	5/26/2026	2,088.00
0098021 SAN MATEO MEDICAL CENTER	223785	5/26/2026	700.00
0106241 SCOTT SMITHMATUNGOL	223788	5/26/2026	500.00
0104548 SLOAN SAKAI YEUNG & WONG LLP	223787	5/26/2026	5,179.50
0110995 T2 SYSTEMS CANADA INC.	223789	5/26/2026	4,200.00
0000241 THE ADAM-HILL COMPANY	223790	5/26/2026	78.39
0018238 UNITED ROTARY BRUSH CORP.	223791	5/26/2026	3,151.57
0105955 WEST COAST CODE CONSULTANTS, INC.	223738	5/26/2026	52,573.32
0104660 WEST YOST ASSOCIATES, INC.	223792	5/26/2026	7,843.65
0110273 WESTERN ALLIANCE BANK	223793	5/26/2026	94,808.75
0000612 WESTVALLEY CONSTRUCTION CO.INC	223794	5/26/2026	9,208.18
0096893 WILSEY HAM	223796	5/26/2026	154,001.75
0108261 WOODARD & CURRAN	223797	5/26/2026	950.00
GrandTotal:			2,249,225.01
Total count:			76




**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 9, 2026
TO: Honorable Mayor and Members of the City Council
FROM: Alex D. McIntyre, City Manager
PREPARED BY: John Mercado, Accountant
SUBJECT: Payroll Acceptance

City Council acceptance of the City payroll distributed on May 22, 2026 is recommended. The Labor Summary report reflecting the total payroll amount of \$2,210,677.89 for bi-weekly pay period ending May 17, 2026, by funds are shown below:

Fund	Amount
Fund: 001 - GENERAL FUND	1,563,068.72
Fund: 005 - MEASURE G	3,327.76
Fund: 121 - FEDERAL/ STATE GRANTS	12,881.93
Fund: 122 - SOLID WASTE/RECYCLE	4,723.80
Fund: 132 - AGENCY ON AGING	10,650.59
Fund: 133 - RESTRICTED REVENUES	7,968.45
Fund: 137 - DEVELOPER PROJECT CONTRIBUTIONS	5,605.43
Fund: 141 - COMMUNITY DEVELOPMENT	86,851.44
Fund: 142 - RECREATION AND AQUATICS CENTER	80,579.01
Fund: 201 - PARKS AND FACILITIES CAPITAL	1,598.74
Fund: 203 - STREET IMPROVE. PROJECTS	19,763.90
Fund: 207 - TECHNOLOGY CAPITAL	4,647.57
Fund: 611 - WATER FUND	132,595.29
Fund: 621 - STORMWATER FUND	45,158.02
Fund: 631 - WASTEWATER FUND	105,362.97
Fund: 701 - CENTRAL GARAGE	19,978.19
Fund: 702 - FACILITY MAINT.FUND	64,914.93
Fund: 707 - TECHNOLOGY DEVELOPMENT	33,887.49
Fund: 711 - SELF INSURANCE	7,113.66
Total:	2,210,677.89

DocuSigned by:

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5/21/2026

Nick Pegueros, CFO / Administrative Services Director

Date



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 9, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Lupita Huerta, City Clerk

SUBJECT: Consider Adoption of a Resolution Granting Eligible Fireworks Stand Permits for 2026

BACKGROUND:

The City of San Bruno Municipal Code allows by special permit, the sale of “Safe and Sane” fireworks at temporary fireworks stands. Non-profit organizations based in San Bruno and serving the San Bruno community submitted applications to operate a fireworks stand to the City Clerk’s office in early May.

On June 24, 2008, the City Council adopted Resolution No. 2008-67 (Attachment 2) to establish rules and regulations pertaining to the issuance of Firework Stand Permits. Section 9 of Resolution No. 2008-67 provides that the City Clerk shall review all applications to determine whether the applicant has met all eligibility requirements for a Firework Stand Permit and to identify each applicant as either “grandfathered” or “lottery” status. Section 3 of Resolution 2008-67 provides the application requirements.

The City Clerk’s Office reviewed the applications for completeness and verified that a representative from each organization attended the Mandatory Fireworks Safety Seminar that was conducted by the Fire and Police Departments this year on June 2, 2026. The City Clerk’s office also received confirmation from Administrative Services that each organization has paid the cost recovery fee for 2025 based on Resolution No. 2024-37, adopted May 28, 2024.

DISCUSSION:

As required in the San Bruno Municipal Code, only eighteen (18) “Safe and Sane” fireworks stands are permitted, of which seven (7) are grandfathered status and the remaining are lottery status. Grandfathered permits were assigned to organizations with properly issued permits in effect on July 4, 1997. As of the deadline, 10 applications were received for 2026. One incomplete application was received past the deadline. The 11 applications have been reviewed by the City Clerk and the City Clerk determined whether or not the applications satisfied the conditions in Section 3 of Resolution No. 2008-67.

The following applicants applied for Fireworks Stand Permits for 2026:

Applicant Name	Permittee Type	Eligible for Permit Yes / No
American Legion Post 409	Grandfathered Permittee	Yes
Camp St. Andrews	Lottery Permittee	Yes
Capuchino Sports Boosters	Grandfathered Permittee	Yes
Parent Boosters of 72	Grandfathered Permittee	Yes
San Bruno Girls Softball League	Grandfathered Permittee	Yes
San Bruno Lions Club	Lottery Permittee	Yes
San Bruno Police Association	Grandfathered Permittee	Yes
San Bruno Rotary Club	Grandfathered Permittee	Yes
San Bruno Soccer	Lottery Permittee	Yes
San Bruno Youth Baseball	Lottery Permittee	Yes
Wings Learning Center	Lottery Permittee	No

FISCAL IMPACT:

The City charges a non-refundable application fee of \$95 for the temporary fireworks stand permit. And, pursuant to recently adopted Resolution 2024-37, the cost recovery fee is now capped at seven percent (7%) of each permittee’s gross fireworks sales to offset City costs for fireworks public education, enforcement of the requirements of San Bruno Municipal Code Chapter 6.50 and Resolution No. 2023-105, fire prevention, fire suppression, and fireworks clean-up. Staff will continue to work toward a balanced budget for services provided considering the cap on cost recovery. In FY 2023-24, the General Fund subsidy was \$18,390. The subsidy decreased to \$12,870 in FY 2024-25.

ENVIRONMENTAL IMPACT:

The action is not a project subject to CEQA. City Council’s action is not considered a “Project” per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION:

Adopt Resolution Granting Eligible Fireworks Stand Permits for 2026.

ALTERNATIVES:

1. The sale of Safe and Sane Fireworks was voter approved in the November 5, 2005 Municipal Election. Unless new material facts are presented at the Council meeting, fireworks stand permit evaluation and issuance of permits to compliant applicants will be processed.
2. Do not issue permits and direct the City Council to form a Subcommittee to review applications.

ATTACHMENTS:

1. Resolution
2. Resolution No. 2008-67

RESOLUTION NO. 2026 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO
GRANTING ELEGIBLE FIREWORKS STAND PERMITS FOR 2026**

WHEREAS, Chapter 6.50 of the San Bruno Municipal Code authorizes the limited sale of safe and sane fireworks by special permit (a “Firework Stand Permit”); and

WHEREAS, the City Clerk received 11 applications for a Firework Stand Permit; 10 of which are eligible for a permit; and

WHEREAS, on June 24, 2008, the City Council adopted Resolution No. 2008-67 to establish rules and regulations pertaining to the issuance of Firework Stand Permits; and

WHEREAS, Section 9 of Resolution No. 2008-67 provides that the City Clerk shall review all applications to determine whether the applicant has met all eligibility requirements for a Firework Stand Permit and to identify each applicant as either “grandfathered” or “lottery” status; and

WHEREAS, paragraph 4 of Section 6 of the City Council Policies and Procedures, adopted on December 13, 2022, provides that the City Clerk will present the applications and the information required by Resolution No 2008-67 to the City Council for its determination about granting a Firework Stand Permit; and

WHEREAS, attached hereto as Exhibit A is a list of the applicants along with the information required by Resolution No. 2008-67.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Bruno hereby grants a Firework Stand Permit for 2026 to each eligible applicant listed on Exhibit A.

Exhibit A: List of applicants for fireworks stand permits

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - ____**
was introduced and adopted by the San Bruno City Council at a regular meeting on
June 9, 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Lupita Huerta, City Clerk

EXHIBIT A

APPLICANTS FOR FIREWORK STAND PERMITS

The following applicants applied for Fireworks Stand Permits for 2025:

Applicant Name	Permittee Type	Eligible for Permit Yes / No
American Legion Post 409	Grandfathered Permittee	Yes
Camp St. Andrews	Lottery Permittee	Yes
Capuchino Sports Boosters	Grandfathered Permittee	Yes
Parent Boosters of 72	Grandfathered Permittee	Yes
San Bruno Girls Softball League	Grandfathered Permittee	Yes
San Bruno Lions Club	Lottery Permittee	Yes
San Bruno Police Association	Grandfathered Permittee	Yes
San Bruno Rotary Club	Grandfathered Permittee	Yes
San Bruno Soccer	Lottery Permittee	Yes
San Bruno Youth Baseball	Lottery Permittee	Yes
Wings Learning Center	Lottery Permittee	No

RESOLUTION NO. 2008 - 67

RESOLUTION AMENDING RULES AND REGULATIONS PERTAINING
TO TEMPORARY FIREWORKS STANDS PURSUANT TO
SAN BRUNO MUNICIPAL CODE SECTION 6.50.060

WHEREAS, California Health and Safety Code section 12500, *et seq.*, provides that cities may authorize the sale, use and discharge of "safe and sane" fireworks, as defined by state law;

WHEREAS, San Bruno Municipal Code Chapter 6.50 provides for the limited sale, use and discharge of "safe and sane" fireworks;

WHEREAS, San Bruno Municipal Code §6.50.050 provides that it is unlawful for any person to possess for sale or to sell "safe and sane" fireworks within the city without having first applied for and received a city permit authorizing such sale;

WHEREAS, San Bruno Municipal Code §6.50.060 provides that the city council shall establish by resolution the rules and regulations pertaining to temporary fireworks stands;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Bruno that all previous rules and regulations pertaining to fireworks are hereby rescinded.

BE IT FURTHER RESOLVED that the following new rules and regulations for issuance of permits for temporary fireworks stands are hereby:

- Section 1 Definitions.
- Section 2 Eligible applicants.
- Section 3 Application requirements.
- Section 4 Cost recovery fee.
- Section 5 Location for temporary fireworks stands.
- Section 6 Eligibility requirements.
- Section 7 Maximum number of permits.
- Section 8 Notice of application deadline and lottery.
- Section 9 Application review process.
- Section 10 Permits – lottery process.
- Section 11 Post lottery permit requirements.
- Section 12 Temporary fireworks stand general requirements.
- Section 13 Fire Department general safety requirements.
- Section 14 Permit suspension, revocation, and automatic revocation.
- Section 15 Permanently ineligible.
- Section 16 Permit expiration.
- Section 17 Seizure of fireworks.

Section 1. Definitions.

The following words and phrases are defined as follows:

A. "Fireworks," "dangerous fireworks," and "safe and sane" fireworks shall have the meanings ascribed to them in Sections 12505, 12511, and 12529 of the California Health and Safety Code.

B. "Grandfathered Permittees" refers only to the following local serving organizations that have traditionally been so recognized by the City: San Bruno Lowen 83 Soccer, San Bruno Police Association, San Bruno Girls Softball, San Bruno Colts Baseball, American Youth Soccer (AYSO), San Bruno Pony Baseball, Capuchino Sports Boosters, San Bruno Rotary Club, American Legion & VFW, Booster's 71, Booster's 72, and Portola Highlands. These organizations must apply for a permit and have a temporary fireworks stand each year in order to retain grandfathered status.

C. "Local serving organization" means a "non-profit organization" as hereinafter defined, which provides a substantial benefit to the local San Bruno community, as determined by the city council. Factors to be considered in making determinations of substantial benefit to the local San Bruno community include, but are not limited to:

1. The number or percentage of San Bruno residents served by the organization;
2. The amount of monies expended for the benefit of San Bruno residents;
3. The number or percentage of organization members who are residents of San Bruno or local business owners; and
4. The number or percentage of primary functions, meetings, or events of the organization which occur in San Bruno.

D. "Lottery permittees" shall mean all non-grandfathered permittees that are local serving organizations. Lottery permittees are not eligible to become "grandfathered permittees."

E. "Non-profit organization" shall mean an organization or association that has been issued a tax-exempt certificate, and whereby it is demonstrated to the city council that the organization or association is organized primarily for civic betterment or charitable purposes and not-for-profit.

F. "Prohibited fireworks use hours" means anytime other than from noon until 10 p.m. on June 28th through July 3rd and from noon until midnight on July 4th.

Section 2. Eligible applicants.

Eligible applicants are limited to "grandfathered permittees" that applied for a permit and had a temporary fireworks stand the previous year and "local serving organizations." An applicant is ineligible for a permit if it has been previously deemed ineligible as provided herein.

Section 3. Application requirements.

A. *City Form.* All applications for permits to sell "safe and sane" fireworks shall be submitted in writing to the city clerk on city-provided form.

B. *Application deadline.* In order to be considered for a permit, an application shall be filed by the deadline designated by the city clerk.

C. *One application only.* No applicant shall submit more than one application for a permit to sell "safe and sane" fireworks within the city. If more than one application is submitted by or on behalf of any organization, including through any affiliate of such local serving organization, only the first application received shall be processed. All additional requests shall be deemed void. Any attempt to transfer an application shall void any and all applications filed by or on behalf of both the transferor/local serving organization and the transferee/local serving organization.

D. *Application information and documents.* Each applicant shall provide the following the information and documentations:

1. Permit Application- Required Information. Each applicant shall provide the following information on a city-provided application form proscribed by the city:

- a. Identifying information of the organization (name, mailing address, and any other information designated on the form);
- b. Identification of principal officers of the organization (name, title, and city of residence);
- c. Statement of tax-exempt status including tax identification number or declaration that organization's primary purpose is charitable and not for profit;
- d. Street address or description of the site where stand is proposed to be located; and
- e. Property owner's name and valid phone number for a contact person.

2. Application Permit- Required Documentation. Each applicant shall provide the following documentation attached to an application form proscribed by the city:

- a. Written authorization from the property owner or designated agent granting permission to the applicant to use the site for this purpose;

- b. A description of the major activities and functions of the organization;
- c. A statement describing how this organization meets the criteria of a "local serving organization" as stated in Section (C) of the definition section of this Resolution and relevant documentation to support each factor;
- d. A description of how monies earned from fireworks sales will be used;
- e. If applying for a grandfathered permit, a photocopy of the prior year's permit;
- f. Acknowledgment and agreement by the authorized representative of the applicant to the indemnification/hold harmless agreement (revised from time to time by the city attorney) as stated on the application;
- g. Any additional information or documentation that the city may request to verify an applicant's permit request; and
- h. Verification by the authorized representative of the applicant that the information and documentation provided is complete and accurate and submitted under penalty of perjury.
- i. Copy of paid invoice from Finance Department as proof of payment for pro rata share of cost recovery fee from prior fireworks use period.

Section 4. Cost recovery fee.

A non-refundable application fee established by resolution of the city council shall accompany every application for a permit. In addition to the application fee and any other required fees, each applicant receiving a permit shall be required to pay, each year, to the city a pro rata portion of the costs incurred by the city for fireworks public education, enforcement of the requirements of San Bruno Municipal Code Chapter 6.50 and this resolution, and fireworks clean-up. The pro rata share of the costs shall be determined using gross sales as shown on each permittee's Sales and Use Tax Return for the applicable period. Copies of each permittee's Return shall be submitted to the City no later than September 30 following July 4 of the same year.

Section 5. Location for temporary fireworks stands.

Permittees shall locate temporary fireworks stands: (1) within a commercial zoning district or within a planned development district whose development plan provides that the predominant use of the district is retail commercial; (2) on property where permittee has written consent of property owner; and (3) in a location that is approved by the San Bruno fire chief or his or her designee, and further no stand shall be changed from the location set forth on the license without prior written permission of the San Bruno fire chief or the fire chief's designee.

Section 6. Eligibility requirements.

In order to be eligible for a permit, the applicant shall be an eligible applicant (Section 2), shall meet all of the application requirements (Section 3), shall submit the cost recovery fee (Section 4), and shall designate an appropriate location for a stand (Section 5). Failure to meet all eligibility requirements shall result in the application being denied.

Section 7. Maximum number of permits.

The total maximum number of grandfathered and lottery permits that may be issued and the maximum number of temporary "safe and sane" fireworks stands that will be permitted during any one calendar year shall not exceed eighteen. The "grandfathered permittees" shall be allocated first, and then the difference remaining between eighteen and the number of "grandfathered permittees" allocated shall be awarded to the "lottery permittees."

Section 8. Notice of application deadline and lottery.

Notice of the application deadline and lottery shall be provided by the city clerk by mail to those groups that have previously requested such notice in writing within the past year and also to those groups that were granted permits the previous year. Notice shall also be provided pursuant to San Bruno Municipal Cable TV.

Section 9. Application review process.

A. The city clerk shall receive all applications and make an initial review to determine whether the applicant has met all the eligibility requirements.

B. The city clerk shall separate all applications into grandfathered and lottery stand permit requests and shall forward the applications with his/her findings as to eligibility to a subcommittee of the city council.

C. A city council subcommittee may review the applications and the city clerk findings and make recommendations to the city council.

D. At a regularly scheduled public meeting, the city council shall determine which applicants shall be granted permits and whether as a "grandfathered permittee" or "lottery permittee."

E. At the meeting at which the permits are granted, the city council may require a representative from each organization to inform the public of the services provided to the San Bruno community by each permit holder, the facts that support a finding that the organization qualifies as a "local serving organization" and how fireworks-generated funds will be spent.

Section 10. Permits – Lottery.

A. The city council shall first determine whether an application meets the criteria for approval as "grandfathered permittee." In the event that the city council finds a particular application has failed to meet the eligibility requirements, the application shall be denied, and its grandfather status (if any) shall permanently cease. In such case, that spot may be made available to the lottery applicants.

B. Following approval of grandfathered stands, a lottery shall be held to award the remaining spots to eligible lottery permit applicants. Qualified applicants shall each be assigned a number. A random drawing shall then be held until all available lottery stand permits have been awarded. If there are eighteen or fewer applicants, the city council may dispense with the lottery procedure and grant all the eligible applicants a permit.

Section 11. Post lottery permit requirements.

After being granted a permit, a permittee is subject to automatic permit revocation as provided for herein for failure to adhere to the following requirements:

A. *Insurance.* Each applicant shall be required to secure, maintain, and provide proof of insurance including additional insured endorsements which shall be provided to the city clerk by June 1 of each year. The city's designated risk manager and/or city attorney may permit minor modifications to the insurance requirements and/or time frame for providing the insurance documents upon approval in writing. If the insurance contract ends prior to one year from the date the permit is issued, the permittee and/or wholesaler shall submit timely evidence of renewal to the city clerk bringing the permittees into compliance with the insurance requirements stated above. Failure to submit such proof of insurance on a timely basis shall result in the permit being automatically revoked as provided for herein.

1. Each fireworks stand permittee through its wholesaler shall procure, maintain, and renew for a period of one year from the date of permit issuance insurance against claims for injuries to persons and/or damages to property which may arise from or in connection with the permittee's fireworks operations. Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG0001) in an amount not less than \$5,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other forms with a general aggregate is used, either the general aggregate limit should apply separately to the location for which the permit is issued or the general aggregate limit shall be twice the required occurrence limit.

2. Each of the following shall be included in the insurance coverage or added as an endorsement to the policy:

3. City, its officers, officials, employees, and agents are to be covered as insureds as respects each of the following: liability arising from or in connection with permittee's operations, including the insured's general supervision of permittee; products and completed operations of permittee; premises owned, occupied or used by permittee; or automobiles owned, leased, hired, or borrowed by permittee. The coverage shall contain no special limitations on the scope of protection afforded to city, its officers, officials, agents, or employees.

4. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

5. An endorsement must state that coverage is primary insurance and that no other insurance affected by the city will be called upon to contribute to a loss under the coverage.

6. Any failure of permittee to comply with the reporting provisions of the policy shall not affect coverage provided to city, its officers, officials, agents, and employees.

7. Insurance is to be placed with a California-admitted insurer with a Best's rating of no less than A:VII. In the event coverage with a California-admitted insurer is not available, coverage with a California-approved insurer with a Best's rating of no less than A+IX is permissible.

B. *Acknowledgement of Conditions.* Permits are granted subject to compliance with all of the conditions detailed in this resolution and in San Bruno Municipal Code Chapter 6.50 which the permittee shall acknowledge in writing. This resolution shall be attached to the permit.

C. *Temporary sales tax permit.* Permittees are required to obtain a temporary sales tax permit from the local office of the California State Board of Equalization.

D. *Safety Seminar.* After being awarded a permit, at least one member of the local serving organization, preferably the responsible adult(s) listed on the permit application, shall attend a "safe and sane" fireworks stand operator safety seminar conducted by the fire department and the licensed fireworks wholesaler that is supplying the "safe and sane" fireworks to the local serving organization.

Section 12. Temporary fireworks stand general requirements.

A. Every stand shall have and prominently display a State Fire Marshal Retail Sales Permit, a permit from the San Bruno Fire Department, a temporary sales tax permit from the California State Board of Equalization, and proof of the permittee's required insurance.

B. The retail sales of "safe and sane" fireworks shall be permitted only within an approved temporary fireworks stand, and the retail sales from any other building or structure is hereby prohibited.

C. No person other than the "local serving organization" permittee shall operate the stand for which the permit is issued or share or otherwise participate in the profits of the operation of such stand.

D. **Absolutely NO person under the age of 18 shall be in any fireworks stand at any time.**

E. No person shall knowingly sell "safe and sane" fireworks to any person under the age of 18. All persons selling "safe and sane" fireworks shall demand and require from the purchaser bona fide evidence of age and identity. For purposes of this section, bona fide evidence of age and identity of purchaser is a document issued by a federal, state, county or municipal government which contains a photograph of the purchaser including, but not limited to, a valid California driver's license.

F. Each permittee shall be responsible for ensuring that every person selling fireworks from that permittee's stand shall distribute with each sale a city flier containing information on applicable laws and corresponding penalties concerning fireworks. It shall be the responsibility of every permittee to produce a sufficient number of city fliers.

G. All unsold stock of "safe and sane" fireworks in the hands of the permittee after 9:00 p.m. on July 4th shall be returned to the wholesaler/ distributor and removed from the city within 10 days.

Section 13. Fire Department safety conditions.

All permittees shall comply with the following requirements for temporary fireworks stands:

A. All weeds and combustible materials shall be cleared from the location of the "safe and sane" fireworks stand to a distance of at least 25 feet surrounding the stand. All trash resulting from the operation of the stand must be removed on a daily basis.

B. All grass and rubbish shall be cleared from in and around each fireworks stand as directed by the San Bruno fire chief or the fire chief's designee.

C. Approved fire extinguishers shall be installed BEFORE fireworks are placed in stands.

D. An approved fire extinguisher is a minimum 3A20BC dry-chemical portable fire extinguisher.

E. No fireworks shall be ignited in the vicinity of a fireworks stand.

F. "NO SMOKING" signs shall be prominently displayed on and in the "safe and sane" fireworks stand.

G. "**NO SMOKING**" signs shall be posted conspicuously. Under no circumstances shall people smoke in the booth or in the immediate vicinity thereof.

H. No person shall smoke within 25 feet of any "safe and sane" fireworks stand. No person shall light, cause to be lighted or permit to be lighted any "safe and sane" fireworks or combustible material within 50 feet of any "sane and sane" fireworks stand.

I. No fuel-powered generator or similar equipment shall be allowed within 50 feet of a "safe and sane" fireworks stand.

J. Each "safe and sane" fireworks stand must have an adult in attendance and in charge thereof at all times while "safe and sane" fireworks are available for sale. Sleeping or remaining in the stand after close of business each day is forbidden.

K. On closing of the "safe and sane" fireworks stand, the permittee shall cause all litter to be removed from the premises.

L. In case of emergencies, San Bruno Fire Department recommends that cellular telephones be available in all fireworks stands during times of operation. The cellular phone should be available to all salespersons. Cellular phone users should report "Emergencies" to San Bruno Police at **877-8989**.

M. No stand shall be changed from the location set forth on the license without prior written permission of the San Bruno fire chief or his designee

N. Booklets describing the hazards of fireworks shall be provided with all packaged fireworks and placed in two (2) locations on fireworks stands.

O. When stands are not open for business, fireworks shall be stored in fireproof containers in accordance with the directions of the San Bruno fire chief or his designee. Fireworks shall not be stored in areas zoned as Residential.

P. All lighting, other than battery-operated, shall be in compliance with the National Electric Code as adopted by the City of San Bruno. Any electrical devices powered by a portable emergency generator or by a 110 AC power source shall apply for an electrical permit issued by the San Bruno Building Department.

Q. Fireworks stands shall be operated in accordance with all applicable laws, rules, and regulations in place at the time of permit issuance, or as may be amended from time to time.

R. Any violations of this regulation shall be reported to the San Bruno Police Department business line (650) 616-7100, or in the event of an emergency call 911 or (650) 877-8989.

Section 14. Permit suspension, revocation, automatic revocation.

A. *Permit suspension.* In the event the fire chief or the fire chief's designee determines that a violation of any federal, state, or local law or regulation or other condition constitutes an immediate danger to persons or property, the fire chief or the fire chief's designee shall suspend a permit, without notice or a hearing, and order the temporary fireworks stand closed immediately until city authorities determine such immediate danger is no longer present.

B. *Permit revocation.* In the event the fire chief or the fire chief's designee determines that a permittee has violated any federal, state, or local law or regulation or other condition, the fire chief or the fire chief's designee may revoke a permit, without notice or hearing. The fire chief or designee shall inform the permittee that the permittee may seek review of the fire chief's decision by the city manager or the city manager's designee, as soon as practical. The fire chief shall provide the city manager with written notice that a fireworks permit has been revoked, including the name of the permittee and a brief statement of the grounds for revocation. Upon the permittee's written request and as soon as practical, the city manager or the city manager's designee shall meet with the permittee and the fire chief to review the fire chief's decision. The decision of the city manager or the city manager's designee shall be final.

C. *Automatic revocation.* As determined by the city manager or city manager's designee, whose decision is final, a permit shall be automatically revoked for failure to comply with any of the post-lottery permit requirements.

Section 15. Permanently ineligible.

An applicant or permittee shall be ineligible on a permanent basis for future temporary fireworks stands permits when its permit has been revoked or automatically revoked, commits a violation of San Bruno Municipal Code Chapter 6.50, fails to comply with the rules and regulations established by this resolution, or fails to remit no later than December 31 following July 4 of the same year its pro rata share of the city's incurred costs.

Section 16. Permit expiration.

A permit shall expire at noon on July 6th of the year it was issued.

Section 17. Seizure of fireworks.

The fire chief or his or her designee, may seize, take, remove, or cause to be removed at the expense of the permittee or licensed fireworks wholesaler, whichever is applicable, all stock of fireworks offered or exposed for sale, stored or held in violation of federal, state, or local law or regulation when such violation creates an imminent threat to public health or safety.

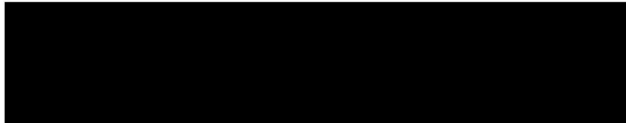
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I hereby certify that foregoing **Resolution No. 2008 - 67** was introduced and adopted by the San Bruno City Council at a regular meeting on June 24, 2008, by the following vote:

AYES: Councilmembers: Ibarra, Medina, Ruane, O'Connell, Mayor Franzella

NOES: Councilmembers: None

ABSENT: Councilmembers: None



Vicky S. Hasha, Deputy City Clerk



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 9, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Hae Won Ritche, P.E., Acting Public Works Director
Camila Arcayena, P.E., Interim Senior Engineer

SUBJECT: Consider Adoption of a Resolution Adopting a List of Projects for Fiscal Year 2026-27 Funded by SB1: The Road Repair and Accountability Act of 2017

BACKGROUND:

The City of San Bruno's (City) 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 63. The PCI is expected to increase to high 60s upon the completion of the 2025-26 Street Pavement Project.

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 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 created the Road Maintenance and Rehabilitation Account (RMRA) and increased the 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. For the upcoming Fiscal Year 2026-27, the City is projected to receive an estimated \$1,234,603 of SB1 funding.

The 2023 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in an "at-risk" condition (PCI 50-69) and this revenue will contribute towards the maintaining of the roadway network within the City.

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 and resolution adopting those projects must be submitted to the CTC for approval by July 1, 2026, 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% MFR 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 denser streets ranking higher. Property density is used as a tiebreaker for streets with the same point scores. For reference, PCI and density information are provided in Attachment 2.

Based on this selection methodology, the streets listed in Table 2 were previously listed in Fiscal Year 2023-24 but were deferred to Fiscal Year 2025-26 so that Fiscal Year 2023-24 and

partial 2024-25 SB1 funds could be utilized to complete the design and construction of the 2021-22 Street Reconstruction Project. Design for the 2021-22 Street Reconstruction Project began in November 2022 and was completed in February 2024. On June 25, 2024 City Council authorized the award of the construction contract and partial appropriation of the Fiscal Year 2024-25 SB1 funds because the bids exceeded the available balance. Construction was completed in May 2025 and accepted by City Council in August 2025. Any remaining project funds were reallocated for the design of streets listed in Table 2 as part of the 2025-26 Street Pavement Project. Design on this project is in progress, and construction is anticipated to begin in the Summer of 2026.

Table 2 – Project List for Fiscal Year 2025-26*

STREET NAME	BEGIN	END
SCENIC COURT	PARKVIEW DRIVE	END
LOMITA AVENUE	LINDEN AVENUE	CITY LIMITS
HAMILTON AVENUE	TRENTON AVENUE	CRESTMoor DRIVE

* Originally the Project List for Fiscal Year 2023-24

FY 2026-27 SB1 funds will be used for the construction of the streets listed in Table 3 as part of the 2025-26 Street Pavement Project and for the design and construction of the streets listed in Table 4, as part of the 2026-27 Slurry Seal and Pavement Project. Design on the 2026-27 Slurry Seal and Pavement Project is expected to begin Summer 2026 with construction anticipated to begin in the Summer of 2027.

**Table 3 – Project List for Fiscal Year 2026-27
2025-26 Street Pavement Project**

STREET NAME	BEGIN	END
TOYON WAY	ROLLINGWOOD DRIVE	CATALPA WAY
ALCOTT ROAD	BENNINGTON DRIVE	ROSEWOOD DRIVE
MORELAND DRIVE	RIVERSIDE DRIVE	LONGVIEW DRIVE

**Table 4 – Project List for Fiscal Year 2026-27
2026-27 Slurry Seal and Pavement Project**

STREET NAME	BEGIN	END
REID AVENUE	LINDEN AVENUE	ELM AVENUE
LINDEN COURT	LINDEN AVENUE	CUL-DE-SAC

Bayshore Circle EB, between Huntington Avenue East and Herman Street and Wentworth Drive between the northern city limits and Olympic Drive, listed in Attachment 2, are excluded because they will be repaved upon completion of planned utility projects. Wentworth Drive will be paved after completion of a third-party utility work in the area. The utility work is planned to be completed by 2028. Bayshore Circle EB will be repaved as part of a Sewer and Water Project that is in the City’s Ten-Year Capital Improvement Project Work Plan. Pavement work is planned after completion of the utility improvements to avoid trenching into newly paved roadways and help maximize pavement service life.

FISCAL IMPACT:

The City is required to identify the specific streets to be repaired using SB1 funds in FY2026-27 in order to be eligible to receive the funding. The City is projected to receive an estimated \$1,234,603 of SB1 funding. The RMA account is projected to have an available balance of \$1,700,000 as of June 30, 2026. Any remaining funds will be used to augment the pavement management program budget.

ENVIRONMENTAL IMPACT:

The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION:

Consider adoption of a resolution adopting a list of projects for Fiscal Year 2026-27 funded by SB1: The Road Repair and Accountability Act of 2017.

ALTERNATIVES:

1. Direct staff to amend the proposed prioritization methodology for use of SB1 funds.
2. Select different street segments to be repaired in FY2026-27 using SB1 funds.

ATTACHMENTS:

1. Resolution
2. Prioritization List for Street Reconstruction
3. Location Map

RESOLUTION NO. 2026 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2026-27 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 the City of San Bruno 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 \$1,234,603 in RMRA funding in Fiscal Year 2026-27 from SB 1; and

WHEREAS, this is the tenth 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 rehabilitation and reconstruction of streets that would provide the highest public benefit; and

WHEREAS, RMRA funding will help the City maintain and rehabilitate five roads throughout the City this year and on similar projects into the future; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in an "at-risk" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "good" condition; 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 reduce the City's deferred maintenance backlog; and

WHEREAS, the City must identify the specific streets to be repaired using RMRA funds in Fiscal Year 2026-27.

NOW, THEREFORE IT IS HEREBY RESOLVED by the City Council of the City of San Bruno as follows:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed streets will be funded in-part or solely with Fiscal Year 2026-27 Road Maintenance and Rehabilitation Account revenues:

Project Name	Description	Location	Scheduled Start	Scheduled Completion	Useful Life
2025-26 Street Pavement Project (formerly 2023-24 Street Reconstruction Project)	This project includes the construction of various project streets. Included project elements are preparation of contract documents, installation of accessible curb ramps, and pavement reconstruction or rehabilitation.	Project streets are located as follows: Toyon Way, between Rollingwood Drive and Catalpa Way, Alcott Road, between Bennington Drive and Rosewood Drive, Moreland Drive between Riverside Drive and Longview Drive.	July 2026	June 2028	15 YRS
2026-27 Slurry Seal and Pavement Project	This project includes the design and construction to slurry seal, reconstruct, or rehabilitate various project streets. Included project elements are pavement design, preparation of contract documents, installation of accessible curb ramps, and pavement reconstruction.	Project streets are located as follows: Reid Avenue, between Linden Avenue and Elm Avenue, Linden Court between Linden Avenue and Cul-de-sac	July 2026	June 2029	15 YRS

3. The following previously proposed and adopted projects may also utilize Fiscal Year 2026-27 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Project Name	Description	Location	Scheduled Start	Scheduled Completion	Useful Life
2025-26 Street Pavement Project (formerly 2023-24 Street Reconstruction Project)	This project includes the design and construction to reconstruct or rehabilitate various project streets. Included project elements are pavement design, preparation of contract documents, installation of accessible curb ramps, and pavement reconstruction.	Project streets are located as follows: Scenic Court between Parkview Drive and End, Lomita Avenue between Linden Avenue and City Limits, and Hamilton Avenue between Trenton Drive and Crestmoor Drive	July 2025	June 2028	15 YRS

4. The City Manager or designee is authorized to submit the project list and application for RMRA funds to the California Transportation Commission.

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - __** was introduced and adopted by the San Bruno City Council at a regular meeting on June 9, 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Lupita Huerta, City Clerk

Attachment 2 - Prioritization List for Reconstruction

Project Information	RANKING	SCORE**	STREET	BEGIN	END	PCI *	Bus Route	School	Gathering Place	Recreation	MFR Ratio	DENSITY (SF/PROPERTY)	Pavement Area (SF)
2025-26 Street Pavement Project	1	4	TOYON WAY	ROLLINGWOOD DRIVE	CATALPA WAY	1	---	---	---	---	0%	830	33,180
To be paved as part of a Sewer and Water Project in the City's Ten-Year Capital Improvement Project Work Plan	2	4	BAYSHORE CIRCLE EB	HUNTINGTON AVE EAST	HERMAN STREET	4	---	---	---	---	0%	875	10,500
2025-26 Street Pavement Project	3	4	ALCOTT ROAD	BENNINGTON DRIVE	ROSEWOOD DRIVE	1	---	---	---	---	0%	998	23,954
Complete - Project No. 60018 2021-22 Street Reconstruction Project	4	4	OXFORD LANE	CRESTMOR-DRIVE (N)	OXFORD LANE (N)	24	---	---	---	---	67%	1,155	10,395
To be paved after completion of third party utility work. The utility work is planned to be completed by 2028	4	4	WENTWORTH DRIVE	N. CITY LIMITS	OLYMPIC DRIVE	5	---	---	---	---	0%	1,158	19,680
Complete - Project No. 60018 2021-22 Street Reconstruction Project	5	4	OXFORD LANE	CRESTMORE-DRIVE (S)	OXFORD LANE (S)	22	---	---	---	---	100%	1,658	6,633
2025-26 Street Pavement Project	5	4	MORELAND DRIVE	RIVERSIDE DRIVE	LONGVIEW DRIVE	2	X	---	---	---	0%	3,570	32,130
2026-27 Slurry Seal and Pavement Project	6	3	REID AVENUE	LINDEN AVENUE	ELM AVENUE	8	---	---	---	---	0%	624	9,990
Complete - Project No. 60039 60048 2023-24 and 2024-25 Street Rehabilitation Project	7	3	ACACIA AVENUE	CRYSTAL SPRINGS-AVENUE	ANGUS AVENUE	23	---	X	---	---	0%	627	70,200
2026-27 Slurry Seal and Pavement Project	7	3	LINDEN COURT	LINDEN AVENUE	CUL-DE-SAC	11	---	---	---	---	0%	670	5,361
	8	3	DIAMOND STREET	HERMAN STREET	BUENA VISTA AVENUE	26	---	---	---	X	0%	701	9,810
	9	3	CHILTON LANE	HIGHLAND DRIVE	END	7	---	---	---	---	0%	742	18,560

Attachment 2 - Prioritization List for Reconstruction

Project Information	RANKING	SCORE**	STREET	BEGIN	END	PCI *	Bus Route	School	Gathering Place	Recreation	MFR Ratio	DENSITY (SF/PROPERTY)	Pavement Area (SF)
	10	3	PALOMAR COURT	DONNER AVENUE	DEAD END	12	---	---	---	---	0%	745	18,617
	11	3	MONTGOMERY AVENUE	SCOTT STREET	NORTH CITY LIMITS	8	---	---	---	---	0%	808	33,120
	12	3	FLEETWOOD DRIVE	CATALPA WAY	ROLLINGWOOD DRIVE	25	---	---	---	X	0%	896	76,125
Complete - Project No. 60039 60048 2023-24 and 2024-25 Street Rehabilitation Project	13	3	ESSEX COURT	TRENTON DRIVE	END	9	---	---	---	---	0%	955	7,642
	13	3	LOWELL AVENUE	BENNINGTON DRIVE	ROSEWOOD DRIVE	13	---	---	---	---	0%	984	28,544
	14	3	KEEFE COURT	ROSEWOOD DRIVE	CUL-DE-SAC	13	---	---	---	---	0%	1,019	6,112
	15	3	LONDON COURT	CRESTMORR DRIVE	CUL-DE-SAC	14	---	---	---	---	0%	1,097	23,030
	16	3	POPLAR AVENUE	SANTA LUCIA AVENUE	CRYSTAL SPRINGS AVENUE	38	---	---	X	---	2%	1,129	50,804
	17	3	BRYANT WAY	SKYLINE BLVD	CUL-DE-SAC	14	---	---	---	---	0%	1,235	16,052
	18	3	ATLANTIC AVENUE	SAN MATEO AV	RR TRACKS	11	---	---	---	---	0%	1,558	9,350
	19	3	ROLLINGWOOD DRIVE	SNEATH LANE	FLEETWOOD RIVE	13	X	---	---	---	0%	1,781	62,320
	20	3	HIGHLAND DRIVE	ELSTON DRIVE	PACIFIC HEIGHTS BLVD	9	---	---	---	---	0%	2,610	26,096
	21	3	HUNTINGTON AVENUE	SNEATH LANE	NOOR AVENUE (N. CITY LIMITS)	20	X	---	---	---	0%	10,080	60,480

Attachment 2 - Prioritization List for Reconstruction

Project Information	RANKING	SCORE**	STREET	BEGIN	END	PCI *	Bus Route	School	Gathering Place	Recreation	MFR Ratio	DENSITY (SF/PROPERTY)	Pavement Area (SF)
	22	3	CRYSTAL SPRINGS RD	PUMP STATION	CRESTMOR DRIVE	36	---	---	---	---	100%	53,000	53,000
	23	3	COLLEGE DRIVE WB	SKYLINE BLVD.	SUSAN DRIVE	28	X	---	---	---	0%	15,370	
	25	2	SCOTT STREET	HERMAN STREET	HUNTINGTON AVENUE EAST	34	---	---	---	---	14%	573	12,606
	24	2	BUENA VISTA AVENUE	EAST HUNTINGTON AVENUE	HERMAN STREET	31	---	---	---	---	13%	639	10,230
	25	2	CHERRY AVENUE	NILES AVENUE	JENEVEIN AVENUE	26	---	---	---	---	0%	696	27,160
	25	2	BIRCH COURT	GREENWOOD DRIVE	CUL-DE-SAC	26	---	---	---	---	0%	797	7,174
	26	2	LEXINGTON WAY	KINGSTON AVENUE	CRESTMOR DRIVE	24	---	---	---	---	0%	831	29,087
	27	2	CHERRY AVENUE	PARK AVENUE	SAN BRUNO AVENUE	24	X	---	---	---	0%	933	39,200
	28	2	CORONADO WAY	END	HIGHLAND DRIVE	25	---	---	---	---	0%	959	37,408
	29	2	EUCALYPTUS WAY	ROLLINGWOOD DRIVE	SEQUOIA AVENUE	20	---	---	---	---	0%	991	36,680
	30	2	ELDER COURT	EUCALYPTUS WAY	CUL-DE-SAC	24	---	---	---	---	0%	998	5,988
	31	2	ARBOR COURT	GREENWOOD DRIVE	CUL-DE-SAC	25	---	---	---	---	0%	1,001	6,004
	32	2	PIEDMONT AVENUE	CRESTMOR DRIVE	MADISON AVENUE	20	---	---	---	---	0%	1,148	33,300
	33	2	OAKMONT DRIVE	OLYMPIC DRIVE	N. CITY LIMITS	19	---	---	---	---	0%	1,158	74,100

Attachment 2 - Prioritization List for Reconstruction

Project Information	RANKING	SCORE**	STREET	BEGIN	END	PCI *	Bus Route	School	Gathering Place	Recreation	MFR Ratio	DENSITY (SF/PROPERTY)	Pavement Area (SF)
	34	2	RIVERSIDE DRIVE	SNEATH LANE	MORELAND DRIVE	34	X	---	---	---	0%	1,451	15,960
	35	2	SKYLINE BLVD	CAMBRIDGE LANE	BRYANT WAY	24	---	---	---	---	0%	1,818	27,270
	36	2	HIGHLAND DRIVE	MOULTON DRIVE	YSABEL DRIVE	24	---	---	---	---	0%	1,894	20,832
	37	2	LINDEN AVENUE	JENEVEIN AVENUE	KAINS AVENUE	38	---	X	---	---	0%	2,148	47,250
	38	2	ANGUS AVENUE WEST	EL CAMINO REAL	LINDEN AVENUE	35	---	---	---	X	0%	2,250	6,750
	37	2	GLENVIEW DRIVE	RIDGEWAY AVENUE	SAN BRUNO AVENUE	39	---	---	---	---	10%	5,550	55,500
	38	2	SAN BRUNO AVENUE WB	100 W/O CRESTMOOR DRIVE	GLENVIEW DRIVE	26	---	---	---	---	0%	7,085	28,340
	39	2	SAN BRUNO AVENUE WB	GLENVIEW DRIVE	SKYLINE BLVD	22	---	---	---	---	0%	10,250	10,250
	40	2	BAYHILL DRIVE	CHERRY AVENUE	END	17	---	---	---	---	0%	10,500	31,500
	41	2	SAN BRUNO AVENUE EB	CRESTMoor DRIVE	SKYLINE BLVD	25	---	---	---	---	0%	11,172	55,862
	41	1	PEPPER DRIVE	CEDAR AVENUE	CEDAR AVENUE	31	---	---	---	---	0%	577	39,806
	42	1	WHITECLIFF WAY	TRENTON DRIVE	CHARLESTON AVENUE	29	---	---	---	---	0%	674	16,849
Complete - Project No. 60039 60048 2023-24 and 2024-25 Street Rehabilitation Project	43	1	PORTOLA WAY	END	DE SOTO WAY	31	---	---	---	---	0%	706	9,175

Attachment 2 - Prioritization List for Reconstruction

Project Information	RANKING	SCORE**	STREET	BEGIN	END	PCI *	Bus Route	School	Gathering Place	Recreation	MFR Ratio	DENSITY (SF/PROPERTY)	Pavement Area (SF)
Complete - Project No. 60039 60048 2023-24 and 2024-25 Street Rehabilitation Project	44	1	ANGUS AVENUE WEST	ELM AVENUE	ACACIA AVENUE	39	---	---	---	---	0%	710	11,367
	45	1	OLIVE COURT	KAINS AVENUE	CUL-DE-SAC	35	---	---	---	---	0%	716	13,603
	43	1	TURNBERRY DRIVE	N. CITY LIMITS	ST. CLOUD DRIVE	39	---	---	---	---	0%	733	17,600
	44	1	SYCAMORE AVENUE	KAINS AVENUE	MAGNOLIA AVENUE	35	---	---	---	---	0%	746	34,320
	45	1	COLUSA COURT	SNEATH LANE	CUL-DE-SAC	35	---	---	---	---	0%	760	9,117
Complete - Project No. 60039 60048 2023-24 and 2024-25 Street Rehabilitation Project	46	1	GLENBROOK LANE	ROSEWOOD DRIVE	CUL-DE-SAC	38	---	---	---	---	0%	795	12,724
	47	1	SUMMIT ROAD	SUSAN DRIVE	ELSTON DRIVE	36	---	---	---	---	0%	800	28,800
	48	1	PLUMWOOD PLACE	CHESTNUT AVENUE	END	36	---	---	---	---	0%	805	4,830
Complete - Project No. 60039 60048 2023-24 and 2024-25 Street Rehabilitation Project	49	1	CHARLESTON AVENUE	TRENTON DRIVE	CRESTMoor DRIVE	35	---	---	---	---	0%	834	20,010
	49	1	INYO COURT	SNEATH LANE	CUL-DE-SAC	28	---	---	---	---	0%	851	9,364
	50	1	RIDGEWAY AVENUE	CRESTMoor DRIVE	SKYLINE BLVD	35	---	---	---	---	0%	861	21,518
	51	1	MORELAND DRIVE	CITY LIMITS	RIVERSIDE DRIVE	36	---	---	---	---	0%	904	9,044
	51	1	KINGSTON AVENUE	TRENTON DRIVE	CRESTMoor DRIVE	36	---	---	---	---	0%	919	22,968

Attachment 2 - Prioritization List for Reconstruction

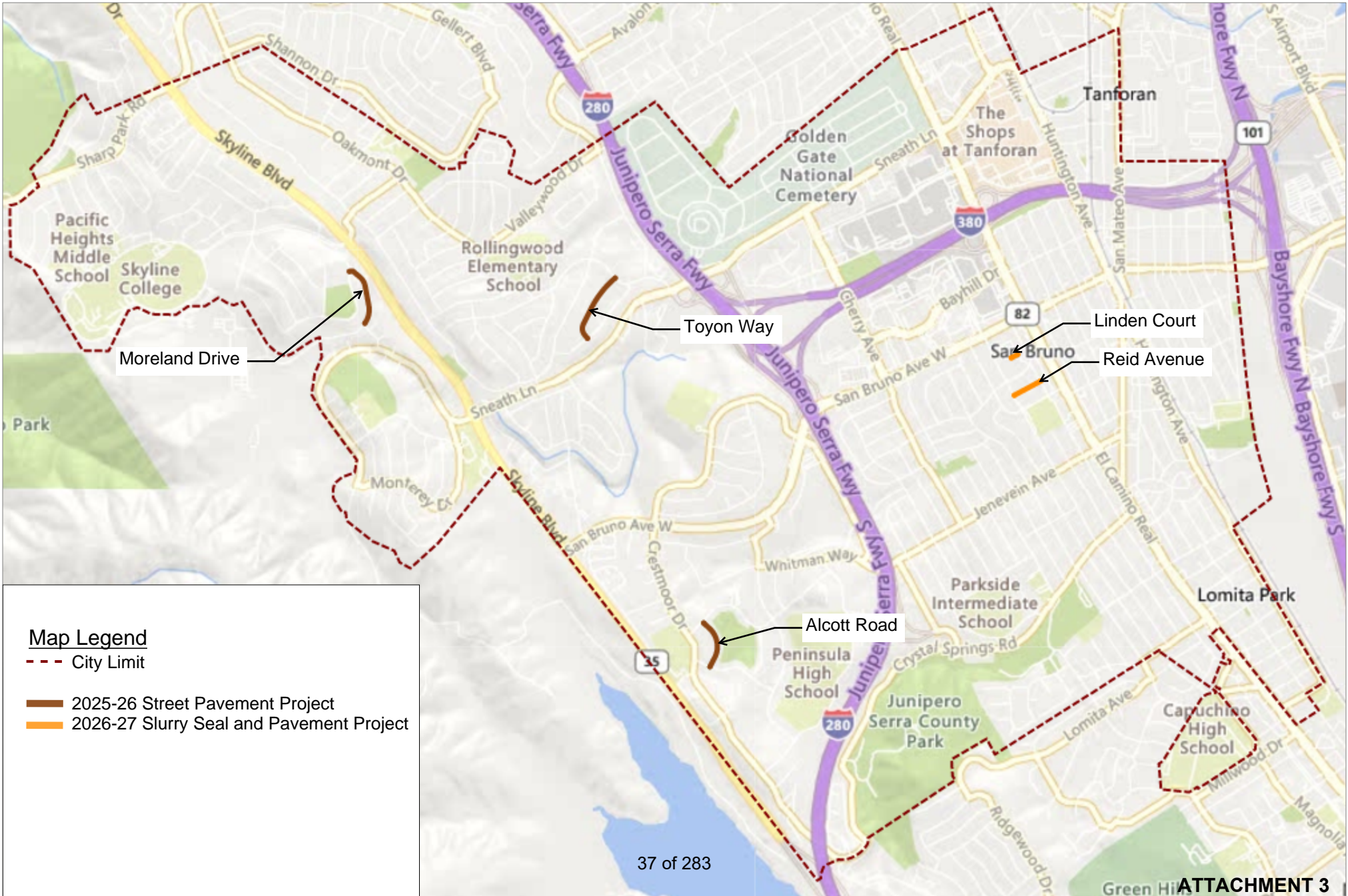
Project Information	RANKING	SCORE**	STREET	BEGIN	END	PCI *	Bus Route	School	Gathering Place	Recreation	MFR Ratio	DENSITY (SF/PROPERTY)	Pavement Area (SF)
	52	1	LINDEN AVENUE	KAINS AVENUE	ELM AVENUE	30	---	---	---	---	0%	991	22,788
	53	1	RIVIERA COURT	END	OAKMONT DRIVE	29	---	---	---	---	0%	997	12,965
Complete - Project No. 60039 60048 2023-24 and 2024-25 Street Rehabilitation Project	54	1	KENT COURT	CRESTMoor DRIVE	CUL-DE-SAC	29	---	---	---	---	0%	1,027	10,266
Complete - Project No. 60039 60048 2023-24 and 2024-25 Street Rehabilitation Project	55	1	ELDORADO COURT	CRESTMoor DRIVE	CUL-DE-SAC	31	---	---	---	---	0%	1,076	10,759
	54	1	SCOTT STREET	SAN MATEO AVENUE	HERMAN STREET	30	---	---	---	---	0%	1,272	6,358
	55	1	FLEETWOOD DRIVE	ROLLINGWOOD DRIVE	BERKSHIRE DRIVE	24	---	---	---	---	0%	1,273	98,040
	56	1	GREENWOOD WAY	ROLLINGWOOD DRIVE	COTTONWOOD DRIVE	40	---	---	---	---	0%	1,392	6,960
	57	1	PEACHWOOD COURT	CHESTNUT AVENUE	CUL-DE-SAC	27	---	---	---	---	0%	1,445	23,121
	58	1	EXETER DRIVE	SUNSET DRIVE	YSABEL DRIVE	40	---	---	---	---	0%	2,140	32,096

* PCI as of June 2021

** Scores consistent with FY2022-2023



Attachment 3 - Location Map





City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Meghan Rosin, Senior Center Manager

SUBJECT: Consider Adoption of a Resolution Adopting Revised By-Laws for the San Bruno Senior Advisory Board

BACKGROUND:

The San Bruno Senior Advisory Board (Board) serves in an advisory capacity to the City Council and Community Services Department regarding programs, services, and issues impacting older adults in the San Bruno community.

The Board's existing By-Laws establish procedures related to Board organization, meetings, officer roles, public participation, attendance, and governance practices. Periodic updates are necessary to ensure the By-Laws remain consistent with current operational practices, City policies, and applicable legal requirements.

Community Services staff worked in coordination with the City Attorney's Office to review and revise the By-Laws to ensure consistency with current governance practices and applicable legal requirements.

The proposed revisions were presented to the Senior Advisory Board at its May 19, 2026 meeting. Following discussion, the Board voted unanimously to recommend that the City Council adopt the revised By-Laws.

DISCUSSION:

The proposed updates to the Senior Advisory Board By-Laws are intended to clarify the Board's advisory role, improve administrative consistency, and reflect current operational practices of the Senior Center and Community Services Department. The proposed revisions to the By-Laws can be found in the accompanying attachment.

Key updates include:

Advisory Role and Governance Clarification:

- Clarification that the Board serves in an advisory capacity, while operational authority remains with City staff
- Clarification that external organizations operate independently from the Board
- Updated language related to Board responsibilities, officer roles, attendance expectations, and Board procedures

Meetings and Administrative Procedures:

- Updated meeting procedures and agenda processes to align with current practices and Brown Act requirements
- Clarification regarding subcommittee structure and responsibilities
- General formatting, numbering, and administrative updates for consistency and readability

Membership and Voting Structure:

- Updates to Board membership and voting structure
- Addition of a provision allowing the Nutrition Site Council, while operating under a fully executed Memorandum of Understanding with the City, to appoint one non-voting representative to serve on the Board

The proposed By-Laws provide for the Nutrition Site Council to appoint one non-voting representative to the Senior Advisory Board. Because this representative does not vote, the Board would be left with six voting members, creating the potential for tie votes. To address this concern, City staff are recommending the addition of a seventh voting member to ensure an odd number of voting seats. If approved, a special election would be conducted this summer to fill the additional seat, with the selected individual serving a partial term consistent with the Board's existing term structure.

At its May 19, 2026 meeting, the Senior Advisory Board reviewed the proposed revisions and voted unanimously to recommend adoption of the updated By-Laws by the City Council.

FISCAL IMPACT:

There is no direct fiscal impact associated with the proposed By-Laws revisions.

ENVIRONMENTAL IMPACT:

Approval of the By-Laws does not constitute a "project" under the California Environmental Quality Act (CEQA). Therefore, no further environmental review is required.

RECOMMENDATION:

Adopt a resolution approving the revised Senior Advisory Board By-Laws

ALTERNATIVES:

Do not approve the Resolution to revise the Senior Advisory Board By-Laws

ATTACHMENTS:

1. Resolution
2. Redlined By-Laws
3. Revised Senior Advisory Board By-Laws

RESOLUTION NO. 2026 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO ADOPTING REVISED BY-LAWS FOR THE SAN BRUNO SENIOR ADVISORY BOARD

WHEREAS, the San Bruno Senior Advisory Board (“Board”) serves in an advisory capacity to the City Council and Community Services Department regarding programs, services, and issues impacting older adults in the San Bruno community; and

WHEREAS, the existing Senior Advisory Board By-Laws establish procedures related to Board organization, meetings, officer roles, public participation, attendance, and governance practices; and

WHEREAS, Community Services staff, in coordination with the City Attorney’s Office, reviewed and updated the By-Laws to ensure consistency with current governance practices, operational procedures, City policies, and applicable legal requirements; and

WHEREAS, the proposed revisions include updates related to Board organization, meeting procedures, advisory responsibilities, attendance expectations, subcommittee structure, and administrative consistency; and

WHEREAS, the proposed revisions also include the addition of a provision allowing the Nutrition Site Council, while operating under a fully executed Memorandum of Understanding with the City, to appoint one non-voting representative to serve on the Board; and

WHEREAS, because the Nutrition Site Council representative would serve in a non-voting capacity, the proposed governance structure creates the potential for tied votes by the Senior Advisory Board, prompting staff to recommend the addition of a seventh voting member to maintain effective decision-making and governance continuity; and

WHEREAS, the Senior Advisory Board reviewed the proposed revisions at its May 19, 2026 meeting and voted unanimously to recommend adoption of the revised By-Laws by the City Council; and

WHEREAS, the City Council finds that adoption of the revised By-Laws will support effective advisory operations, improve administrative clarity, and maintain alignment with current City practices and legal requirements.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Bruno hereby authorizes and adopts the revisions to the San Bruno Senior Advisory Board By-laws as recommended by Staff and the Senior Advisory Board.

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - ____** was introduced and adopted by the San Bruno City Council at a regular meeting on June 9, 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Lupita Huerta, City Clerk

**SAN BRUNO SENIOR ~~CITIZENS~~ ADVISORY BOARD
BY-LAWS**

- 1. Purpose and Intent.** The Senior Advisory Board (“Board”) shall make recommendations to the City Council regarding Senior Citizens programs and ~~activities—services~~ at the Senior Center; and, when applicable, throughout the City in conjunction with the Community Services Director.

The purpose of a Board Member is to provide a communication link between the community, the governing body and staff as the agency strives towards contributions to a better quality of life.

The Board serves in an advisory capacity, providing input and recommendations to City staff and the City Council. Operational responsibilities and the administration of programs, services, and facilities remain under the authority and management of City staff.

The Board shall make decisions within the framework of the programs and policies of the Board as reflected in the Municipal Code (as outlined in Chapter 9.10) and the by-laws.

County programs, AARP, and the Nutrition Site Council operate independently from the Board. Additionally, the Board does not have the authority to expand government programs or initiate new programs that require funding without prior approval from the City Council.

- 2. Meetings.** The Board shall conduct its business in accordance with the San Bruno Municipal Code, these by-laws, the Ralph M. Brown Act (Government Code Section 54950 et seq.) and the Code of Conduct adopted by the City Council.

~~the oversight and coordination of Senior Citizens programs and activities within the Senior Center.~~

~~The purpose of the a Board Member will be is to provide a communication link between the community and, the governing body and staff as the agency strives towards contributions to a better quality of life. The Board is advisory in nature.~~

~~The Board serves in an advisory capacity, providing input and recommendations to City staff and the City Council. Operational responsibilities and the administration of programs, services, and facilities remain under the authority and management of City staff.~~

~~The Board shall make decisions within the framework of the programs and policies of the Board as reflected in the Municipal Code (as outlined in Section 9.10) and the Bylaws.~~

~~County programs, AARP, and the Nutrition Site Council operate independently from the Advisory Board. Additionally, the Advisory Board does not have the authority to expand government programs or initiate new~~

~~programs that require funding without prior approval from the City Council. County Programs, AARP, and the San Bruno Senior Citizens Club are separate from the Board. No Board funds can be used to fund projects for AARP, the County Programs, or San Bruno Senior Citizens Club. The Board is not authorized to expand government programs or to expand programs requiring funding without first obtaining City Council approval.~~

~~**Meetings.** The Board shall conduct its business in accordance with the San Bruno Municipal Code, these by-laws, the Ralph M. Brown Act (Government Code Section 54950 et seq.) and the Code of Conduct adopted by the City Council, if any.~~

1.42.1 Regular Meetings. The Board shall hold regular meetings at 9:00 a.m. on the third Tuesday of each month, except that no meeting shall be held if a regular meeting day falls on a legal holiday. Regular meetings shall be held at the San Bruno Senior Center.

1.2 Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the Board, by delivering written notice to each Board Member and by posting the notice in the designated posting locations. Such notice may be delivered by any means and must be received at least twenty-four hours before the time of such meeting as specified in the notice, unless notice is waived in writing. The notice shall specify the time and place of the special meeting and the business to be transacted, and no other business shall be transacted at that meeting other than that contained in the notice.

2.2

1.32.3 Adjourned Meetings. All meetings may be adjourned to another specified time, place and date, but not beyond the next regular meeting. If all Mmembers are absent from any regular or adjourned regular meeting the Secretary may declare the meeting adjourned to a stated time and place, and shall cause a written notice of the adjournment to be given in the same manner as provided in paragraph 2.2 above for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.

1.42.4 Study Sessions. The Board may, from time to time, as part of a regular, adjourned or special meeting, meet in study session to focus on a particular matter within its jurisdiction. Action shall not be taken during a study session.

1.52.5 Public Meetings. All meetings and study sessions of the Board shall be open to the public. Closed sessions may be held only when

specifically authorized by the Brown Act.

4.62.6 Cancellation of Regular Meetings. The Board may cancel an upcoming regular meeting for lack of a quorum. Notice of the cancellation shall be posted in lieu of an agenda.

2.3. Organization of the Board.

3.1 Officers. The Board shall elect from its membership a Chair, who shall preside over ~~Commission~~Advisory ~~Board~~ meetings. The Board shall also elect a Vice_-Chair, who shall preside in the absence of the Chair. The Chair and Vice_-Chair are sometimes referred to herein as the “presiding officer.” The Chair shall have the following powers:

- 3.1.1** To call to order the Board meeting and to conduct the order of business as set forth in the agenda.
- 3.1.2** To adjust the agenda, if needed, at the time of the meeting with the approval of the Board;
- 3.1.3** To move, second, debate and vote;
- 3.1.4** To rule motions in or out of order;
- 3.1.5** To determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order;
- 3.1.6** To rule on questions of parliamentary procedure based generally on Robert's Rules of Order;

- 3.1.7 To sign all resolutions and other documents necessitating his or her signature;
- 3.1.8 To call a brief recess during a meeting;
- 3.1.9 To appoint ~~Board Members~~ to sub~~committees~~ ~~Boards~~ with the approval of the Board; and
- 3.1.10 To maintain decorum.

The presiding officer's determination as to any of the above matters may be overruled by a majority of the ~~Board Member~~Board Members present.

3.2 Appointment of General Board Members. Seven members of the Board shall be appointed by a ballot process. Three members shall be appointed in odd-numbered years and four members shall be appointed in even-numbered years, so that only half of the Board is appointed in any given year. Each year, the candidates receiving the highest number of ballots shall be appointed to the Board for the term provided in Section 9.10.050 of the Municipal Code. Any San Bruno resident fifty years of age or older shall be eligible to cast a ballot. Ballots shall be cast at the Senior Center each January and the tally shall be verified by the City Clerk.

3.3 Appointment of Nutrition Site Council Appointee. While a fully executed Memorandum of Understanding ("MOU") is in effect between the City and the Nutrition Site Council, the Nutrition Site Council may appoint one individual to serve on the Board as a non-voting member. The appointee may participate in Board discussions, provide input on matters before the Board, and serve on subcommittees, but shall not make motions or vote on Board actions.

3.23.4 OOrganizational Meeting. At its first meeting in February, the ~~m~~members of the ~~Commission~~Advisory bBoard shall elect a Chair and Vice ~~_~~Chair from among its ~~M~~members.

3.33.5 Term of the Chair and Vice ~~_~~Chair. The term of office of the Chair and Vice ~~_~~Chair shall be one year. A ~~Board Member~~Board Member may serve more than one consecutive term as Chair or Vice ~~_~~Chair. Nothing shall prevent the Board from removing and replacing the Chair or Vice ~~_~~Chair at any time during their respective terms, provided that the item is properly on the agenda of the meeting.

3.43.6 Vacancy in the Office of Chair or Vice ~~_~~Chair. A vacancy in the office of Chair or Vice ~~_~~Chair shall be filled for the remainder of the unexpired term by election at the next meeting provided the election

has been noticed on the agenda.

3.53.7 Vacancy of a ~~Board Member~~Board Member's Seat. In the event of an unscheduled vacancy of any ~~Board Member~~Board Member's seat prior to the expiration of his or her term, the City Council (or in the case of an individual appointment, the applicable Councilmember) may appoint a member to serve the remainder of the unexpired term. The newly appointed ~~M~~member shall take and subscribe to the oath of office before the next regular meeting after his or her appointment by the City Council.

3.63.8 Quorum.— A majority of the total membership of the Board shall constitute a quorum for the transaction of business. Where there is not a quorum present, the Secretary of the Board shall announce that no meeting will be held due to lack of a quorum, and shall announce the date of the next regular or adjourned meeting. When a member of the Board is disqualified due to a financial conflict of interest, his or her presence shall not be considered in determining the presence of a quorum. Any decision of the Board shall require a vote of the majority of the Board present and qualified to vote.

3.73.9 SubBoardsAd HocSubcommittees. The Board may from time to time establish either standing or ad hoc ~~subBoards-sub-committees~~ consisting of any number less than a quorum of its membership for the purposes of studying a specific area of concern. Standing ~~subBoards-sub-committees~~ (which have a regular meeting schedule or continuing subject matter jurisdiction) are subject to all of the requirements of the Brown Act. The Board may refer matters to a ~~subBoard-subcommittee~~ to report back to the full Board at a future date. The ~~subBoard-subcommittee~~ report will be considered advisory and its recommendations are subject to action by the full Board.

3.8— Absences from meetings. ~~Pursuant to Municipal Code Section~~

3.93.10 ~~{add applicable code section}~~, if a ~~m~~member of the ~~Senior Citizens Advisory~~ Board is absent from ~~three~~two successive regular meetings without being excused by the ~~CommissionAdvisory Bboard~~, or is absent for any reason for more than six regular meetings in any twelve-month period, the office of such ~~M~~member shall be vacated and the Chair shall immediately notify the Secretary, who shall notify the City Council that said office is vacant. Upon such notification, a successor for the remainder of the term of such member shall be appointed as provided in Section ~~9.10.070 {add section}~~ of the ~~[FILL-IN]~~ of the ~~-Municipal Code~~. In order to request an excused absence, a ~~CommissionAdvisory boarder~~Board Member must notify the Chair or the Secretary of the anticipated absence in advance of the meeting and the request

must be noted during call of the roll and reflected in the minutes of the meeting. ~~Such request and~~ is subject to denial by the ~~Commission~~ Advisory Board.

3.103.11 Oath of Office. Newly appointed ~~Commission~~ Advisory Board Members shall take and subscribe to the oath of office before assuming their duties. The oath may be given by a City official authorized to do so by State law.

4. The ~~Commission~~ Advisory Board Agenda.

4.1 Preparation of the agenda. The Secretary of the ~~Commission~~ Advisory Board shall formulate and prepare the agenda for ~~Commission~~ Advisory Board meetings.

4.2 Posting of the agenda. The City Clerk shall cause to be posted an agenda for each regular meeting in the designated posting locations not less than 72 hours prior to the meeting. Agendas for adjourned meetings shall be posted in the same fashion, unless the business to be undertaken is limited to the items on the agenda of the meeting at which the adjournment occurs and the meeting is adjourned to a date within five days of the adjournment. Agendas of special meetings shall be posted and provided along with the notice of the meeting as provided in paragraph 2.2 above.

4.14.3 Affidavit of posting. Immediately following the posting of the agenda, the City Clerk shall cause to be completed an affidavit of posting. The affidavit shall indicate the time and location of posting, and shall be signed under penalty of perjury. The City Clerk shall retain all such affidavits in accordance with the City's records retention policy.

~~**4.2 Posting of the agenda.** The City Clerk shall cause to be posted an agenda for each regular meeting in the designated posting locations not less than 72 hours prior to the meeting. Agendas for adjourned meetings shall be posted in the same fashion, unless the business to be undertaken is limited to the items on the agenda of the meeting at which the adjournment occurs and the meeting is adjourned to a date within five days of the adjournment. Agendas~~

of special meetings shall be posted and provided along with the notice of the meeting as provided in paragraph 2.2 above.

~~4.3 **Affidavit of posting.** Immediately following the posting of the agenda, the City Clerk shall cause to be completed an affidavit of posting. The affidavit shall indicate the time and location of posting, and shall be signed under penalty of perjury. The City Clerk shall retain all such affidavits in accordance with the City's records retention policy.~~

~~4.4 **Order of Business.** Items shall be placed on the agenda substantially according to the following "Order of Business." Upon review of the agenda at the beginning of any meeting, the Commission Advisory board may change the order of business in order to promote the efficiency of the meeting. The Order of Business for each regular Commission Advisory board meeting shall be as follows:~~

- ~~1. Call to Order/Roll call~~
- ~~2. Pledge of Allegiance~~
- ~~3. Approval of the Agenda~~
- ~~4. Approval of Minutes (unless approved on the Consent~~
~~Calendar~~
 - ~~5. Public Comments on Consent Calendar and Matters Not on the Agenda (20 minutes)~~
 - ~~6. Consent Calendar~~
 - ~~7. Public Hearing(s)~~
 - ~~8. New Business~~
 - ~~9. Unfinished Business~~
 - ~~10. Excluded Consent~~
 - ~~11. Items from Staff~~
 - ~~12. Public Comments on Matters Not on the Agenda (remaining comments not heard during previous comment period)~~
 - ~~13. Items from Commission Advisory boards/ SubBoard Reports Board Members~~
 - ~~14. Adjournment~~

4.4 Order of Business. Items shall be placed on the agenda substantially according to the following "Order of Business." Upon review of the agenda at the beginning of any meeting, the Board may change the order of business in order to promote the efficiency of the meeting. The Order of Business for each regular Board meeting shall be as follows:

1. Call to Order/Roll call
2. Pledge of Allegiance
3. Approval of the Agenda
4. Approval of Minutes
5. Public Comments on Matters Not on the Agenda
6. New Business
7. Unfinished Business
8. Items from Staff
9. Items from Advisory Board Members
10. Adjournment

4.5 Description of Matters on the Agenda. All items of business to be transacted shall be described briefly on the agenda in sufficient detail so that a reasonable person can determine the general nature of the matter under consideration. Not every recommendation or conceivable action or alternative need be listed. Generally, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken by the ~~Commission~~Advisory Board.

4.6 Adding Items of Business to the Agenda. The ~~Commission~~Advisory Board shall not discuss or take action on any item of business not listed on the posted agenda unless any of the following circumstances applies ~~except:~~

4.6.1 Upon a majority determination of the existence of an "emergency situation" as that term is defined in the Brown Act (Government Code Section 54956.5).

4.6.2 Upon a determination by a two-thirds vote of the members present, or if less than two-thirds of the membership is present, upon a unanimous vote, that there is an immediate need to take action and that the need to take action came to the attention of the City subsequent to the posting of the agenda. If the ~~Commission~~Advisory Board makes this determination, the minutes of the meeting shall reflect what circumstances gave rise to the need to take action after the posting of the agenda.

4.6.3 Where the item upon which action is to be taken was included on a properly posted agenda for a prior meeting of the ~~Commission~~Advisory Board occurring not more than

five calendar days prior to the date of the meeting at which the item is to be considered, and the item was continued to an adjourned meeting.

- 4.7 Adding Items of Business to a Future Agenda.** Any member of the ~~Commission~~Advisory Board may, during the “Items from ~~Commission~~Advisory Board Members” agenda item, request that an item of business within the ~~Commission~~Advisory Board’s subject matter jurisdiction be added to a future agenda. Such requests require a consensus from the majority of the advisory Board. ~~are subject to approval of the Commission~~Advisory board.
- 4.8 Public Comments.** Members of the public shall be permitted to speak on each item of business on the agenda when the item is taken up and before action is taken on the item by the ~~Commission~~Advisory board ~~advisory Board~~. Each speaker shall have a ~~[two (2)] [three (3)]~~ up to a three (3) minute period to speak; time cannot be ceded to another speaker. In order to facilitate the conduct of the meeting, the Chair or the ~~Commission~~Advisory Board ~~board~~ ~~advisory board~~ may lengthen or shorten the ~~two or three~~ minute period for all speakers on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration. ~~The “Public Comments” item shall be limited to items on the Consent Calendar (and not pulled therefrom) and matters not on the agenda but within the subject matter jurisdiction of the Commission~~Advisory board ~~advisory board~~. An individual may speak only once during the “Public Comments,” ~~either at the first or second public comment period.”~~ item.

~~4.9~~ **Notification.** Upon written request on an annual basis and payment of the fee required by the City's fee resolution, the Secretary will mail ~~Commission~~Advisory board agendas or agenda packets to any person.

~~5.~~ **Minutes.** The minutes of ~~Commission~~Advisory board ~~advisory~~Bboard meetings shall be kept by the Secretary in accordance with the following ~~Commission~~Advisory board ~~advisory~~Bboard policy:

~~6.5.~~

~~6.1~~ Minutes shall contain a record of all proceedings, motions, and actions, but shall only contain a summary of the discussion and, not a verbatim transcription. The minutes shall accurately reflect what occurred at the meeting.

~~6.25.1~~

~~6.35.2~~ All motions, whether carried or not, shall be recorded, disclosing the author of the motion and the second, and the roll call vote.

~~6.4~~ Minutes of public hearings shall list when available the names and cCity of residence of all persons who speak during the hearing, and the position they took on the matter. The minutes need not include detailed or verbatim transcriptions of public comments.

~~6.55.3~~

~~6.65.4~~ An audiotape recording of all ~~Commission~~Advisory bBboard meetings shall be made, and said recording tapes shall be kept for a period not less than thirty days following the ~~Commission~~Advisory bBboard's approval of the minutes and shall be subject to disclosure during that time.

~~7.6.~~ **Secretary.** The Community Services ~~City Manager~~ or applicable Department Director or his/her designee shall serve as the Secretary for the ~~Commission~~Advisory bBboard. The Secretary shall:

~~7.16.1~~ Keep the minutes of all meetings of the ~~Commission~~Advisory Bboard and transmit approved minutes to the City Clerk;

~~7.26.2~~ Give or serve all notices required by law or by these rules;

~~7.36.3~~ Formulate and prepare the agenda for all meetings of the ~~Commission~~Advisory Bboard;

~~7.46.4~~ Be custodian of ~~Commission~~Advisory Bboard records;

7.56.5 Inform the ~~Commission~~Advisory Bboard of correspondence relating to business of the ~~Commission~~Advisory Bboard and attend to such correspondence;

7.66.6 ~~Handle Managing~~ funds allocated by the ~~City Council to the~~for ~~Commission~~Advisory bBoard initiatives, as directed by the applicable Department Director, and in accordance with its directives, the law, and City regulations; and

6.7 Sign official documents of the ~~Commission~~Advisory Bboard.

8.7. Conduct of ~~Commission~~Advisory Bboard Meetings.

8.17.1 Action by the ~~Commission~~Advisory Bboard. The ~~Commission~~Advisory Bboard shall proceed by way of motion. Any ~~M~~member, including the Chair, may make a motion and any ~~M~~member may second the motion except that the same person who made the motion cannot second it. A ~~M~~member may make only one motion at a time and a motion or second may be withdrawn by the maker at any time before a vote.

8.27.2 Adoption by Majority Vote. A motion shall be adopted by an affirmative vote of a majority of the ~~Commission~~Advisory Bboard present provided a quorum is determined to exist. ~~Commission~~Advisory boardersBoard Members have a duty to vote "aye", or "nay" on each motion. Abstentions shall be cast only if the ~~Commission~~Advisory Bboard Member declares:

8.2.17.2.1 The existence of a conflict of interest or other disqualification from voting; or

8.2.27.2.2 A lack of sufficient information upon which to base a vote due to absence from a previous meeting.

Abstentions are not counted in the vote tally.;

~~8.3 Public Hearings.~~ Whenever the law requires the Commission to hold a public hearing, such hearing shall be held in accordance with the following rules and procedures:

~~8.3.1~~ The Presiding Officer shall open the public hearing and orally summarize the procedures used by the Commission during a public hearing or shall refer the audience to the agenda, wherein the procedures will be summarized.

~~8.3.2~~ The order of the hearing shall be as follows unless otherwise required by law or determined by the Commission in the interest of assuring a fair hearing:

- ~~a.~~ Opening of the Public Hearing
- ~~b.~~ Disclosures of any ex parte communications
- ~~c.~~ Presentation of Staff Report
- ~~d.~~ Presentation of SubBoard Reports, if any
- ~~e.~~ Questions of Staff from the Commission
- ~~f.~~ ~~f.~~ Presentation by Applicant and/or Appellant
- ~~g.~~ ~~g.~~ Testimony of Public
- ~~h.~~ ~~h.~~ Rebuttal by Applicant and/or Appellant
- ~~i.~~ ~~i.~~ Closure of the Public Testimony Portion of Hearing
- ~~j.~~ Response of Staff
- ~~k.~~ Discussion by Commission – further questions to staff
- ~~l.~~ ~~l.~~ Action
- ~~m.~~ ~~m.~~ Close of Public Hearing

~~8.3.3~~ ~~7.3.3~~ **Public Record.** During the public hearing the Commission may receive both oral or written testimony relevant to the matter being considered, which shall become part of the public record. In addition, the staff report, all exhibits, maps, papers and other physical evidence submitted to the Commission shall be retained and become part of the public record. Disclosures of pertinent information obtained by a Commissioner outside the hearing shall also be part of the record. Commissioners shall not receive private notes, telephone calls or emails regarding the public hearing while it is being conducted.

Commissioners shall avoid acquisition of information outside the hearing of matters being heard solely on the basis of the record of a proceeding by a subordinate body or officer.

~~8.3.4~~ **Continuation.** At any time that it appears to the Presiding Officer or a majority of the Commission that inadequate evidence has been presented to afford judicious consideration of any matter before the Commission at the time of a public hearing, or for other just cause, and as long as a continuance is permissible under State law, the hearing may be continued to afford the applicant, the public, or City staff adequate time to assemble additional evidence for the Commission's consideration. The Commission may also continue a public hearing on a matter being heard de novo for purposes of conducting a field trip collectively to view the

property that is the subject of the hearing.

~~**8.3.5 Presentation by Applicant/Appellant and Public Testimony.** The Presiding Officer shall recognize the applicants and/or appellants in the case, who shall be permitted 5 minutes to present evidence related to the matter under consideration.~~

~~The Presiding Officer shall then recognize members of the public who have completed and submitted a speaker's request form for the issue. No person may speak without first being recognized by the Presiding Officer. Members of the Commission who wish to ask questions of the speakers or each other during the Public Hearing may do so. The Presiding Officer shall conduct the hearing in such a manner as to afford due process to all affected persons. Comments from the public shall be limited to [two (2)] [three (3)] minutes per speaker; time cannot be ceded to another speaker. The Chair or Commission may increase or reduce the time limit for speakers in the manner and for the reasons described in Paragraph 4.8.~~

~~Following public testimony, the applicant and/or appellants may present a wrap-up or rebuttal statement, not to exceed two (2) minutes in length.~~

~~**8.3.6 Termination of Public Testimony.** The Presiding Officer shall terminate public testimony when no members of the public who have not yet spoken wish to speak, or if after hearing substantial testimony on both sides of the matter, due to the lateness of the hour or the press of business, the Chair determines that additional testimony would be redundant and would not contribute materially to the Commission's consideration of the matter. Termination of public testimony does not close the public hearing.~~

~~**8.3.7 Commissioner Deliberations.** No Commissioner shall begin deliberations on the matter until the public portion of the hearing has been closed and the time has come for Commission deliberation.~~

~~**8.3.8 Reopening the Public Testimony Portion of the Hearing.** Once the public testimony portion of a public hearing on any matter has been closed, no further public testimony shall be allowed unless the Presiding Officer determines that all persons who were present when the public testimony was heard are still present. Nothing herein however is intended to~~

~~prevent or prohibit the reopening of public testimony at any subsequent regular or special meeting of the Commission provided that due and proper notice is given to the applicant, the public, and all those who have signed in or testified their correct address at the prior hearing(s), designating the time and place of said re-opening.~~

~~**8.3.9 Public Hearings - Decision.** The Commission shall consider all evidence properly before it in accordance with these procedures and then act upon the item. A Commissioner who was absent from all or a significant part of a Public Hearing shall abstain from participating unless he or she has listened to the audiotape or viewed the videotape of the portion of the hearing missed and reviewed all submitted documents and other material.~~

7.4. Rules of Decorum.

~~**7.4.1 Rules for Commissioners Advisory Board—Member Board Members.** Members of the Commission Board Advisory board shall conduct themselves in an orderly and businesslike manner to ensure that the business of the City shall be attended to efficiently and thoroughly and to ensure that the integrity of the deliberative process of the Commission is maintained at all times. Members of the Commission shall maintain a polite, respectful and courteous manner when addressing one another, City staff and members of the public during meetings. Commissioners shall speak clearly into the microphone so that they can be heard by the audience. compliance with the Code of Conduct approved by City Council.~~

~~a. a.—Communication with Commission Advisory Board Member Board Members.~~

~~1. 1)—Commission Members should request the floor of the Presiding Officer before speaking.~~

~~1. _____~~

~~2. _____~~

~~3. 2)—A Commission Member who is speaking shall attempt to avoid repetition and shall limit their comments to the subject matter at hand. Commissioners Members should express their views without engaging in lengthy debates.~~

2. _____

4. _____

3. ~~3)~~—When one ~~Commissioner~~Member is speaking, other ~~Commission~~Members shall not interrupt or otherwise disturb the speaker.

~~b.~~—

~~c. b.~~—Communication with Members of the Public Addressing the ~~Commission~~board.Board.

~~b.~~—

1. _____

5. ~~1)~~—~~Commission~~Members may ask clarifying questions to a person addressing the ~~Commission~~Bboard at the conclusion of the person's comments or upon expiration of the person's time to speak. Such questions shall be directed to the person through the Presiding Officer.

1. _____

2. ~~2)~~—~~Commission~~Members shall not engage the person addressing the ~~Commission~~board in a dialogue with the ~~Commission~~Bboard or City staff, but shall confine communication to a question and answer format conducted through the Presiding Officer.

~~2.~~—If a member of the audience has addressed the Board on matters that are not on the agenda, Members shall refrain from discussion of the matter.

3. _____

~~6.~~—3) If a member of the audience has addressed the Commission board on matters that are not on the agenda, **Commission members shall refrain from discussion of the matter. If a Commissioner so wishes, the Commissioner may, if appropriate, during the Items from Commissioners portion of the meeting, direct the Secretary to place the matter on the next agenda, subject to the approval of the Commission.**

7.4.2 Rules for City Staff.

a. ~~a.~~—Decorum. ~~City staff shall not engage in public dialogue or debate with members of the public during public~~

meetings. When addressed by the ~~Commission~~Advisory Board, staff shall respond in a polite and respectful manner.

~~7.4.3 b. Role for the Secretary. The Secretary's duties during the Commission board meetings include keeping a record of concerns raised by the Commission board, regarding staff matters and directions for future staff action.~~

~~7.4.4 Rules for the Public~~

~~7.4.5 a. Members of the Audience. Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the Commission meeting infeasible. A member of the audience repeatedly or continuously engaging in any such conduct shall, at the discretion of the Presiding Officer or a majority of the Commission, be subject to ejection from that meeting.~~

~~7.4.6~~

~~7.4.7 b. Persons Addressing the Commission.~~

~~7.4.8 1) Any person wishing to speak in connection with any item of business on the agenda shall first complete a speaker request slip and submit the slip to the Secretary.~~

~~7.4.9 2) No person shall address the Commission without first being recognized by the Presiding Officer.~~

~~7.4.10 3) Each person addressing the Commission shall do so in an orderly manner and shall not make repetitious, slanderous or irrelevant remarks, or engage in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the Commission meetings. Any person who so disrupts the meeting may, at the discretion of the Presiding Officer or a majority of the Commission, be subject to ejection from that meeting.~~

~~7.4.11 Enforcement.~~

~~7.4.12~~7.4.3

a. a.—The Chair shall follow the following procedure to maintain decorum:

~~1.~~

~~1) Warning. The Presiding Officer shall request that a person who is disrupting the meeting cease such conduct. If after receiving a warning from the Presiding Officer, the person persists in the violation, the Presiding Officer shall order the person to leave the ~~Commission~~ Advisory Board meeting. ~~If the person does not leave~~~~

the

~~meeting, the Presiding Officer may order a law enforcement officer to remove the person from the Commission chambers.~~

~~Removal. A law enforcement officer shall carry out the orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum. Upon instruction of the Presiding Officer, it shall be the duty of the law enforcement officer to remove from the Commission meeting any person who is disturbing the proceedings of the Commission.~~

2.1.

~~2) Motion to Enforce. If the Presiding Officer fails to enforce the rules of order and decorum set forth above, any mmember of the Commission Advisory bBoard may move to require the Presiding Officer to do so, and an affirmative vote of a majority of the Commission Advisory Bboard shall require the Presiding Officer to do so. If the Presiding Officer fails to carry out the will of the majority of the Commission Advisory bBoard, the majority may designate another mmember of the Commission Advisory Bboard to act as Presiding Officer for the purpose of enforcing the rules of order and decorum established above.~~

3.2.

~~4.3. Clearing the Room. If a meeting of the Commission Advisory Bboard is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the Presiding Officer or a majority of the Commission Advisory bBoard may exercise the authority granted in California Government Code Section 54957.9 by ordering the meeting room cleared and continuing in session in the manner authorized by Section 54957.9 of the Government Code. Members of the press shall be permitted to remain unless they have participated in the disruption.~~

7.5 Adjournment of Meetings. ~~Commission Advisory bBoard~~ meetings shall adjourn not later than 10:30 ap.m., or as soon thereafter as the ~~Commission Advisory bBoard~~ completes the item of business on the table at that hour, in which event items of business not yet addressed shall be continued to the next regular meeting or to an adjourned meeting. The ~~Commission Advisory bBoard~~ may by majority vote extend the meeting beyond 10:30 ap.m. in order to complete more of its agenda.

9.8. Robert's Rules of Order. If a matter arises that is not covered by these rules, the Brown Act or ~~the [FILL-IN]~~ Chapter 9.10 of the Municipal Code, the procedures of the ~~Commission Bboard~~ shall be governed by the latest revised edition of Robert's Rules of Order to the extent not inconsistent with laws governing public agencies.

10.9. Amendments to By-Laws. These by-laws may not be amended unless the proposed amendment has been presented to and approved by the City Council.

**SAN BRUNO SENIOR ADVISORY BOARD
BY-LAWS**

1. **Purpose and Intent.** The Senior Advisory Board (“Board”) shall make recommendations to the City Council regarding Senior Citizens programs and services at the Senior Center and, when applicable, throughout the City in conjunction with the Community Services Director.

The role of a Board Member is to provide a communication link between the community, the governing body and staff as the agency strives towards contributions to a better quality of life.

The Board serves in an advisory capacity, providing input and recommendations to City staff and the City Council. Operational responsibilities and the administration of programs, services, and facilities remain under the authority and management of City staff.

The Board shall make decisions within the framework of the programs and policies of the Board as reflected in the Municipal Code (as outlined in Chapter 9.10) and the by-laws.

County programs, AARP, and the Nutrition Site Council operate independently from the Board. Additionally, the Board does not have the authority to expand government programs or initiate new programs that require funding without prior approval from the City Council.

2. **Meetings.** The Board shall conduct its business in accordance with the San Bruno Municipal Code, these by-laws, the Ralph M. Brown Act (Government Code Section 54950 et seq.) and the Code of Conduct adopted by the City Council (as outlined in the San Bruno Senior Center Code of Conduct).

- 2.1 **Regular Meetings.** The Board shall hold regular meetings at 9:00a.m. on the third Tuesday of each month, except that no meeting shall be held if a regular meeting day falls on a legal holiday. Regular meetings shall be held at the San Bruno Senior Center.

- 2.2 **Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the Board, by delivering written notice to each Board Member and by posting the notice in the designated posting locations. Such notice may be delivered by any means and must be received at least twenty-four hours before the time of such meeting as specified in the notice, unless notice is waived in writing. The notice shall specify the time and place of the special meeting and the business to be transacted, and no other business shall be transacted at that meeting other than that contained in the notice.

- 2.3 **Adjourned Meetings.** All meetings may be adjourned to another specified time, place and date, but not beyond the next regular meeting. If all Members are absent from any regular or adjourned regular meeting the Secretary may declare the meeting adjourned to a stated time and place, and shall cause a written notice of the adjournment to be given in the same manner as provided in paragraph 2.2 above for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.
- 2.4 **Study Sessions.** The Board may, from time to time, as part of a regular, adjourned or special meeting, meet in study session to focus on a particular matter within its jurisdiction. Action shall not be taken during a study session.
- 2.5 **Public Meetings.** All meetings and study sessions of the Board shall be open to the public. Closed sessions may be held only when specifically authorized by the Brown Act.
- 2.6 **Cancellation of Regular Meetings.** The Board may cancel an upcoming regular meeting for lack of a quorum. Notice of the cancellation shall be posted in lieu of an agenda.

3. **Organization of the Board.**

- 3.1 **Officers.** The Board shall elect from its membership a Chair, who shall preside over Board meetings. The Board shall also elect a Vice Chair, who shall preside in the absence of the Chair. The Chair and Vice Chair are sometimes referred to herein as the “presiding officer.” The Chair shall have the following powers:
 - 3.1.1 To call to order the Board meeting and to conduct the order of business as set forth in the agenda.
 - 3.1.2 To adjust the agenda, if needed, at the time of the meeting with the approval of the Board;
 - 3.1.3 To move, second, debate and vote;
 - 3.1.4 To rule motions in or out of order;
 - 3.1.5 To determine whether a speaker from the audience has exceeded their time or is otherwise out of order;

- 3.1.6 To rule on questions of parliamentary procedure based generally on Robert's Rules of Order;
- 3.1.7 To sign all resolutions and other documents necessitating their signature;
- 3.1.8 To call a brief recess during a meeting;
- 3.1.9 To appoint Members to subcommittees with the approval of the Board; and
- 3.1.10 To maintain decorum.

The presiding officer's determination as to any of the above matters may be overruled by a majority of the Board Members present.

- 3.2 **Appointment of General Board Members.** Seven members of the Board shall be appointed by a ballot process. Three members shall be appointed in odd-numbered years and four members shall be appointed in even-numbered years, so that only half of the Board is appointed in any given year. Each year, the candidates receiving the highest number of ballots shall be appointed to the Board for the term provided in Section 9.10.050 of the Municipal Code. Any San Bruno resident fifty years of age or older shall be eligible to cast a ballot. Ballots shall be cast at the Senior Center each January and the tally shall be verified by the City Clerk.
- 3.3 **Appointment of Nutrition Site Council Appointee.** While a fully executed Memorandum of Understanding ("MOU") is in effect between the City and the Nutrition Site Council, the Nutrition Site Council may appoint one individual to serve on the Board as a non-voting member. The appointee may participate in Board discussions, provide input on matters before the Board, and serve on subcommittees, but shall not make motions or vote on Board actions.
- 3.4 **Organizational Meeting.** At its first meeting in February, the members of the Board shall elect a Chair and Vice Chair from among its Members.
- 3.5 **Term of the Chair and Vice Chair.** The term of office of the Chair and Vice Chair shall be one year. A Board Member may serve more than one consecutive term as Chair or Vice Chair. Nothing shall prevent the Board from removing and replacing the Chair or Vice Chair at any time during their respective terms, provided that the item is properly on the agenda of the meeting.

- 3.6 Vacancy in the Office of Chair or Vice Chair.** A vacancy in the office of Chair or Vice Chair shall be filled for the remainder of the unexpired term by election at the next meeting provided the election has been noticed on the agenda.
- 3.7 Vacancy of a Board Member's Seat.** In the event of an unscheduled vacancy of any Board Member's seat prior to the expiration of their term, a successor for the remainder of the term of such member shall be appointed as provided in Section 9.10.070 of the Municipal Code. The newly appointed Member shall take and subscribe to the oath of office before the next regular meeting after their appointment by the City Council.
- 3.8 Quorum.** A majority of the total membership of the Board shall constitute a quorum for the transaction of business. Where there is not a quorum present, the Secretary of the Board shall announce that no meeting will be held due to lack of a quorum, and shall announce the date of the next regular or adjourned meeting. When a member of the Board is disqualified due to a financial conflict of interest, their presence shall not be considered in determining the presence of a quorum. Any decision of the Board shall require a vote of the majority of the Board present and qualified to vote.
- 3.9 Subcommittees.** The Board may from time to time establish either standing or ad hoc subcommittees consisting of any number less than a quorum of its membership for the purposes of studying a specific area of concern. Standing subcommittees (which have a regular meeting schedule or continuing subject matter jurisdiction) are subject to all of the requirements of the Brown Act. The Board may refer matters to a subcommittee to report back to the full Board at a future date. The subcommittee report will be considered advisory and its recommendations are subject to action by the full Board.
- 3.10 Absences from meetings.** If a member of the Board is absent from two successive regular meetings without being excused by the Board, or is absent for any reason for more than six regular meetings in any twelve-month period, the office of such Member shall be vacated and the Chair shall immediately notify the Secretary, who shall notify the City Council that said office is vacant. Upon such notification, a successor for the remainder of the term of such member shall be appointed as provided in Section 9.10.070 of the Municipal Code. In order to request an excused absence, a Board Member must notify the Chair or the Secretary of the anticipated absence in advance of the meeting and the request must be noted during call of the roll and reflected in the minutes of the meeting. Such request is subject to denial by the Board.

3.11 **Oath of Office.** Newly appointed Board Members shall take and subscribe to the oath of office before assuming their duties. The oath may be given by a City official authorized to do so by State law.

4. **The Advisory Board Agenda.**

4.1 **Preparation of the agenda.** The Secretary of the Board shall formulate and prepare the agenda for Board meetings.

4.2 **Posting of the agenda.** The City Clerk shall cause to be posted an agenda for each regular meeting in the designated posting locations not less than 72 hours prior to the meeting. Agendas for adjourned meetings shall be posted in the same fashion, unless the business to be undertaken is limited to the items on the agenda of the meeting at which the adjournment occurs and the meeting is adjourned to a date within five days of the adjournment. Agendas of special meetings shall be posted and provided along with the notice of the meeting as provided in paragraph 2.2 above.

4.3 **Affidavit of posting.** Immediately following the posting of the agenda, the City Clerk shall cause to be completed an affidavit of posting. The affidavit shall indicate the time and location of posting, and shall be signed under penalty of perjury. The City Clerk shall retain all such affidavits in accordance with the City's records retention policy.

4.4 **Order of Business.** Items shall be placed on the agenda substantially according to the following "Order of Business." Upon review of the agenda at the beginning of any meeting, the Board may change the order of business in order to promote the efficiency of the meeting. The Order of Business for each regular Board meeting shall be as follows:

1. Call to Order/Roll call
2. Pledge of Allegiance
3. Approval of the Agenda
4. Approval of Minutes
5. Public Comments on Matters Not on the Agenda
6. New Business
7. Unfinished Business
8. Items from Staff
9. Items from Advisory Board Members
10. Adjournment

- 4.5 Description of Matters on the Agenda.** All items of business to be transacted shall be described briefly on the agenda in sufficient detail so that a reasonable person can determine the general nature of the matter under consideration. Not every recommendation or conceivable action or alternative need be listed. Generally, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken by the Board.
- 4.6 Adding Items of Business to the Agenda.** The Board shall not discuss or take action on any item of business not listed on the posted agenda unless any of the following circumstances applies:
- 4.6.1** Upon a majority determination of the existence of an “emergency situation” as that term is defined in the Brown Act (Government Code Section 54956.5).
- 4.6.2** Upon a determination by a two-thirds vote of the members present, or if less than two-thirds of the membership is present, upon a unanimous vote, that there is an immediate need to take action and that the need to take action came to the attention of the City subsequent to the posting of the agenda. If the Board makes this determination, the minutes of the meeting shall reflect what circumstances gave rise to the need to take action after the posting of the agenda.
- 4.6.3** Where the item upon which action is to be taken was included on a properly posted agenda for a prior meeting of the Board occurring not more than five calendar days prior to the date of the meeting at which the item is to be considered, and the item was continued to an adjourned meeting.
- 4.7 Adding Items of Business to a Future Agenda.** Any member of the Board may, during the “Items from Advisory Board Members” agenda item, request that an item of business within the Board’s subject matter jurisdiction be added to a future agenda. Such requests require a consensus from the majority of the Board.
- 4.8 Public Comments.** Members of the public shall be permitted to speak on each item of business on the agenda when the item is taken up and before action is taken on the item by the Board. Each speaker shall have up to a three (3) minute period to speak; time cannot be ceded to another speaker. In order to facilitate the conduct of the meeting, the Chair or the Board may lengthen or shorten the three-minute period for all speakers on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration. An individual may speak only once during the “Public Comments” item.

5. **Minutes.** The minutes of Board meetings shall be kept by the Secretary in accordance with the following Board policy:
 - 5.1 Minutes shall contain a record of all proceedings, motions, and actions, but shall only contain a summary of the discussion and not a verbatim transcription. The minutes shall accurately reflect what occurred at the meeting.
 - 5.2 All motions, whether carried or not, shall be recorded, disclosing the author of the motion and the second, and the roll call vote.
 - 5.3 An audiotape recording of all Board meetings shall be made, and said recording tapes shall be kept for a period not less than thirty days following the Board's approval of the minutes and shall be subject to disclosure during that time.

6. **Secretary.** A representative(s) from the Community Services Department designated by the City Manager shall serve as Secretary for the Board. The Secretary shall:
 - 6.1 Keep the minutes of all meetings of the Board and transmit approved minutes to the City Clerk;
 - 6.2 Give or serve all notices required by law or by these rules;
 - 6.3 Formulate and prepare the agenda for all meetings of the Board;
 - 6.4 Be custodian of Board records;
 - 6.5 Inform the Board of correspondence relating to business of the Board and attend to such correspondence;
 - 6.6 Managing funds allocated by the City Council for Board initiatives, as directed by the applicable Department Director, and in accordance with its directives, the law, and City regulations; and
 - 6.7 Sign official documents of the Board.

7. **Conduct of Board Meetings.**
 - 7.1 **Action by the Board.** The Board shall proceed by way of motion. Any Member, including the Chair, may make a motion and any Member may second the motion except that the same person who made the motion cannot second it. A Member may make only one motion at a time and a motion or second may be withdrawn by the maker at any time before a vote.

7.2 Adoption by Majority Vote. A motion shall be adopted by an affirmative vote of a majority of the Board present provided a quorum is determined to exist. Board Members have a duty to vote "aye", or "nay" on each motion. Abstentions shall be cast only if the Board Member declares:

7.2.1 The existence of a conflict of interest or other disqualification from voting; or

7.2.2 A lack of sufficient information upon which to base a vote due to absence from a previous meeting.

Abstentions are not counted in the vote tally.

7.3 Rules of Decorum.

7.3.1 Rules for Advisory Board Members. Members of the Board shall conduct themselves in compliance with the Code of Conduct approved by City Council.

a. Communication with Board Members.

1. Members should request the floor of the Presiding Officer before speaking.
2. A Member who is speaking shall attempt to avoid repetition and shall limit their comments to the subject matter at hand. Members should express their views without engaging in lengthy debates.
3. When one Member is speaking, other Members shall not interrupt or otherwise disturb the speaker.

b. Communication with Members of the Public Addressing the Board.

1. Members may ask clarifying questions to a person addressing the Board at the conclusion of the person's comments or upon expiration of the person's time to speak. Such questions shall be directed to the person through the Presiding Officer.
2. Members shall not engage the person addressing the board in a dialogue with the Board or City staff, but shall confine communication to a question and answer format conducted through the Presiding Officer.

3. If a member of the audience has addressed the Board on matters that are not on the agenda, Members shall refrain from discussion of the matter.

7.3.2 Rules for City Staff.

- a. Decorum. When addressed by the Board, staff shall respond in a polite and respectful manner.

7.3.3 Enforcement.

- a. The Chair shall follow the following procedure to maintain decorum:
 1. Warning. The Presiding Officer shall request that a person who is disrupting the meeting cease such conduct. If after receiving a warning from the Presiding Officer, the person persists in the violation, the Presiding Officer shall order the person to leave the Board meeting.
 2. Motion to Enforce. If the Presiding Officer fails to enforce the rules of order and decorum set forth above, any member of the Board may move to require the Presiding Officer to do so, and an affirmative vote of a majority of the Board shall require the Presiding Officer to do so. If the Presiding Officer fails to carry out the will of the majority of the Board, the majority may designate another member of the Board to act as Presiding Officer for the purpose of enforcing the rules of order and decorum established above.
 3. Clearing the Room. If a meeting of the Board is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the Presiding Officer or a majority of the Board may exercise the authority granted in California Government Code Section 54957.9 by ordering the meeting room cleared and continuing in session in the manner authorized by Section 54957.9 of the Government Code. Members of the press shall be permitted to remain unless they have participated in the disruption.

- 7.4 **Adjournment of Meetings.** Board meetings shall adjourn not later than 10:30 a.m., or as soon thereafter as the Board completes the item of business on the table at that hour, in which event items of business not yet addressed shall be continued to the next regular meeting or to an adjourned meeting. The Board may by majority vote extend the meeting beyond 10:30 a.m. in order to complete more of its agenda.
- 7.5 **Robert's Rules of Order.** If a matter arises that is not covered by these rules, the Brown Act, or Chapter 9.10 of the Municipal Code, the procedures of the Board shall be governed by the latest revised edition of Robert's Rules of Order to the extent not inconsistent with laws governing public agencies.
- 7.6 **Amendments to By-Laws.** These by-laws may not be amended unless the proposed amendment has been presented to and approved by the City Council.



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Meghan Rosin, Senior Center Manager

SUBJECT: Consider Adoption of a Resolution Authorizing the City Manager to Execute a Memorandum of Understanding with the Nutrition Site Council to Continue the Partnership in Support of Senior Programs Between the San Bruno Senior Center and Nutrition Site Council and Determining the Project is Exempt Under the California Environmental Quality Act

BACKGROUND:

The Nutrition Site Council (NSC) was established in September 1993 to support nutrition, transportation, and social service programs for older adults in the San Bruno community. Since its inception, the City of San Bruno and the NSC have worked collaboratively to enhance programs, services, events, and fundraising efforts that benefit older adults and strengthen the Senior Center community.

In 2024, City staff formalized the longstanding partnership through a Memorandum of Understanding (MOU) to clearly define the roles and responsibilities of each party and provide transparency to the City Council regarding the collaboration. Since that time, the City and NSC have continued to negotiate and execute similar MOUs to support the ongoing partnership.

The purpose of reestablishing a formal MOU is to continue defining the working relationship and responsibilities of both organizations in support of a shared vision to enrich the lives of adults ages 50 and over within the San Bruno community.

DISCUSSION:

The Community Services Department oversees operations of the San Bruno Senior Center and continues to work in partnership with organizations such as the NSC to enhance services, programming, and opportunities for adults aged 50 and older.

The proposed FY 2026/27 MOU formalizes the continued collaboration between the City and the NSC in support of programs and activities including:

- Bingo
- Lunch entertainment
- Senior Nutrition and Transportation Programs
- Freddie's Café operations
- Various fundraising events

The updated MOU further clarifies operational responsibilities, funding structures, volunteer expectations, use of City facilities, storage space, collaborative marketing efforts, and partnership coordination.

The proposed MOU reflects current costs and needs, with NSC pledging up to \$125,000 in support. This includes allocations for grant-matching funds and core programming funds. The City will continue to provide space and support services without charging rental or permitting fees, recognizing the mutual benefit of the partnership.

The proposed MOU was reviewed and approved by the NSC. The Senior Advisory Board unanimously recommended City Council approval of the proposed MOU at its May 19, 2026, meeting.

FISCAL IMPACT:

The fiscal impact is a loss of revenue in the amount of approximately \$110,000 from rental fees and auxiliary rental charges. This amount does not include café space, office space, and rental or storage. Approval of the MOU would generate \$125,000, included in the recommended FY 2026-27 budget, in earmarked funding supporting lunchtime entertainment, nutrition program, transportation and other senior programming.

In total, the FY 2025-26 projected General Fund subsidy for the Area Agency on Aging Special Revenue Fund (Senior Nutrition) is approximately \$400,000. The FY 2026-27 recommended budget has an estimated deficit of \$715,000, reflecting higher facility maintenance and reallocation of staff to reflect actual work required for the program, however, known staff vacancies may have a slightly positive impact on the deficit.

ENVIRONMENTAL IMPACT:

Approval of the MOU does not constitute a “project” under the California Environmental Quality Act (CEQA). Therefore, no further environmental review is required.

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute a Memorandum of Understanding with the Nutrition Site Council to continue the partnership in support of Senior Programs at the San Bruno Senior Center and determine the project is exempt under CEQA.

ALTERNATIVES:

Do not authorize the MOU with NSC and request NSC to pay full rental cost for space being used at the expense of the current working relationship.

ATTACHMENTS:

1. MOU between City of San Bruno and Nutrition Site Council
2. Resolution

RESOLUTION NO. 2026 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE NUTRITION SITE COUNCIL TO CONTINUE THE PARTNERSHIP IN SUPPORT OF SENIOR PROGRAMS BETWEEN THE SAN BRUNO SENIOR CENTER AND NUTRITION SITE COUNCIL AND DETERMINING THE PROJECT IS EXEMPT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the Nutrition Site Council (NSC) was established in September 1993 to support programs and services for older adults in the San Bruno community; and

WHEREAS, the Community Services Department, through Senior Services, has oversight of the San Bruno Senior Center and values the long-standing partnership with the NSC as an essential contributor to senior programs and services; and

WHEREAS, the proposed Memorandum of Understanding (MOU) formalizes the continued partnership between the City and the NSC and outlines the responsibilities and collaborative efforts of both parties for Fiscal Year 2026-27; and

WHEREAS, the City and NSC have mutually agreed to document this partnership and outline the roles and responsibilities for ongoing programming and services for adults aged 50 and older, including nutrition and transportation programs, entertainment, volunteer engagement, and community-based activities; and

WHEREAS, the City has determined that execution of the MOU is not a project subject to the California Environmental Quality Act (CEQA), as defined in Title 14 of the California Code of Regulations Section 15378.

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

1. **Authorizes the City Manager** to execute a Memorandum of Understanding with the Nutrition Site Council for Fiscal Year 2026-27 to continue the partnership in support of senior programs between the San Bruno Senior Center and the Nutrition Site Council.
2. **Determines** that the execution of the MOU is exempt from review under the California Environmental Quality Act (CEQA), as it is not a “project” under CEQA Guidelines.

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - ____** was introduced and adopted by the San Bruno City Council at a regular meeting on June 9, 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Lupita Huerta, City Clerk



MEMORANDUM OF UNDERSTANDING

Nutrition Site Council

1555 Crystal Springs Road
San Bruno CA 94066

July 1, 2026 – June 30, 2027



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COMMUNITY SERVICES DEPARTMENT
Senior Services Division



MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF SAN BRUNO AND NUTRITION SITE COUNCIL

The City of San Bruno, hereinafter referred to as CITY, and the Nutrition Site Council, hereinafter referred to as NSC, enter into this Memorandum of Understanding (“MOU”), dated as of July 1, 2026, for providing and funding programs and events for adults 50 years of age and older (“adults 50 plus”) at the San Bruno Senior Center (“Senior Center”).

I. PURPOSE

The purpose of this MOU is to document the relationship between the parties. The CITY and NSC desire to work cooperatively to provide and fund mutually agreed upon programs and events for adults 50 plus.

NSC was established in September 1993 to support Nutrition, Transportation, and Social Service programs and services for seniors, including adults 50 plus. NSC, in partnership with the CITY, seeks to collaborate through providing quality programs, fundraising, marketing, and advocacy to serve adults 50 plus.

The parties agree that their agents, employees, and contractors do not act as officers, employees or agents of the other party. NSC employees and agents have no authority, express or implied, to bind the City to any obligation whatsoever.

II. DESCRIPTION OF COLLABORATION

CITY and NSC desire to work cooperatively to provide the following (collectively, the “Programs”):

- Bingo
- Lunch Entertainment
- Senior Nutrition Program
- Various fundraising events
- Cafe Operations

A. CITY will, subject to the review and approval of the Director of Community Services (the “Director”):

1. Provide event venue for Bingo on Mondays, Wednesdays, and Fridays from 1:00pm to 3:00pm, and up to six pre-determined Sundays for FY 2026-2027 from 9:00am to 4:00pm.
2. Provide table and chair setup as part of normal Bingo operations, and per submitted layout via the facility rental process for Sundays.
3. Provide a venue for NSC events or programs outside of normal hours of



operation, provided that NSC pays for one building attendant at the rate as indicated by the Master Fee Schedule, and janitorial services at full cost recovery.

4. Provide to City staff a printed reference guide for City staff who assist with connecting and disconnecting the Bingo machine by July 1, 2026.
5. Provide limited bingo board support, which generally includes assisting with connecting the Bingo machine to video monitors for Bingo program. The CITY is not responsible for the bingo board, including but not limited to its storage, repairs, and supporting equipment. The Bingo board and supporting equipment are the responsibility of the NSC.
6. Maintain the video wall monitors in the Assembly Room as part of normal building operations.
7. Provide an office workspace free of charge at the San Bruno Senior Center. The City will not require a permit or charge a fee.
8. Provide entertainment for the lunch program, which includes contracting for such entertainment. NSC input and suggestions are welcomed and may be considered, final decisions will be made by City staff and are not bound by such recommendations.
9. Include NSC information and events in the Senior Center Newsletter.
10. Provide up to two designated storage closets for NSC supplies at the Senior Center. NSC acknowledges that the City of San Bruno is not liable for items that are lost, stolen or damaged while stored at the San Bruno Senior Center.
11. Provide meeting space for NSC Board meetings during normal business hours. The City will not require a permit or charge a fee.
12. Provide space for the operation of the Café, subject to such rules for operation as deemed appropriate by the Director. The City will not require a permit or charge a fee.
13. Apply for grants in partnership with NSC, as determined appropriate by the Director.
14. Include NSC branding in all associated flyers, posters, press releases, social media, print, and web advertisements on partnered events.
15. Make formal requests for funding which will be reviewed by the NSC for consideration.
16. Give a 2 week notice in the event that space is not available for a provided program.
17. Provide to NSC accurate accounting of funding used at Mid-Year and End of



Year Closeout.

B. NSC will:

1. To support essential programs and services for FY 2025–26, the City respectfully requests that the NSC allocate \$125,000 to the City, with \$60,000 to be paid at the execution of the MOU. The remaining balance would be paid upon a written request from the City, accompanied by an expenditure report detailing the use of funds. This request reflects the rising costs of operating key programs – such as the Nutrition and Transportation services – driven by cost-of-living adjustments, increased inventory costs, and inflation. While the City continues working to keep expenses stable and efficient, the following revised funding structure is proposed to meet the needs of the coming year:
 - Entertainment – Not to Exceed \$40,000
 - Grant Operations – Not to Exceed \$70,000
 - Inclusive of: Nutrition and Transportation Programs
 - Use of Space – Not to Exceed \$10,000
 - Inclusive of: Storage, Staff Office, Cafe
 - Staff Support – Not to Exceed \$5,000
2. Operate the Café, which includes:
 - Coordinate and administer all County Health requirements.
 - Coordinate all supply deliveries during normal operating hours and have a NSC representative present at the time of delivery.
 - Operate the café daily based on volunteer availability.
 - Provide a lead volunteer daily to oversee and operate the Café.
 - Provide a contact number and email address for NSC to receive and respond to concerns regarding the Café.
3. Acquire and pay for all necessary licenses and permits to operate Bingo.
4. Have any staff assigned to assist with the Bingo machine be trained by the NSC Bingo Manager.
5. The Nutrition Site Council is fully responsible for handling, managing, and securing all funds related to its activities. All funds must be secured at the end of each shift. The City (or Facility) is not responsible for any loss or mismanagement of these funds.
6. Consider requests for funding by the Director, or the Director's designee,



and respond to requests within thirty (30) calendar days.

7. Provide NSC representation in line with Senior Advisory Board By-Laws.
8. Promote programs at the Senior Center as "In partnership with the City of San Bruno."
9. Issue invitations to the City Council and appropriate CITY staff, as applicable.
10. Provide volunteers and support at the Senior Center during all NSC programs and events.
11. Provide NSC volunteers the onboarding process set by the CITY's Human Resources Department for senior center volunteers.
12. NSC volunteers will be required to follow the Code of Conduct for the Senior Center

C. CITY and NSC will agree to:

1. Partner and collaborate on programs and events for the benefit of the senior community to include administration, organization, marketing, and publicity.
2. Develop an overall general timeline regarding programming and events, as mutually agreed upon by both parties as it relates to NSC utilizing space at the senior center. NSC acknowledges that the availability of facilities is subject to the discretion of the Director and in the event that the facilities are not available on a day or at a time specified in this MOU, or otherwise agreed to by the parties, the Director will provide notice to NSC at least 2 weeks in advance.
3. Meet quarterly to engage on programs, events, and funding needs for the Center as well as communication regarding the partnership.
4. Organize with NSC and City representatives to carry out management, staffing and volunteer responsibilities, along with event set up, take down, and clean up.

Print and web promotional materials, brochures, and event signage shall be presented in accordance with guidelines, as mutually agreed upon by both parties. NSC acknowledges that any information included in any City materials is at the discretion of the Director.

III. TERM

The term of this MOU shall commence on July 1, 2026 and continue through June 30, 2027. This MOU contains all the terms and conditions agreed upon by the parties



regarding the subject matter of this MOU and supersedes any prior agreement, oral or written, and all other communications between parties related to such subject matter.

IV. TERMINATION FOR CONVENIENCE

Either party may, in its reasonable discretion, with or without cause, terminate this MOU upon the giving of ten (10) days prior written notice to the other party. In the event of termination, NSC agrees to pay CITY for Programs provided prior to the date of termination.

V. AMENDMENTS OR MODIFICATIONS

This MOU may not be amended except by a writing duly executed by the parties hereto. The CITY shall have the right to grant reasonable extensions of time to NSC for any purpose or for the performance of any obligation or NSC hereunder.

VI. INDEMNIFICATION

To the fullest extent permitted by law, NSC shall defend (with legal counsel reasonably acceptable to the CITY), indemnify and hold harmless CITY and its Council, officers, agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against any and all claims, suits, actions, losses, costs, damages, injuries (including, without limitation, economic harm, injury to or death of an employee of NSC or its subcontractors), expenses and liabilities of every kind, nature and description, at law or equity (including, without limitation, incidental and consequential damages), and reasonable attorneys' fees and costs, litigation expenses, court costs, and fees of expert consultants or expert witnesses, and costs of investigation (collectively "Defense Costs") that arise from, relate to or pertain to, directly or indirectly, in whole or in part, any negligent or reckless act or omission or any willful misconduct of NSC, any subcontractor, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). NSC shall pay and satisfy any judgment, award or decree that may be rendered against the Indemnitees except to the extent that liability is caused by the Indemnitees' sole negligence, active negligence, or willful misconduct, but shall apply to all other Liabilities.

Notwithstanding the foregoing, nothing herein shall be construed to require NSC to defend or indemnify the Indemnified Parties from any Claim arising from the sole negligence, active negligence, or willful misconduct of the Indemnified Parties. Nothing in this indemnity shall be construed as authorizing any award of attorney's fees in any action on or to enforce the terms of this Agreement. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are



applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by NSC. This section shall survive termination of this MOU.

VII. INSURANCE

- A. Throughout the term of this Agreement, NSC shall obtain and maintain, at its own expense, the minimum insurance coverage set forth below. The CITY and its elected officials, officers, and employees shall be named as additional insureds using ISO endorsement forms CG 20 10 and 20 37 or their equivalents. This MOU is expressly contingent upon the insurance requirements being met, as evidenced by adequate proof of insurance. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
1. Statutory Worker's Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly for Contractor with limits not less than \$2,000,000, including a waiver of subrogation endorsement in favor of the CITY, its officers, agents, employees, and volunteers.
 2. Commercial General and Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence.
- B. If applicable, NSC shall not allow any subcontractors to commence work on any subcontract until all insurance required of the NSC has also been obtained for the subcontractor in the amounts indicated herein.

VIII. MOU IN WRITING

This MOU contains and embraces the entire MOU between the parties hereto and it, nor any part of it, may not be changed, altered, modified, limited, or extended, orally or by any MOU between the parties unless such MOU be expressed in writing, signed, and acknowledged by the CITY and NSC or their successors in interest.

IX. NOTICES

Any notices, consents or approvals permitted or required to be given in accordance with this Agreement shall be sent by regular U.S. mail, overnight mail service, or personal delivery, addressed as follows, and shall be deemed to have been delivered: (i) if sent by U.S. mail, on the fourth (4th) business day following deposit in the United States mail, (ii) if sent by overnight mail, on the date that it is recorded as delivered to the intended recipient, or (iii) if personally delivered, upon receipt.



COMMUNITY SERVICES DEPARTMENT
Senior Services Division

In Witness whereof, the parties hereto have caused this MOU to be executed effective as of this _____ day of _____ 2026.

CITY

NUTRITION SITE COUNCIL

Alex D. McIntyre, City Manager | Date
567 El Camino Real
San Bruno, CA 94066

Karen Hornung, President | Date

APPROVED AS TO FORM

Trisha Ortiz, City Attorney |Date

MOU Approved by City Council **DATE TBD,** Resolution No. _____

ATTEST

Lupita Huerta, City Clerk | Date



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 9, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Hae Won Ritchie, P.E., Acting Public Works Director
Diana Agcaoili, EIT, Assistant Engineer

SUBJECT: Consider Adoption of a Resolution Approving the Red Curb Striping Adjacent to 2401 Oakmont Drive and Determining the Work is Exempt Under the California Environmental Quality Act

BACKGROUND:

On October 14, 2025, the City Council approved the design of the Oakmont Drive Pressure Regulating Valve (“PRV”) Replacement Project. This project is part of the City’s Capital Improvement Program (“CIP”) under the Pressure Regulator Station Improvement and Replacement Program to upgrade and replace aging pressure regulating stations.

The Oakmont Drive PRV Replacement Project includes installing above-ground water infrastructure equipment, an electric cabinet, a new PRV inside a new underground vault in the street on St Cloud Drive and a red curb adjacent to the new vault.

DISCUSSION:

The PRV vault must remain accessible at all times for routine operations, maintenance activities, and emergency response. Parking restrictions above the vault are critical to ensuring that staff can safely and promptly access the facility without delay. New red curb is proposed to be installed to maintain continuous and unobstructed access to the new PRV vault for Public Works Department’s Water Division personnel.

Pursuant to California Vehicle Code sections 22507, local authorities may establish areas in which parking is prohibited or restricted within the public right of way. The proposed red curb is forty-eight (48) feet in length and is located adjacent to the Oakmont Pressure Regulator Station and 2401 Oakmont Drive, as shown on Attachment 2 (Location Map). From the curb return at the west corner of Oakmont Drive and St. Cloud Drive, the proposed red curb extends forty-three (43) feet southwest and five (5) feet northeast.

On June 30, 2025, a notice letter was mailed to the property owner of 2401 Oakmont Drive. There is ample on-street parking available in the area, and the proposed red curb installation will not result in a significant loss of parking or negatively impact nearby residents.

FISCAL IMPACT:

On October 14, 2025, the City Council approved a construction contract with Casey Construction, Inc. The cost to install red curb striping adjacent to the new pressure regulating valve vault is included in the construction contract with Casey Construction, Inc. and adequate project funding is available. No new appropriation is being requested.

ENVIRONMENTAL IMPACT:

The red curb installation falls within the Categorical Exemption set forth in CEQA Guidelines, Section 15302(c), existing facilities which exempts repairing of existing streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities. This project will not cause an expansion of an existing use of the streets.

RECOMMENDATION:

Consider Adoption of a Resolution Approving the Red Curb Striping Adjacent to 2401 Oakmont Drive; and Determining the Work is Exempt Under the California Environmental Quality Act

ALTERNATIVES:

1. Do not approve the installation of red curb adjacent to the new PRV vault. This action would result in restricted access to the new vault and negatively impact the Water Division's ability to operate and maintain the infrastructure.

ATTACHMENTS:

1. Resolution
2. Location Map

RESOLUTION NO. 2026 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO APPROVING THE RED CURB STRIPING ADJACENT TO 2401 OAKMONT DRIVE AND DETERMINING THE WORK IS EXEMPT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, on October 14, 2025, the City Council approved the design of the Oakmont Drive Pressure Regulating Valve (“PRV”) Replacement Project; and

WHEREAS, the Oakmont Drive PRV Replacement Project includes installing an above-ground water infrastructure equipment, an electric cabinet, a new PRV inside a new underground vault in the street on St Cloud Drive and a red curb adjacent to the new vault; and

WHEREAS, the proposed red curb installation is necessary to maintain continuous and unobstructed access to the new PRV vault for Public Works Department’s Water Division personnel; and

WHEREAS, the proposed red curb is forty-eight (48) feet in length and is located adjacent to the Oakmont Pressure Regulator Station and 2401 Oakmont Drive; and

WHEREAS, from the curb return at the west corner of Oakmont Drive and St. Cloud Drive, the proposed red curb extends forty-three (43) feet southwest and five (5) feet northeast as shown on Attachment 2 (Location Map); and

WHEREAS, on June 30, 2025, a notice letter was mailed to the property owner of 2401 Oakmont Drive regarding the proposed red curb and the above-ground infrastructure to be installed within the public right-of-way adjacent to the property; and

WHEREAS, on October 14, 2025, the City Council approved a construction contract with Casey Construction, Inc; and

WHEREAS, the cost to install red curb striping adjacent to the new pressure regulating valve vault is included in the construction contract with Casey Construction, Inc. and adequate project funding is available; and

WHEREAS, this work falls within the Categorical Exemption set forth in CEQA Guidelines, Section 15302(c), existing facilities which exempts repairing of existing streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities. This project will not cause an expansion of an existing use of the streets.

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

1. Approves the Red Curb Striping Adjacent to 2401 Oakmont Drive; and
2. Determines the Work is Exempt Under the California Environmental Quality Act

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - ____**
was introduced and adopted by the San Bruno City Council at a regular meeting on
June 9, 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Lupita Huerta, City Clerk

**ATTACHMENT 2
LOCATION MAP**





City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Nick Pegueros, Administrative Services Director & CFO
Jennifer Dianos, Assistant Administrative Services Director
Esther Garibay, Finance Manager

SUBJECT: Consider Adoption of a Resolution Amending City of San Bruno Financial Policies for Award of Contract, Claims Financial Authority, Cost Recovery, Debt Management, Discontinuation of Water Service, Expense Reimbursement, Fund Balances, and Investments

BACKGROUND:

Since 2024, the City Council has reviewed financial policies to adopt best practices, implement changes, and promote transparency. The current City of San Bruno Financial Policies were adopted by Resolution 2025-30 on April 8, 2025.

It is recommended that City Council conduct its annual review of these policies before budget adoption. Financial policies establish a framework for ensuring the City complies with legal requirements, incorporates best practices, and addresses operational matters that require City Council approval. Regular review and updates are necessary to maintain their relevance and effectiveness within the City's current operating environment. Consolidating all City Council adopted financial policies into a single document enhances transparency in the City's financial management, supports clearer oversight, and improves understanding of the City's financial decisions and practices while ensuring compliance with applicable State-mandated requirements.

DISCUSSION:

Attached to this staff report, you will find the current set of financial policies, of which two have proposed amendments, two are new, and four remain unchanged. Following are the highlights to guide City Council review and consideration:

Award of Contract Policy

The Award of Contract Policy was updated to establish a new bid requirement category intended to enhance clarity, consistency, and compliance within the City's procurement process and the California Uniform Public Construction Cost Accounting Act (CUPCCA) terminology. Definitions of the terms have been noted as a footnote and specifically footnote 9 of the policy. The addition of this category provides staff with greater clarity in administering procurements while ensuring appropriate competitive practices and oversight aligned with operational and regulatory needs.

The signing authority was also increased in accordance with the [DGS California Construction Cost Index \(CCCI\)^{\[1\]}](#) to reflect the annual percentage for calendar year 2025, 3.9%. The authority increased from \$95,000 to \$99,000.

Claims Financial Authority Policy (NEW)

The Claims Financial Authority Policy establishes approval authority related to the administration and financial management of general liability and workers' compensation claims.

Cost Recovery Policy

There are no changes being proposed to the City's Cost Recovery Policy at this time. This Policy ensures that the costs of services are fairly recovered through fees rather than relying solely on general funds. This aligns service costs with revenues and reduces limited public resource subsidies.

Debt Management Policy

There are no proposed changes to the City's Debt Management Policy at this time. This Policy provides the framework for how the City issues and manages debt responsibly. This is in an effort to maintain long-term planning to strategically measure that risks are controlled and repayment obligations remain sustainable.

Discontinuation of Water Service Policy (NEW)

The Delinquency Policy establishes guidelines in compliance with the Water Shutoff Protection Act ("Act"), which was enacted through Senate Bill 998 ([Chapter 891, statutes of 2018^{\[2\]}](#)), to ensure customers are provided with fair notice, payment assistance opportunities, and protections prior to water service discontinuation for nonpayment. The Policy promotes transparency and consistency in the administration of delinquent utility accounts while balancing the City's responsibility to maintain reliable utility operations.

Timely collection of past due utility bills is an important fiscal responsibility, as utility revenues support the ongoing maintenance, repair, and operation of critical water infrastructure and services. Consistent collection practices help preserve the financial stability of the utility fund and ensure the equitable distribution of service costs among all ratepayers. Upon adoption of this policy, staff will initiate the update to Chapter 10.08 of the San Bruno Municipal Code to reflect the administrative changes.

This Policy applies to the current utility bills that are generated by the City of San Bruno which include water service and water consumption charges. There are nearly 11,500 residential and commercial utility (water) accounts that are billed monthly or bimonthly, depending on the service type. As of May 27, 2026, the City has an estimated 927 water accounts that are more than 65 days past due, representing an outstanding balance of approximately \$364,796. These accounts have exceeded the City's standard payment timeline despite the issuance of billing statements, and past-due notices. The new policy will be enacted upon adoption.

In June 2023, the City Council took action to have the collection of sewer service charges on the San Mateo County tax Roll effect July 1, 2024. Delinquencies for sewer services are handled through the County property tax collections process.

Closed utility accounts prior to December 2023 were sent to collections biennially. At that time, the amount sent to collections totaled approximately \$780,000. Since then, and through the collections process, that total has decreased to approximately \$550,000. The difference of

about \$230,000 has been collected. When the collection agency recovers past due balances, they forward a portion of the funds to the City.

Some of the overdue payments are due to the State's moratorium on shutting off delinquent accounts during the pandemic. Certain customers who got behind on their bills during that period have had difficulty catching up, even with federally funded relief programs for utility delinquencies. Despite this, the City will now follow the new policy and will strictly enforce account shutoffs to recover unpaid amounts, while also considering additional ways to decrease late payments.

Closed accounts since January 2024 to present, are sent annually to the Franchise Tax Board (FTB). This mechanism allows the City to recover funds through the State income tax process which diverts income tax returns to delinquent amounts owed to the City. The delinquent accounts amount that that was sent to FTB collections totaled approximately \$112,000 and is currently estimated to be \$110,500. Staff anticipate that delinquent recoveries from the FTB will be more successful and cost effective. Success of the new collection method will be measured at the end of the calendar year to assess whether to continue the program.

Both collection methods are designed with the objective of maximizing recovery of outstanding balances. Staff are considering a transition to monthly billing for residential customers, which would streamline due dates, contrasting with the current bi-monthly system where residential customers have varying due dates. Additionally, staff are evaluating the feasibility of collecting delinquent water bills through the San Mateo County Tax Collector's Office, similar to the approach used for wastewater services. However, given the fluctuating nature of water consumption, usage charges cannot be processed via property tax bills.

Expense Reimbursement Policy

There are no changes being proposed to the Expense Reimbursement Policy at this time. This Policy ensures that expenses are reimbursed consistently, fairly, and in compliance with mandated regulations.

Fund Balance Policy

There are minor changes included in the Fund Balance Policy to update the language, including: the removal of American Rescue Plan Act funds in section V, as the funds are fully exhausted; the addition of Measure Q to section VIII, to reflect the special revenue funds; and the removal of CityNet from section XI, as the Enterprise is in process of full dissolution. This Policy establishes the foundation for designation of monies to reserve funds that support the City Council's commitment to ensuring financial stability and sustainability of operations during times of fiscal constraint and emergency situations.

Investment Policy

There are no changes being proposed to the Investment Policy at this time. This Policy maintains guidelines that promote the safe, lawful, and strategic management of public funds. The rapidly changing investment environment now exceeds City staff's ability to actively manage the City's \$273 million portfolio. Staff intends to issue a request for proposals (RFP) for investment advisory services in the new fiscal year.

The recommended action ensures that the City Council reviews and considers recommended policy updates at least annually. Staff will continue to monitor existing financial policies for

needed updates and review opportunities for new policies to ensure that the City continues adopting policies that promote sound fiscal management.

^[1] <https://www.dgs.ca.gov/RES/RES/Resourses/Page-Content/Real-Estate-Services-Division-Resources-List-Folder/DGS-California-Construction-Cost-Index-CCC>

^[2] https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB998

FISCAL IMPACT:

There is no fiscal impact resulting from the new or readoption of the Financial Policies. The Operating and Capital Budget provides appropriations by fiscal year and staff will administer funds according to the applicable policy.

By adopting the Financial Policies for FY27 as presented, the action rescinds and nullifies all previously approved financial policies.

ENVIRONMENTAL IMPACT:

The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION:

Consider Adoption of a Resolution Amending City of San Bruno Financial Policies for Award of Contract, Claims Financial Authority, Cost Recovery, Debt Management, Discontinuation of Water Service, Expense Reimbursement, Fund Balances, and Investments

ALTERNATIVES:

Do not adopt the financial policies as presented, and direct staff to make changes.

ATTACHMENTS:

1. Resolution with Exhibit A

RESOLUTION NO. 2026 - ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO
AMENDING CITY OF SAN BRUNO FINANCIAL POLICIES FOR AWARD OF CONTRACT,
CLAIMS FINANCIAL AUTHORITY, COST RECOVERY, DEBT MANAGEMENT,
DISCONTINUATION OF WATER SERVICE, EXPENSE REIMBURSEMENT, FUND
BALANCES, AND INVESTMENTS**

WHEREAS, the City Council is the legislative body for the City of San Bruno and the San Bruno Public Financing Authority, and serves as the Board of Directors of the Successor Agency to the San Bruno Redevelopment Agency (such entities collectively referred to as the “City”); and

WHEREAS, best practices encourage regular review of the City’s financial policies to ensure their efficacy, relevance to current operations, and compliance with rules, regulations, and laws; and

WHEREAS, assembling financial policies into a single document, approved by the City Council, titled City of San Bruno Financial Policies (“Policies”), improves transparency in the City’s financial management; and

WHEREAS, City Council last conducted its annual review of the Policies and adopted Resolution No. 2025-30 on April 8, 2025, to amend the Policies to ensure compliance with legal requirements, best practices, and operational needs of the City; and

WHEREAS, City staff has conducted the annual comprehensive review of the Policies listed above to ensure that the Policies are compliant with legal requirements and government finance best practices and staff recommends multiple amendments; and

WHEREAS, the recommended Award of Contract and Fund Balance Policies amendments provide clarity over policy language, updates the City Manager’s signing authority to \$99,000 as authorized by the policy as detailed in Exhibit A; and

WHEREAS, the recommended Cost Recovery, Debt Management, Expense Reimbursement, and Investment Policies remain consistent with prior version and are unchanged; and

WHEREAS, the newly recommended Discontinuation of Water Service Policy establishes guidelines in compliance with the Water Shutoff Protection Act (“Act”), which was enacted through Senate Bill 998 to ensure customers are provided with fair notice, payment assistance opportunities, and protections prior to water service discontinuation for nonpayment; and

WHEREAS, the newly recommended Claims Financial Authority Policy establishes approval authority for tort claims and other pending actions against the City by providing specific settlement authority to the City Manager as set forth in Government Code Sections 935.4, 949, and San Bruno Municipal Code (SBMC) Section 2.12.

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the recommended changes to City Council adopted financial policies, finds and determines that the City of San Bruno’s Financial Policies should be adopted and prepared in final form;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Bruno hereby amends the City of San Bruno Financial Policies for Award of Contract, Claims Financial Authority, Cost Recovery, Debt Management, Discontinuation of Water Service, Expense Reimbursement, Fund Balances, and Investments, to read as provided in the Policies attached as Exhibit A hereto.

Exhibit A: Financial Policies

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - __**
was introduced and adopted by the San Bruno City Council at a regular meeting on
June 9, 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Lupita Huerta, City Clerk

Financial Policies

San Bruno

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Resolution

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO

Amending City of San Bruno Financial Policies for Award of Contract, Claims Financial Authority, Cost Recovery, Debt Management, Discontinuation of Water Service, Expense Reimbursement, Fund Balances, and Investments

WHEREAS, the City Council is the legislative body for the City of San Bruno and the San Bruno Public Financing Authority, and serves as the Board of Directors of the Successor Agency to the San Bruno Redevelopment Agency (such entities collectively referred to as the “City”); and

WHEREAS, best practices encourage regular review of the City’s financial policies to ensure their efficacy, relevance to current operations, and compliance with rules, regulations, and laws; and

WHEREAS, assembling financial policies into a single document, approved by the City Council, titled City of San Bruno Financial Policies (“Policies”), improves transparency in the City’s financial management; and

WHEREAS, City Council last conducted its annual review of the Policies and adopted Resolution No. 2025-30 on April 8, 2025, to amend the Policies to ensure compliance with legal requirements, best practices, and operational needs of the City; and

WHEREAS, City staff has conducted the annual comprehensive review of the Policies listed above to ensure that the Policies are compliant with legal requirements and government finance best practices and staff recommends multiple amendments; and

WHEREAS, the recommended Award of Contract and Fund Balance Policies amendments provide clarity over policy language, updates the City Manager’s signing authority to \$99,000 as authorized by the policy as detailed in Exhibit A; and

WHEREAS, the recommended Cost Recovery, Debt Management, Expense Reimbursement, and Investment Policies remain consistent with prior version and are unchanged; and

WHEREAS, the newly recommended Discontinuation of Water Service Policy establishes guidelines in compliance with the Water Shutoff Protection Act (“Act”), which was enacted through Senate Bill 998 to ensure customers are provided with fair notice, payment assistance opportunities, and protections prior to water service discontinuation for nonpayment; and

WHEREAS, the newly recommended Claims Financial Authority Policy establishes approval authority for tort claims and other pending actions against the City by providing specific settlement authority to the City Manager as set forth in Government Code Sections 935.4, 949, and San Bruno Municipal Code (SBMC) Section 2.36.

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the recommended changes to City Council adopted financial policies, finds and determines that the City of San Bruno’s Financial Policies should be adopted and prepared in final form;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Bruno hereby amends the City of San Bruno Financial Policies for Award of Contract, Claims Financial Authority, Cost Recovery, Debt Management, Discontinuation of Water Service, Expense Reimbursement, Fund Balances, and Investments, to read as provided in the Policies attached as Exhibit A hereto.

Exhibit A: Financial Policies

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - __**

was introduced and adopted by the San Bruno City Council at a regular meeting on

June 9, 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Financial Policies

Introduction and Policy Framework

Purpose and Scope

This document compiles the financial policies of the City of San Bruno and serves as a framework for the prudent management of the City's financial resources. These policies establish guidelines and internal controls designed to promote **fiscal stability, accountability, transparency, and consistency** in the City's financial operations.

The policies are maintained in alignment with **government finance best practices**, including the Best Practices and Advisories published by the **Government Finance Officers Association (GFOA)**. Consistency with GFOA guidance supports disciplined financial management and reinforces public confidence in how the City stewards taxpayer resources.

Policies Included in this Document

This document brings the City's adopted financial policies together in a single source. The following policies are included:

- Award of Contract Policy
- Claims Financial Authority Policy
- Cost Recovery Policy
- Debt Management Policy
- Discontinuation of Water Service Policy
- Expense Reimbursement Policy
- Fund Balance Policy
- Investment Policy

Together, these policies provide direction to staff and help ensure that public funds are managed responsibly and in accordance with applicable federal, state, and local laws, regulations, and best practices.

Alignment with GFOA Best Practices

Several of the policies in this manual are directly informed by GFOA Best Practices and Advisories most relevant to their subject area, including:

- Adopting Financial Policies
- Fund Balance Guidelines for the General Fund
- Investment Policy and Portfolio Management
- Debt Management Policy and Post-Issuance Compliance
- Establishing Government Charges and Fees (Cost Recovery)

GFOA alignment is treated as an ongoing standard rather than a one-time exercise: as Best Practices are updated, the affected City policies are reviewed and amended to remain current.

Authority and Governance

These policies are adopted by the City Council by resolution and administered by the City Manager, with day-to-day implementation directed by the Administrative Services Director & Chief Financial Officer. Where a policy delegates

signing, settlement, or other administrative authority, that authority is exercised consistent with the specific limits and objectives set forth in the applicable policy.

Audience

This document is intended to serve as a resource for the City Council, management, and staff involved in financial operations, and as a transparent statement of the City's financial principles for residents and other interested parties.

Maintenance and Review

Individual policies may be updated periodically to reflect changes in legal requirements, government finance best practices, or operational needs. The complete document is reviewed annually by the City Council and approved by resolution. Material revisions are presented to the Council for approval at the annual review or, when circumstances warrant, at an earlier meeting.

Award of Contract Policy

Resolution 2026-XX

June 9, 2026

Purpose

The City of San Bruno Award of Contract Policy establishes efficient procedures for the acquisition of supplies, services, equipment, and technology at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases. Approval of City budget appropriations by the City Council authorizes expenditure of City funds in accordance with that appropriation and the established level of city services.^{1,2}

Delegation of Authority

The City Manager is designated as the City's purchasing officer³, responsible for developing and implementing administrative guidelines aligned with this policy's purpose. The City Manager may delegate their authority at their sole discretion.

Award of Contract

The purchasing officer has the authority to issue purchase orders and award contracts, including contract amendments, for goods or services in accordance with Section VII. City Council approval is necessary for:

1. All contracts that do not conform to the City's standard form of agreement,
2. Contracts for goods and services in an amount exceeding the signing authority (see Section IV below) for which costs are not (a) budgeted, nor (b) passed through, and
3. Public projects over \$270,000.

Signing Authority

The purchasing officer's signing authority adjusts each July 1 based on the annual change for the previous calendar year for the California Construction Cost Index (CCCI), as reported by California Department of General Services (DGS^{4,5}.) The signing authority through June 30, 2026, is \$95,000. Effective July 1, 2026, the signing authority is \$99,000.

The purchasing officer is authorized to execute multi-year agreements, provided the contract does not exceed five full fiscal years and terminates on or before June 30th in the final year of the contract.

Standard Form Agreements

The purchasing officer may only execute standard form agreements unless the City Council authorizes an exception in advance. The purchasing officer can modify insurance requirements of standard form agreements after consultation with the City's risk manager to establish an insurance requirement commensurate with the City's risk exposure. The City Manager, with the concurrence of the City Attorney, may revise standard form agreements as necessary.

Exceptions

The following are exempt from award of contract, signing authority, and standard form agreement requirements:

1. Cooperative purchasing agreements⁶, Emergency contracts⁷, and Sole/single source purchases⁸, in accordance with San Bruno Municipal Code Chapter 2.44.
2. Utility bill payments, payments to other governmental agencies, personnel and benefit expenditures (e.g., medical premiums, retirement payments, workers' compensation insurance premiums, staff backfill, etc.), routine non-service-related purchases such as furniture, fixtures, equipment, and vehicles where only a purchase order is required.
3. Discrete professional or contract services under \$15,000 are exempt from the standard form agreement requirements provided there are sufficient available budgetary funds, and the department receives a purchase order.

Award Authority and Bid Requirements Summary

Category	Standard Form Agreement	Amount	Bid Requirement ⁹	Approving Authority
Budgeted and pass-through expenditures	Unmodified	\$30,000 or less ¹⁰	RFP/RFQ	Department Head
		\$30,001 to \$100,000	RFP/RFQ	City Manager
		\$100,001 to budgeted authority or pass-through reimbursement agreement	RFP/RFQ	
	Modified	\$100,000 or less	Solicitation	City Council
		Greater than \$100,000	RFP/RFQ	
	Public Projects ^{11,12,13}	Unmodified	\$30,000 or less ⁹	Solicitation
\$30,001 to \$75,000			Solicitation	City Manager
\$75,001 to \$220,000			Informal Bid	
\$220,001 to \$270,000			Formal Bid	
N/A		Greater than \$270,000	Formal Bid	City Council

Policy Review and History

The Award of Contracts Policy shall be reviewed annually by the Chief Financial Officer and readopted by City Council resolution. All changes, except CCCI adjustments to the City Manager’s signing authority, must be part of the annual readoption by the City Council.

Action	Date	Notes
Policy adoption by resolution	June 9, 2026	Resolution No. 2026-##
Policy adoption by resolution	April 8, 2025	Resolution No. 2025-30
Policy adoption by resolution	June 25, 2024	Resolution No. 2024-54
Policy adoption by resolution	February 13, 2024	Resolution No. 2024-14

Footnotes

[1] San Bruno Municipal Code (SBMC) [Section 2.12.060.i](#)

[2] SBMC [Section 2.44.010](#)

[3] SBMC [Section 2.44.020](#)

[4] [DGS California Construction Cost Index CCCI](#) <https://www.dgs.ca.gov/RESD/Resources/Page-Content/Real-Estate-Services-Division-Resources-List-Folder/DGS-California-Construction-Cost-Index-CCCI>

[5] Upon adoption in 2024, base year signing authority is \$92,000 and CCCI index is 9654, respectively. Annual adjustments round up to the next increment of \$1,000 and, if the CCCI experiences a negative change in any year, the signing authority valuations will remain unchanged.

[6] SBMC [Section 2.44.110](#)

[7] SBMC [Section 2.44.120.a](#)

[8] SBMC [Section 2.44.120.b](#)

[9] Definitions of Bid requirements:

- RFP/RFQ – solicit proposals or qualifications based on factors such as experience, approach, and cost; not specific to CUPCCAA bidding requirements
- Solicitation - general term for any process in which three (3) vendors provide a cost proposal for a contract; not specific to CUPCCAA bidding requirements
- Informal bid - CUPCCAA-defined process for public projects within the informal bidding threshold using simplified procedures
- Formal bid - CUPCCAA-defined process for public projects exceeding the informal bidding threshold requiring formal advertisement and sealed bids
- Issuance of an RFP/RFQ or competitive solicitation may be subject to notice requirements pursuant to California Government Code section 3504.1 (AB 339)

[10] City Manager may modify the “amount” and “approving authority” administratively, at their discretion.

[11] SBMC [Section 2.44.070](#)

[12] Public Project limits for informal bids are set by Public Contract Code (PCC) Section 22000, et seq. under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), and will adjust with CUPCCAA.

[13] Limits established by CUPCCAA, effective January 1, 2025:

- For public projects of **\$75,000 or less**, the City may perform the project by force account, by negotiated contract, or by purchase order (this is an increase for the former limit of \$60,000 or less); modified Standard Form Agreements require City Council approval.
- For public projects of **\$220,000 or less**, the City may award the project by using its informal bidding procedures (this is an increase from the former limits of \$200,000 or less); modified Standard Form Agreements require City Council approval.
- For public projects of **\$220,000 or more**, the City must award the project by formal bidding procedures; modified Standard Form Agreements require City Council approval.
- In the event all of the bids are in excess of \$220,000, the City Council may award the contract at **\$235,000 or less** to the lowest responsible bidder if it determines the cost estimate of the public agency was reasonable.

Claims Financial Authority Policy

Resolution No. 2026-##

June 9, 2026

Purpose

The purpose of this policy is to establish clear financial authority for all pending settlement and payment of claims against the City. This policy ensures timely resolution of claims while maintaining appropriate oversight and accountability. This policy is intended to coincide with all California’s workers’ compensation¹ laws and government code procedures. This policy applies to all claims filed against the City, including but not limited to: general liability claims; property damage claims; automobile liability claims; workers’ compensation claims; employment-related claims; and litigation settlements.

Delegation of Authority

The City Council desires to clarify the delegation of authority for tort claims and other pending actions against the City by providing specific settlement authority to the City Manager as set forth in Government Code Sections 935.4² and 949³. The City Manager is designated as the City’s Personnel Officer, per San Bruno Municipal Code (SBMC) [Section 2.36⁴](#), responsible for the personnel system rules and regulations, and implementing administrative guidelines aligned with this policy’s purpose. The City Manager may delegate their authority at their sole discretion.

Authority

The City Manager is authorized to allow, compromise and settle any claims or other pending actions (not including workers’ compensation claims) against the City provided the settlement payment does not exceed fifty-thousand dollars (\$50,000).

The City Manager is authorized to allow, compromise, or settle any workers’ compensation claims against the City by “Stipulation for Award” (Stipulation), up to the City’s current self-insured retention, when the Stipulation is for disability amounts that are undisputed and determined by State law and any workers’ compensation claim against the City that does not exceed fifty thousand dollars (\$50,000) by “Compromise and Release” that is not mandated by the Workers’ Compensation Appeals Board.

Settlement that may exceed authority granted in this policy requires City Council consideration. This policy does not alter or rescind the authority of the City Attorney to approve expenditures up to one hundred thousand dollars (\$100,000) with the City Manager’s concurrence, to mitigate damages involving “health and safety” pursuant to Resolutions No. 2002-50 and 2019-08.

Policy Review and History

The Cost Recovery Policy shall be adopted by resolution of the City Council. The policy shall be reviewed annually by the Chief Financial Officer, and any modifications made as a result must be approved by the City Council.

Action	Date	Notes
Policy adoption by resolution	June 9, 2026	Resolution No. 2026-##

Footnotes

[1] State of California Department of Industrial Relations [Workers' Compensation](#)

[2] Government Code [Section 935.4](#)

[3] Government Code [Section 949](#)

[4] San Bruno Municipal Code (SBMC) [Section 2.36](#)

Cost Recovery Policy

Resolution No. 2026-##

June 9, 2026

Purpose

This policy ensures sustainable resource allocation by recovering costs for services, programs, and facilities. It promotes financial accountability and transparency, requiring those who benefit from services to offset City costs according to City Council policy direction. This cost recovery framework helps maintain high-quality services, reduces reliance on general-purpose revenues, and allocates resources more effectively to meet community needs.

Guiding Principles

The guiding principles for the creation of an effective cost recovery 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.

Cost Recovery Considerations

When establishing user fees and determining cost recovery levels, it is crucial to recognize that personnel expenses are the main factor influencing the cost of city services. Typically, these personnel costs rise each year unless a decision is made to reduce or eliminate certain community services. Accordingly, annual adjustments are recommended to avoid subsidy of services using general purpose revenues.

In evaluating cost recovery levels, the following policy consideration may be taken into account:

A. Community-Wide Versus Specific Service

The level of cost recovery considers the community-wide versus specific 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 provided directly to the payor.

B. Service Recipient Versus Service Driver

After considering community-wide versus specific 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.

C. San Bruno Residents vs. Non-Residents

Because non-residents generally contribute less to the City's general-purpose taxes than residents, non-residents should pay the full cost of a service unless policy or compelling market conditions encourage a subsidy.

D. Availability of the Service in the Current Marketplace

Some specific services, to the extent they are readily available to San Bruno residents in the current marketplace, may require less than full cost recovery to compete with the market.

E. Effect of Pricing on the Demand for Services

The level of cost recovery and related fee for 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 such services, fee for services analyses may determine that some services require subsidy to achieve the City Council's overall policy objectives for the service.

Cost Recovery Levels

Based on the principles and considerations 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 specific benefit to the fee payor; or 2) The service is regulatory in nature and cover the cost of issuing licenses and permits, performing investigations, inspections, and audits, and administrative enforcement. Services that have a desired 100% full cost recovery may have subsidies due to rounding or when large increases are split up over multiple years.

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%)

Low cost recovery is used for fees for which the City wants to encourage use of the service.

Cost Recovery Fee Adjustments

The City shall strive to conduct a comprehensive user fee study every four to seven years to determine the full cost of service delivery. Actual cost recovery levels are subject to City Council approval following legal requirements for establishing user fees.

At least once annually, the City shall prepare a Master Fee Schedule of all fees charged by the City. Fees shall increase, to the maximum extent allowed by law, by a minimum of the year-over-year increase in City personnel costs from December to December. This practice ensures that fees do not fall behind due to rising service delivery costs between comprehensive user fee studies.

In order to simplify fee levels for customers, fees are rounded up to the next dollar.

Cost Recovery Expectations by Fund Type

The City maintains 45 independent funds across multiple fund types. The cost recovery goal for each Fund type is as follows:

- General Fund – The General Fund primarily supports services that provide significant community benefits, such as public safety, libraries, parks, and streets. As a result, most services funded by the General Fund are unlikely to achieve cost recovery.
- Special Revenue Funds – This is the City’s most common fund type. Special Revenue Funds have dedicated revenue sources for the services they provide and often come with legal restrictions on how that revenue can be used. All Special Revenue Funds are expected to achieve full cost recovery, unless managing the fund requires a level of City staff time that cannot be fully recovered by fees in any one period and necessitates a subsidy from the General Fund.
- Capital Funds – These funds cover the costs associated with capital improvements, which include contractual and professional services, goods and materials, as well as direct charges for staff services performed by City employees. When staff perform services on a capital project, the subject employee’s fully burdened rate shall be charged to the applicable capital project based on time records, effectively achieving full cost recovery. Some grant funded projects may limit overhead allocations which will result in a subsidy.
- Enterprise Funds – The City’s Enterprise Funds operate as business-type activities that must achieve full cost recovery. This includes covering general administrative overhead and direct charges for services provided by City staff, which are accounted for in other funds.
- Internal Service Funds – The City’s Internal Service Funds account for centralized shared services needed to deliver and operate public services. Examples of centralized services include information technology and facilities. Internal services are allocated to service delivery budgets based on estimated usage, thereby achieving full cost recovery from eligible non-general fund sources.

General Administration Allocation

General administrative allocations distribute non-departmental costs related to managing the City, such as City Council, City Clerk, City Attorney, City Manager, Finance and Human Resources. These allocations ensure service delivery departments share administrative expenses and that user fees more accurately reflect the true cost of service delivery in the City of San Bruno.

Fee Waivers & Discounts

Fee waivers and discounts are permissible in the following instances:

- To encourage use of the Recreation and Aquatics Center (RAC), the Community Services Director may create promotional programs offering specific fee waivers or discounts for a limited time to City residents. Promotional programs must be pre-approved by the Administrative Services Director and City Manager. City officials, employees, and their families are not eligible for promotional programs or rates unless approved by City Council.
- As provided in Memoranda of Understanding between the City and an eligible Partner organization.

Policy Review and History

The Cost Recovery Policy shall be adopted by resolution of the City Council. The policy shall be reviewed annually by the Chief Financial Officer, and any modifications made as a result must be approved by the City Council.

Action	Date	Notes
Policy adoption by resolution	June 9, 2026	Resolution No. 2026-XX
Policy adoption by resolution	April 8, 2025	Resolution No. 2025-30
Policy adoption by resolution	June 22, 2021	Resolution No. 2021-51

Debt Management Policy

Resolution No. 2026-##

June 9, 2026

Purpose

The purpose of the Debt Management Policy is to organize and formalize debt issuance and management related policies and procedures for the City of San Bruno ("City") and the San Bruno Public Financing Authority ("Authority"). The debt policies and procedures are subject to and limited by applicable provisions of Federal and state law and by prudent debt management principles.

Scope

This Debt Policy intends to comply with Government Code Section 8855(i), adopted on October 10, 2017, and readopted on June 25, 2024, will apply to all future debt considerations and issuances for which the City Council acts as the legislative body for the City and the Authority.

Objectives

- Maintain cost-effective access to the capital markets through prudent fiscal management policies and practices
- Ensure debt service commitments are made through effective planning and cash management
- Ensure compliance with all applicable Federal and state securities laws
- Achieve the highest practical credit ratings within the context of the City's financing needs and financing capabilities
- Ensure all debt is structured to protect both current and future taxpayers, ratepayers, and constituents of the City
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget.

Delegation of Authority

This Policy governs issuance and management of all future debt issued by the City and the Authority. This Policy will be reviewed and updated periodically as necessary with changes approved by the City Council. The City Council is responsible for overall policy direction of this Policy, as well as the authorization of each debt financing. The City Manager's designee will be responsible for implementation of the Policy, as well as its day-to-day administration.

The City recognizes this Policy provides guidance and structure for the decisions and management of the City's debt. However, changes in capital markets, city programs, and other unforeseen circumstances may arise that are not addressed in this Policy. In these cases, management flexibility is appropriate and modifications or exceptions may be necessary to achieve the City's goals.

Debt Issuance

1. Purpose of Debt Issuance

The City's debt management program will consider debt issuance when public policy, generational equity, and economic efficiency provide a benefit to the City.

The City will utilize debt obligations and will give due consideration to all available funding sources, including available cash reserves, available current revenues, potential future revenue sources, potential grants, and all other financing sources legally available to be used for such purposes. Expenditure of bond proceeds are expected to fund major, non-recurring expenses, including financing of costs related to capital project planning and design, environmental, land acquisition, real property, and equipment acquisition; the construction or renovation of buildings, permanent structures, and infrastructure; financing costs related to the debt issuance, capitalized interest, necessary or financially prudent debt service reserves, or other costs as permitted by law. Refunding or refinancing existing debt obligations are acceptable uses of bond proceeds.

2. Types of Debt

The City will evaluate the use of appropriate financial alternatives available as permitted. These alternatives will be considered in order to secure the most cost advantageous financing alternative available while limiting the City's risk exposure. Types of debt may include, but are not limited to:

- Lease revenue bonds
- Certificates of Participation
- Revenue bonds
- Land-secured financing, i.e., special tax and assessment bonds
- General Obligation bonds
- Refunding/refinancing existing debt
- Lease purchase transactions
- Tax increment financings to the extent permitted under state law
- Tax and revenue anticipation bonds or notes

Debt may be publicly issued or privately placed and may be issued on either a long-term basis or short-term basis consistent with the provisions of this Policy.

Additionally, the City will also consider the advantages of negotiated or competitive bond sale and recognizes that a standard, all-purpose approach to debt financing does not serve the best interest of the City. The City will consider the unique combination of factors such as the type of debt needed, funding stream, and market conditions to structure each debt issuance.

3. Debt Structuring Practices

The maximum term of any debt issuance will not exceed the useful life of the assets funded from the financing. Capitalized interest and deferral of principal may be considered but not required during construction of a debt-funded project. Fixed rate debt is preferred, but the City may consider the appropriateness of variable rate debt when considering financial market conditions and risk factors.

4. Financing Options

In general, debt may be issued to fund new projects or to refinance existing debt.

- New Debt

New debt issuances are used to generate funding for capital projects. These funds will be used for necessary land acquisitions, capital construction, equipment related financing costs, and other necessary expenses.

- Refinancing Existing Debt

Periodic reviews of the City's outstanding debt will be undertaken by the Finance Department to determine refunding opportunities.

Refunding bonds are issued to retire all or a portion of an outstanding bond issue, typically to secure lower interest rates and to reduce overall debt service costs. Alternatively, some refunding is undertaken for reasons other than to achieve cost savings, such as to restructure debt service payments, to change the type of debt instruments being used, or to eliminate undesirable covenants.

A present value savings analysis will be prepared to identify the economic effects of any refunding being considered by the City. The savings from any particular refunding should generally be at least 3% of the refunded principal amount, net of all transaction expenses. This 3% savings target may be waived by the City upon a finding that such a refunding is in the City's best overall financial interest and shall not be applicable for refunding transactions that are not solely undertaken to achieve cost savings.

5. Integration with City Capital Improvement Plan and Budgets

The City is committed to long-term financial planning, maintaining appropriate reserves levels, and employing prudent practices in governance, management, and budget administration. The City maintains a multi-year Capital Improvement Program to establish and monitor priorities for projects. The City strives to integrate its debt issuances with the goals of the CIP by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes and in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its General Fund budget.

6. Policy Goals

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates, and charges.

7. Consultants

The City will, when appropriate and given the specific requirements of the financing, secure the services of independent municipal advisors, underwriters, disclosure counsel, bond counsel, appraisal services, and other service providers.

8. Investment of Bond Proceeds

Bond proceeds will be invested according to the City-adopted Investment Policy or the Bond Fiscal Agreement, if applicable.

9. Ongoing Administration and Internal Controls

When issuing debt, in addition to complying with the terms of this Debt Policy, the City will comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The City will accurately account for all debt-related activity. These records will be designed to ensure that the City maintains compliance with all debt covenants, as well as state and Federal laws. The City will maintain a system of reporting interest earnings that relates to and complies with Internal Revenue Code requirements relating to rebate, yield limits and arbitrage.

10. Ongoing Compliance

- [State Law](#)

In accordance with Government Code Section 8855(i), (j), and (k), for each debt issued by the City or Authority, City staff will make the required filings with the California Debt and Investment Advisory Commission (CDIAC) – both initially and on an ongoing basis.

- [Federal Securities Law](#)

In accordance with SEC Rule 15c2-12, for each publicly offered debt issued by the City or Authority for which a continuing disclosure certificate is executed by the City, City staff will make the required disclosures to the Electronic Municipal Market Access (EMMA) system. For any questions, City staff will contact disclosure counsel.

- [Federal Tax Law](#)

In accordance with federal tax law requirements applicable to tax-exempt debt, for each debt issued by the City or Authority intended to be tax-exempt to the holders thereof, City staff will follow the requirements set forth in the tax certificate and/or arbitrage certificate related thereto. For any questions, City staff will contact bond counsel.

11. Adoption by Legislative Body

In accordance with applicable State law, the City and the Authority will adopt this policy. In implementing this policy from time to time, interpretations and variations may be made at the discretion of the City Manager in the best interests of the City.

Policy Adoption

The Debt Management Policy shall be adopted by resolution of the City Council. The Policy shall be reviewed annually by the Chief Financial Officer, and any modifications made as a result must be approved by the City Council.

Action	Date	Notes
Policy adoption by resolution	June 9, 2026	Resolution No. 2026-XX
Policy adoption by resolution	April 8, 2025	Resolution No. 2025-30
Policy adoption by resolution	June 25, 2024	Resolution No. 2024-54
Policy adoption by resolution	October 10, 2017	Resolution No. 2017-93

Discontinuation of Water Service Policy

Resolution 2026-XX

June 9, 2026

1. Application of Policy

This Policy on Discontinuation of Water Service (this "Policy") shall apply to all City accounts for residential and commercial water service. To the extent this Policy conflicts with any other rules, regulations, or policies of the City, this Policy shall control.

2. Contact Information

For questions or assistance regarding your water bill, the City's Customer Service staff can be reached at (650) 616-7086. Customers may also visit the City's Customer Service desk in person Monday through Thursday, from 7:30 a.m. to 5:00 p.m., except on City holidays

3. Billing Procedures

Water service charges are payable to the City once every two months or at such other frequency as determined by the City Council from time to time. All bills for water service are due and payable twenty (20) days after mailing by the City. Any bills not paid within such period are considered delinquent.

4. Discontinuation of Water Service for Nonpayment

If a bill is delinquent for at least sixty-five (65) days, the City may discontinue water service to the service address.

4.1. Written Notice to Customer. The City will provide a mailed notice to the customer of record at least fifteen (15) days before discontinuation of water service. The notice will contain:

- a. Name and address of the customer;
- b. Amount of the delinquency;
- c. Date by which payment or payment arrangements must be made to avoid discontinuation of service;
- d. Description of the procedure by which the customer may request an alternative payment arrangement, which may include an extension, amortization, alternative payment schedule, or payment reduction;
- e. Procedure for the customer to obtain information on financial assistance, if applicable; and
- f. Telephone number where the customer may request a payment arrangement or receive additional information from the City.

4.2. Written Notice to Occupants or Tenants.

- a. The City will also send a notice to the occupants living at the service address at least ten (10) days before discontinuation of water service under the following circumstances: (1) the City furnishes individually metered service to a single-family dwelling, multi-unit residential structure, mobile home park, or farm labor camp and the owner, manager, or operator is the customer of record; or (2) the customer of record's mailing address is not the same as the service address. The notice will be addressed to "Occupant," will contain the information required in Section 4.1 above, and will inform the residential occupants that they have the right to become customers of the City without being required to pay the amount due on the delinquent account. Terms and conditions for occupants to become customers of the City are provided in Section 8 below.
- b. If the City furnishes water through a master meter in a multi-unit residential structure, mobile home park, or permanent residential structures in a labor camp and the owner, manager, or operator is the customer of record, the City will make a good faith effort to inform the occupants, by means of written notice posted on the door of each residential unit at least ten (10) days prior to termination, that the account is in arrears and the service will be terminated on a date specified in the notice. If it is not reasonable or practicable to post the notice on the door of each unit, the City will post two (2) copies of the notice in each accessible common area and at each point of access to the structure or structures. The notice will inform the residential occupants that they have the right to become customers of the City without being required to pay the amount due on the delinquent account. The notice will also specify what the occupants are required to do in order to prevent termination of, or to reestablish service; the estimated monthly cost of service; the title, address, and telephone number of a representative of the City who can assist the occupants in continuing service; and the address or telephone number of a qualified legal services project that has been recommended by the local county bar association. Terms and conditions for occupants to become customers of the City are provided in Section 8 below.

4.3. In-Person or Telephonic Notice. The City will also make a reasonable, good faith effort to contact the customer of record or adult person living at the premises of the customer in person or by telephone at least seven (7) days before discontinuation of service. The City will offer to provide in writing a copy of this Policy and to discuss options to avert discontinuation of water service for nonpayment, including the possibility of an extension or other payment arrangement.

4.4. Posting of Notice at Service Address. If the City is unable to make contact with the customer or an adult person living at the service address in person or by telephone, the City will make a good faith effort to leave a notice of imminent discontinuation of residential service and a copy of this Policy in a conspicuous place at the service address. The notice and copy of this Policy will be left at the residence at least forty-eight (48) hours before discontinuation of service. The notice will include:

- a. Name and address of the customer;
- b. Amount of the delinquency;
- c. Date by which payment or payment arrangements must be made to avoid discontinuation of service;
- d. Procedure for the customer to obtain information on financial assistance, if applicable; and
- e. Telephone number where the customer may request a payment arrangement or receive additional information from the City.

4.5. Circumstances Under Which Service Will Not Be Discontinued. The City will not discontinue water service for nonpayment under the following circumstances:

- a. During an investigation by the City of a customer dispute or complaint under Section 5.1 below;
- b. During the pendency of an appeal to the City Council under Section 5.3 below; or
- c. During the period of time in which a customer's payment is subject to a City-approved extension, amortization, alternative payment schedule, or reduction under Section 6 below, and the customer remains in compliance with the approved payment arrangement.

4.6. Circumstances Under Which Service Through a Master Meter Will Not Be Discontinued. If the City furnishes water through a master meter in a multi-unit residential structure, mobile home park, or permanent residential structures in a labor camp and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the City will not discontinue residential water service for nonpayment under the following circumstances:

- a. When the customer's indebtedness is owed to another public agency, or when the obligation represented by the delinquent account or indebtedness was incurred with any public agency other than the City's water utility;
- b. If a delinquent account relates to another property owned, managed, or operated by the customer;
- c. If a public health or building officer certifies that termination would result in a significant threat to the health or safety of the residential occupants or the public.

4.7. Special Medical and Financial Circumstances Under Which Services Will Not Be Discontinued.

- a. The City will not discontinue water service if all of the following conditions are met:
 - i. (i) The customer, or a tenant of the customer, submits to the City the certification of a licensed primary care provider that discontinuation of water service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided;
 - ii. The customer demonstrates that he or she is financially unable to pay for residential service within the City's normal billing cycle. The customer is deemed financially unable to pay during the normal billing cycle if: (a) any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (b) the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level; and
 - iii. The customer is willing to enter into an alternative payment arrangement, including an extension, amortization, alternative payment schedule, or payment reduction with respect to the delinquent charges.
- b. For any customers who meet all of the above conditions, the City shall offer the customer one of the following options, to be selected by the City in its discretion: (1) an extension of the payment period; (2) amortization of the unpaid balance; (3) an alternative payment schedule; or (4) a reduced payment. The City's Administrative Services Director will select the most appropriate payment arrangement, taking into consideration the information and documentation provided by the customer, as well as the City's payment needs.
- c. The customer is responsible for demonstrating that the conditions in subsection (a) have been met. Upon receipt of documentation from the customer, the City will review the documentation within seven (7) days and:
 - (1) notify the customer of the alternative payment arrangement selected by the City and request the customer's

signed assent to participate in that alternative arrangement; (2) request additional information from the customer; or (3) notify the customer that he or she does not meet the conditions in subsection (a).

d. The City may discontinue water service if a customer who has been granted an alternative payment arrangement under this section fails to do any of the following for sixty (60) days or more: (a) to pay his or her unpaid charges by the extended payment date; (b) to pay any amortized amount due under the amortization schedule; (c) to pay any amount due under an alternative payment schedule; (d) to pay the reduced payment amount by its due date; or (e) to pay his or her current charges for water service. The City will post a final notice of intent to disconnect service in a prominent and conspicuous location at the service address at least five (5) business days before discontinuation of service. The final notice will not entitle the customer to any investigation or review by the City.

4.8. Time of Discontinuation of Service.

The City will not discontinue water service due to nonpayment on a Saturday, Sunday, legal holiday, or at any time during which the City's office is not open to the public.

4.9. Restoration of Service.

Customers whose water service has been discontinued may contact the City by telephone or in person regarding restoration of service. Restoration shall be subject to payment of: (a) any past-due amounts, including applicable interest or penalties; (b) any reconnection fees, subject to the limitations in Section 7.1, if applicable; (c) and a security deposit, if required by the City.

5. Procedures to Contest or Appeal a Bill

5.1. Time to Initiate Complaint or Request an Investigation A customer may initiate a complaint or request an investigation regarding the amount of a bill within five (5) days of receiving a disputed bill. For purposes of this Section 5.1 only, a bill shall be deemed received by a customer five (5) days after mailing.

5.2. Review by City. A timely complaint or request for investigation shall be reviewed by a manager of the City, who shall provide a written determination to the customer. The review will include consideration of whether the customer may receive an extension, amortization, alternative payment schedule, or payment reduction under Section 6. The City may, in its discretion, review untimely complaints or requests for investigation; however, such complaints or requests are not subject to appeal.

5.3. Appeal to City Council. Any customer whose timely complaint or request for an investigation pursuant to this Section 5 has resulted in an adverse determination may appeal the determination to the City Council by filing a written notice of appeal with the City Clerk within ten (10) business days of the City's mailing of its determination. Upon receiving the notice of appeal, the City Clerk will set the matter to be heard at an upcoming City Council meeting and mail the customer written notice of the time and place of the hearing at least ten (10) days before the meeting. The decision of the City Council shall be final.

6. Extensions and Other Alternative Payment Arrangements

6.1 Time to Request an Extension or Other Alternative Payment Arrangement. If a customer is unable to pay a bill during the normal payment period, the customer may request an extension or other alternative payment arrangement described in this Section 6. If a customer submits his or her request within ten (10) days after mailing of a written notice of discontinuation of service by the City, the request will be reviewed by a manager of the City. City decisions regarding extensions and other alternative payment arrangements are final and are not subject to appeal to the City Council.

6.2 Extension. If approved by the City, a customer's payment of his or her unpaid balance may be temporarily extended for a period not to exceed six (6) months after the balance was originally due. The City's Administrative Services Director shall determine, in his or her discretion, how long an extension shall be provided to the customer. The customer shall pay the full unpaid balance by the date set by the City and must remain current on all water service charges accruing during any subsequent billing periods. The extended payment date will be set forth in writing and provided to the customer.

6.3 Amortization. If approved by the City, a customer's payment of his or her unpaid balance may be amortized over a period not to exceed twelve (12) months, as determined by the City's Administrative Services Director, in his or her discretion. If amortization is approved, the unpaid balance will be divided by the number of months in the amortization period, and that amount will be added to the customer's monthly bills for water service until fully paid. During the amortization period, the customer must remain current on all water service charges accruing during any subsequent billing periods. The amortization schedule and amounts due will be set forth in writing and provided to the customer.

6.4 Alternative Payment Schedule. If approved by the City, a customer may pay his or her unpaid balance pursuant to an alternative payment schedule that will not exceed twelve (12) months, as determined by the City's Administrative Services Director, in his or her discretion. If approved, the alternative payment schedule may allow periodic lump-sum payments that do not coincide with the City's established payment date or may provide for payments made more or less frequently than the City's regular payment date. During the period of the alternative payment schedule, the customer must remain current on all water service charges accruing during any subsequent billing periods. The alternative payment schedule and amounts due will be set forth in writing and provided to the customer.

6.5 Failure To Comply. If a customer has been granted a payment arrangement under this Section 6 and fails to: (1) pay the unpaid charges by the extension date; (2) pay an amount due under an amortization schedule; (3) pay an amount due under an alternative payment schedule; or (4) pay a reduced payment amount by its due date, then the City may terminate water service. The City will post a final notice of intent to disconnect service in a prominent and conspicuous location at the service address at least five (5) business days before discontinuation of service. The final notice will not entitle the customer to any investigation or review by the City.

7. Specific Programs for Low-Income Customers

7.1 Reconnection Fee Limits and Waiver of Interest. For residential customers who demonstrate to the City a household income below 200 percent of the federal poverty line, the City will:

- a. Limit any reconnection fees during normal operating hours to fifty dollars (\$50), and during non-operational hours to one hundred fifty dollars (\$150). The limits will only apply if the City's reconnection fees actually exceed these amounts. These limits are subject to an annual adjustment for changes in the Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers (CPI-U) beginning January 1, 2021.
- b. Waive interest charges on delinquent bills once every 12 months.

7.2 Qualifications. The City will deem a residential customer to have a household income below 200 percent of the federal poverty line if: (a) any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (b) the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level.

8. Procedures for Occupants or Tenants to Become Customers of the City

8.1 Applicability. This Section 8 shall apply only when the property owner, landlord, manager, or operator of a residential service address is listed as the customer of record and has been issued a notice of intent to discontinue water service due to nonpayment.

8.2 Agreement to City Terms and Conditions of Service. The City will make service available to the actual residential occupants if each occupant agrees to the terms and conditions of service and meets the requirements of the City's rules and regulations. Notwithstanding, if one or more of the occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the City, or if there is a physical means, legally available to the City, of selectively discontinuing service to those occupants who have not met the requirements of the City's rules and regulations, the City shall make service available to the occupants who have met those requirements.

8.3 Verification of Tenancy. To be eligible to become a customer without paying the amount due on the delinquent account, the occupant shall verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code, at the discretion of the City.

8.4 Methods of Establishing Credit. If prior service for a period of time is a condition for establishing credit with the City, residence and proof of prompt payment of rent for that period of time is a satisfactory equivalent.

8.5 Deductions from Rental Payment. Pursuant to Government Code Section 60371(d), any occupant who becomes a customer of the City pursuant to this Section 8 and whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the City for those services during the preceding payment period.

9. Third Party Notification Service for Seniors and Dependent Adults

The City will make available, to residential customers who are 65 years or older, or who are dependent adults (as defined in Welfare and Institutions Code Section 15610(b)(1)), a third-party notification service whereby the City will attempt to notify a person designated by the customer to receive notification when the customer's account is past-due and subject to termination. The notification will include information on what is required to prevent termination of service. The City will mail the notification to the designated third party at least fifteen (15) days before termination of service. To participate, the customer must submit a request for third-party notification on a form provided by the City and must include the written consent of the designated third party. The notification service does not obligate the third party to pay any overdue charges, nor shall it prevent or delay termination of service.

10. Language for Certain Written Notices

All written notices under Section 4 and Section 6.6 of this Policy shall be provided in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language spoken by ten percent (10%) or more people within the City's service area.

11. Other Remedies

In addition to discontinuation of water service, the City may pursue any other remedies available in law or equity for nonpayment of water service charges, including, but not limited to: securing delinquent amounts by filing liens on real property, filing a claim or legal action, or referring the unpaid amount to collections. In the event a legal action is decided in favor of the City, the City shall be entitled to the payment of all costs and expenses, including attorneys' fees and accumulated interest.

12. Discontinuation of Water Service for Other Customer Violations

The City reserves the right to discontinue water service for any violations of City ordinances, rules, or regulations other than nonpayment.

13. Fees and Charges Incurred

Except as otherwise expressly stated in this Policy, any fees and charges incurred by a customer under any other rules, regulations, or policies of the City, including, but not limited to, delinquent charges, shall be due and payable as set forth therein.

14. Decisions by City Staff

Any decision which may be taken by the City's Administrative Services Director under this Policy may be taken by his or her designee.

Policy Review and History

The Discontinuation of Water Service Policy shall be adopted by resolution of the City Council. The Policy shall be reviewed annually by the Chief Financial Officer, and any modifications made as a result must be approved by the City Council.

Action	Date	Notes
Policy adoption by resolution	June 9, 2026	Resolution No. 2026-XX

Expense Reimbursement Policy

Resolution No. 2026-XX

June 9, 2026

Purpose

The purpose of this policy is to satisfy the requirements of Government Code sections 53232.2 and 53233.3. City Council adopted Resolution 2007-40 on April 24, 2007, authorizing this policy with the following findings:

WHEREAS, members of City legislative bodies (as defined in Cal. Gov't Code Section 53234 and 54952) may be reimbursed for actual and necessary expenses incurred in the performance of official duties; and

WHEREAS, effective January 1, 2006, local agencies that have the authority to reimburse legislative body members for expenses incurred in the performance of their official duties must adopt, in a public meeting, written expense policies that specify the types of occurrences that will be reimbursable. The policy may also set reasonable reimbursement rates or else default to Internal Revenue Service rates (Cal. Gov't Code Section 53232.2 and 53232.3); and

WHEREAS, in addition to reimbursement for functions and activities specified under California law, attendance at meetings and events of certain organizations are an integral part of service as a legislative body member for the City in representing the City's interests. Reimbursement of the costs of attendance at these events and meetings to the members of the legislative body is made in order to advance the public and corporate purposes of the City of San Bruno and are therefore appropriate and should be authorized.

Definitions

City Officials – City Officials refers to Members of the City Council and Planning Commission, and the City Manager and City Attorney. “Employee” refers to all City Manager appointed personnel.

City business – City business means attending events, meetings, conventions, conferences, seminars, and other activities that achieve the authorized purposes outlined in Section III of this policy.

Authorized Purposes

In addition to expenses for functions and activities specified by California law, authorized purposes refers to the following:

- Communicating with representatives of local, regional, state and national government on City adopted policy positions;
- Attending informational and educational meetings, conventions, conferences, seminars, and events designed to improve officials' skill and information levels;
- Participating in regional, state and national governmental, community-based, and professional organizations whose activities affect the City's interests;
- Recognizing service to the City (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
- Attending City events;
- Implementing a City-approved strategy for attracting or retaining businesses to the City, which will typically involve at least one staff member;
- All other activities reasonably related to a legislative or governmental purpose.

Authorized Organizations

Expenses incurred for City business with the following organizations are expressly approved:

Governmental Organizations:

- Any Federal, State, County, City, School or Special District, or Joint Powers Authority organization.

Community-based Organizations:

- Art Council of San Mateo County
- Bay Area Council
- Bay Area Water Users Association
- Beautification Task Force
- Friends of the Library
- League of Women Voters
- Lions Club
- North County Council of Cities
- Peninsula Conflict Resolution Center
- Redwood City-San Mateo County Chamber of Commerce
- Rotary International
- San Bruno Police Association
- San Bruno Professional Firefighters Association
- San Mateo County Convention and Visitors Bureau
- San Mateo County Council of Cities
- San Mateo County Economic Development Association
- San Mateo County Housing Endowment and Regional Trust
- Shelter Network of San Mateo County
- Sustainable San Mateo County
- Teamsters Local 856

Professional Organizations:

Any professional organization focused on services provided by the City of San Bruno examples include, but are not limited to:

- American Planning Association (APA)
- American Public Works Association (APWA)
- California Fire Chiefs Association
- California Police Chiefs Association
- California Public Employers Labor Relations Association (CalPELRA)
- Government Finance Officers Association (GFOA)
- International City/County Management Association (ICMA)
- League of California Cities
- Municipal Information Systems Association of California (MISAC)
- Municipal Management Association of Northern California (MMANC)
- National League of Cities
- Project Read
- Public Library Association
- Sister Cities International
- U.S. Conference of Mayors

Expense and Allowance Rates

Expense and allowances rates for travel, meals, lodging, and other actual and necessary expenses incurred in the performance of City business shall use published U.S. General Services Agency (GSA) rates, except as set forth below:

Transportation

Expenses for transit are authorized including costs for airfare, train fare, rental car, public transit, ride-sharing service, taxi, and shuttle. Travel should take place during regular business hours, when possible, utilize the most direct and efficient mode of transportation available whenever possible and use government or group rates when available. Use of a privately owned vehicle for travel receives mileage reimbursement at the GSA's "privately owned vehicle (POV) mileage reimbursement rate" in effect on the dates of travel and in-lieu of actual gas, depreciation, insurance, and other costs resulting from the use of a privately owned vehicle. Mileage reimbursement is for the lesser of the distance between the destination and (a) the starting location or b) the official's or employee's worksite or residence in San Bruno. Paid parking and bridge or road tolls are fully reimbursed when travelling by car.

Meals

Meals and Incidental Expenditures (M&IE) per diem allowances are provided based on the GSA's per diem rates for the destination. A per diem allowance is given instead of fully accountable expense reimbursements. M&IE expenses that exceed the per diem rate are not reimbursed.

Lodging

Overnight lodging is allowable for official business when travel distance makes same-day return impractical, event start times require arrival one day prior, or multi-day events necessitate an extended stay. Lodging costs may not exceed the maximum group rate published by the conference or activity sponsor provided that lodging at the group rate is available at the time of booking. If such rate is not available, every effort shall be made to identify lodging at a comparable rate to the conference or activity sponsor published rate. Optional room charges including, but not limited to, food, beverage, entertainment, and resort services are not eligible expenses.

Other expenses

Meeting, convention, conference, seminar, and event registration fees are authorized expenses. As required by Cal. Gov't Code Section 53232.2(f), all expenses that do not fall within this policy or the Internal Revenue Service reimbursable rates shall require pre-approval approved by the City Council in a public meeting.

Reporting

The City shall provide expense report forms to be filed by City officials and employees for actual and necessary expenses incurred on behalf of the City in the performance of City business and shall document that expenses meet this policy for expenditure of public resources. Such expense reports shall be submitted as soon as practicable after incurring the expense, and absent unique circumstances, not later than sixty (60) days after incurring the expense. The report will include receipts documenting each travel and lodging expense. Meals & Incidental Expenses (M&IE) per diems shall be automatically calculated by the City’s finance division upon advance request or report reconciliation. All such documents are public records subject to disclosure under the California Public Records Act.

Payment for eligible expenses may be processed in the following methods:

- Advances – City officials and employees may request advances of the meal per diems and mileage reimbursement no sooner than 10 business days in advance of incurring the expense. Lodging and transportation costs may be paid in advance directly by the City to secure the lowest possible rate.
- Reimbursements – Upon satisfactory completion of the expense report reconciliation, City officials and employees will receive reimbursement for eligible expenditures through the City’s accounts payable process.

City officials shall provide brief reports on meetings attended at the expense of the City at the next regular meeting of the legislative body.

Training

Each City official shall receive two hours of ethics training relevant to their public service in accordance with the requirements of Gov’t Code Section 53235, every two years.

Policy Review and History

The Expense Reimbursement Policy shall be adopted by resolution of the City Council. The Policy shall be reviewed annually by the Chief Financial Officer, and any modifications made as a result must be approved by the City Council.

Action	Date	Notes	
Policy adoption by resolution	June 9, 2026	Resolution No. 2026-XX	
Policy adoption by resolution	April 8, 2025	Resolution No. 2025-30	
Policy adoption by resolution	April 24, 2007	Resolution No. 2007-40	
Policy adoption by resolution	January 10, 2006	Resolution No. 2006-02	

Fund Balance Policy

Resolution No. 2026-##

June 9, 2026

Purpose

The Fund Balance Policy ("Policy") of the City of San Bruno shall establish the foundation for designation of monies to reserve funds that support the City Council's commitment to ensuring financial stability and sustainability of operations during times of fiscal constraint and emergency situations. The establishment of designated reserve funds is an important step towards developing and maintaining a long-term financial plan that provides reasonable funding resources for the City's current and future needs.

Objectives

The Policy is intended to meet the following objectives:

- **Governmental Accounting Standards Board (GASB) Implementation** - The Policy implements GASB Statement Number 54 (GASB 54) which is applicable to the City effective July 1, 2010. The purpose of GASB 54 is to provide greater clarity and transparency in financial reporting, making it easier for stakeholders to understand how restricted funds are being managed and ensuring that they are used for their designated purposes. This helps in promoting accountability and responsible financial management within the government.
- **Ensure financial stability** - The establishment of a Policy ensures that financial resources are available to allow for the continuation of services in the event of significant economic downturn or catastrophic events. It provides assurances to residents and bondholders of City debt that the City is well prepared to deal with times of potential uncertainty. One of the many takeaways that have come from the tragic September 9, 2010 gas pipeline explosion in the Crestmoor Neighborhood is the potential financial exposure the City could face in a disaster situation. Funds set aside for City costs associated with the response and recovery to catastrophic events provide some assurances that the City is prepared when the unexpected may occur.
- **Ensure that one-time revenues are used for one-time expenditures** – The City receives one-time revenues for a variety of reasons, including the sale of City property and agreements with developers to provide community benefit funding outside of established fees. Best practice is for one-time or non-recurring revenues to be utilized for one-time or non-recurring expenditures to ensure that ongoing financial commitments are not made that cannot be sustained over time. A typical use of one-time revenues is funding for capital improvement projects.
- **Establish funding for unfunded liabilities** - The creation of reserve funds provides an opportunity for the City to evaluate its needs and the resources available to fund future and current liabilities. Examples of unfunded liabilities include unfunded pension and accrued leave liabilities.

Delegation of Authority

Management responsibility for compliance with the Policy belongs to the City Manager or their designee, who shall report to the City Council annually on this Policy. The City Manager or their designee, is responsible for ensuring that the Policy is implemented in the City's general ledger, audited financial reports, and budgets.

Fund Balance Classifications

Effective July 1, 2010, GASB 54 requires that government financial statements categorize fund balance into one of five designations: non-spendable, restricted, committed, assigned, and unassigned.

A. The Non-Spendable Fund Balance category comprises resources that are temporarily unavailable to be expended during the current period. This category includes funds loaned to another entity or funds extended as loans to other City funds, whether through formal agreements or year-end journal entries designed to address negative fund balances in other funds. The accounting treatment for informal loans necessitates recording them as either "interfund receivable " or "interfund payable" amounts. Specifically:

- a. "Interfund payables" Amounts: Indicate a liability on the financial statements of the receiving fund.
- b. "Interfund receivables" Amounts: Indicate an asset on the financial statements of the fund providing the funds.

"Interfund receivables/ payables" amounts shall be reported to City Council as part of the mid-year financial update or upon the issuance of the Annual Comprehensive Financial Report (ACFR), in which the interfund amounts are termed as "due to/from other funds" for the short-term amounts and "advances to/from other funds" for the amounts that will be repaid over multiple years for better clarity.

B. Restricted fund balances report amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions or by enabling legislation.

C. Committed fund balances are amounts constrained to specific purposes by the City Council either by ordinance, resolution, or minute order. Reported as committed, amounts cannot be used for any other purpose unless the City Council takes the same highest-level action to remove or change the constraint. The City's General Fund Reserves are adopted through this policy by Resolution and are reported as a Committed fund balance in the financial statements.

D. Assigned fund balances are amounts the City intends to use for a specific purpose with intent expressed by the City Council, the City Manager, or a body to which the City Council delegates the authority.

E. Unassigned fund balances report the amounts that are available in the General Fund for any purpose authorized by City Council. Other funds may not have unassigned fund balances.

The order in which the City spends fund balances when there is more than one classification is available for a particular purpose shall be: restricted, assigned, committed, and unassigned.

General Fund

The General Fund is the primary operating fund of the City, accounting for all activities except those legally or administratively required to be accounted for in other funds. The General Fund includes activities such as public safety, parks and recreation services (except the Recreation and Aquatic Center), public works and streets maintenance, legal and administrative services. The General Fund also accounts for reserves, Measure G funds, and developer contributions not for a specific purpose.

General Fund Reserves

The City shall establish reserve funds in accordance with the objectives listed above as outlined below. The funding levels outlined in this policy are goals and it is the City's intent to maintain its reserves at the prescribed levels; compliance with this policy will be evaluated annually upon final closing of the City's financial books for the fiscal year.

A. Contingency Reserve – The Contingency Reserve shall be established with a goal of maintaining a target fund balance of 10% of the budgeted General Fund expenditures and is intended to be used for non-fiscal emergencies and disasters. The Contingency Reserve can only be utilized through resolution of the City Council. While intended for non-financial emergencies or disasters, the Contingency Reserve can be utilized for other purposes at Council discretion.

B. Budget Stabilization Reserve – The Budget Stabilization Reserve is established to shield the General Fund from adverse economic fluctuations, ensuring minimal immediate impacts on service levels. This reserve aims to maintain a target balance of at least 20% of budgeted expenditures at the start of each fiscal year.

a. Use - Utilization of the Budget Stabilization Reserve will occur in response to budgeted revenue shortfalls stemming from economic volatility or unforeseen financial events. Reports on its use will be presented to the City Council through the mid-year financial report and/or during the budget adoption process for the ensuing fiscal year.

b. Replenishment - Should the Budget Stabilization Reserve be employed, causing it to dip below the 20% target, a strategic plan will be devised to restore the balance to the desired level. Depending on the situation, this restoration plan may span multiple fiscal years, aligning with the fund's role in a broader multi-year forecasting strategy. This strategy aims to fortify fiscal sustainability and uphold consistent service levels.

C. One-Time Revenue Reserve – The One-Time Revenue Reserve shall be established to set aside one-time revenues until the point at which point they can be appropriated by City Council for one-time uses. One-time revenues that have a legal restriction for their use or are otherwise dedicated for a particular purpose will be held in a separate special revenue fund. One-time revenues will be approved by Council, either through the budget adoption process or by a separate resolution, for inclusion into the One-Time Revenue Reserve. As a part of the annual budget process, this reserve will be reviewed along with existing unfunded capital projects for consideration of an appropriation from this reserve in the forthcoming budget. In general, the purpose of this reserve is for it to be used for projects and initiatives throughout the City that have no other identifiable funding source.

Use of Unassigned Fund Balance

When recurring revenues exceed expenditures in a given year, the net increase in fund balance posts to unassigned fund balance unless City Council directs that all or a portion of unassigned fund balance be used in the following manner(s):

A. Replenish or increase an existing reserve

B. Make additional discretionary contributions toward unfunded liabilities, including:

- i. Pension Unfunded Actuarial Liability (UAL)
- ii. Accrued leave
- iii. Equipment and facilities replacement

Special Revenue Funds

Special Revenue Funds are established to collect money that must be used for a specific project or purpose. This type of fund provides an extra level of accountability and transparency to taxpayers that demonstrates that their tax dollars, their payment of fees, and the receipt of other revenues will go toward the intended purpose. Special Revenue Fund balances are designated as “Restricted” fund balance.

A. In Lieu Fees – This is a legacy fund used to account for housing, underground utilities, and park in-lieu fees, the fund will close when the fund balance is fully exhausted.

B. Area Agency on Aging - Accounts for grant funding of senior services.

C. Federal/State Grants - Accounts for activities for the City's grants not otherwise accounted for in a separate fund.

D. Gas Tax - Accounts for funds received and expended for street maintenance purposes as defined in sections 2103, 2105, 2106, 2107.5 of the Streets and Highway Code.

E. Police Asset Seizure – Accounts for state augmentation funds to be used for safety programs.

F. Police – Accounts for Police revenues to be used on special law enforcement programs.

G. SB322 Recycling/Litter Clean-up – Accounts for SB322 funds to be used on recycling and litter clean-up programs.

H. Restricted Revenues – Accounts for donations, bequests, and fees collected for specific purposes.

I. Streets – Accounts for funds dedicated to street improvement and mitigation.

J. City of San Bruno as Successor Housing Agency – Accounts for housing assets and functions previously performed by the former Redevelopment Agency.

K. Measure A Transportation Tax – Accounts for funds received to be used for local transportation purposes. The revenues consist primarily of revenues received from Measure A sales tax passed to the City by San Mateo County.

L. Disaster Recovery – Accounts for funds from Pacific Gas and Electric Company (PG&E) Trust to rebuild the Crestmoor/ Glenview neighborhood.

M. Measure W Transportation Tax – Accounts for funds received to be used for local transportation purposes. The revenues consist primarily of revenues received from Measure W sales tax passed to the City by San Mateo County

N. Community Facilities Impact Fee - Accounts for funds received to be used for parkland acquisition and library, park, and recreation improvements,

O. Public Safety Facilities Impact Fee - Accounts for funds to be utilized for police and fire capital facilities and equipment.

P. General Government Facilities Impact Fee – Accounts for funds to be expended only for community facilities and equipment necessary to maintain general government functions.

Q. Utilities Facilities Impact Fee - Accounts for funds to be expended for water, sewer, storm drainage, and telecommunications infrastructure and equipment.

R. Transportation Facility Impact Fee - Accounts for funds utilized by the City for transportation infrastructure.

S. Bayhill Area Development Impact Fee - Accounts for funds to be expended by the city to fund improvements to public infrastructure necessary to accommodate growth consistent with the Bayhill Specific Plan.

T. Affordable Housing Fund - Accounts for affordable housing commercial linkage impact fees for commercial development projects and affordable housing in-lieu fees or other funds collected under the Affordable Housing Program Ordinance.

U. Community Benefit - Accounts for funds collected from property owners under negotiated agreements.

V. Community Development - Accounts for activities of the Community Development Department including the City's planning and building permit operations.

W. Recreation & Aquatics – Accounts for the activities of City Recreation and Aquatic Center programs.

X. Measure Q– Spending Plan includes projects to replace Fire Station No. 52, over \$20 million for streets and sidewalks, and several million for storm drain upgrades, the development of a new master plan and investments in green stormwater infrastructure to enhance San Bruno's resilience to floods.

Capital Program Funds

Capital Program Funds report major capital acquisition and construction separately from the City's ongoing operating activities. Capital Program Fund balances are designated "Restricted" fund balance.

A. Parks and Facilities Capital Improvement Fund Accounts for funds expended on the improvement and development of the City's facilities, infrastructure, major equipment and technological upgrades used to deliver services to the community. Funding comes from the General Fund, grants, and other sources.

B. Street Improvement Capital Project Fund – The Street Improvement Capital Project Fund accounts for funds expended for transportation infrastructure such as street rehabilitation, streetlights, traffic signals and street medians.

Debt Service Funds

Debt Service Funds set aside resources to meet current and future long-term debt service requirements including principal and interest.

A. Debt Service Fund: General – Accounts for funds related to the 2011 and 2012 fire apparatus lease purchase and 2013 Pension Obligation Bond.

Enterprise Funds

Enterprise funds account for City operations financed and operated in a manner similar to a private business enterprise. The intent of the City is that the cost of providing goods and services be financed primarily through user charges. Enterprise funds are distinguished from Special Revenue Funds by their user charge self-sufficiency, whereas Special Revenue Funds may receive subsidies.

A. Water Fund - To account for water services provided to the citizens of San Bruno. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, capital improvement, and billing and collections.

B. Stormwater Fund - To account for storm drain system maintenance, street sweeping and other related activities to the citizens of San Bruno. Funding comes from customers connected to the City's sewer system due to extensive infiltration and intrusion to the City's sewer system and street sweeping charges.

C. Wastewater Fund - To account for sanitary sewer services provided to the citizens of San Bruno. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, treatment and capital improvement.

D.

E. Parking Fund – To account for the paid parking and contracted services for enhanced enforcement program.

Internal Service Funds

Internal Service Funds are used to finance and account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis. The concept of major funds does not extend to internal service funds because they do not do business with outside parties. For the Statement of Activities, the net revenues or expenses of each internal service fund is eliminated by netting them against the operations of the other City departments, which generated them. The remaining balance sheet items are consolidated with these same funds in the Statement of Net Position.

A. Central Garage – To account for the cost of vehicle acquisition and disposal, preventative maintenance and repair, and support services for the City's fleet.

B. Self-Insurance – To account for the City's coverage for Workers' Compensation and General Liability insurance.

C. Technology Development – To account for the cost of maintaining the City's IT infrastructure, network and data security, business applications and management, and providing a centralized service desk.

D. Facilities Management – To account for the cost of custodial services, facility management and preventative maintenance, and repair services for the City's facilities.

Fiduciary Funds

Fiduciary funds are used to report assets held for fiduciary activities, which may be carried out by primary governments or their component units. Fiduciary funds may be (1) held for legally established trust funds or similar arrangements, or (2) held outside of a trust exclusively for the benefit of individuals or organizations and used for activities that meet the criteria to be treated as fiduciary activities. Restricted for: Individuals, organizations, and other governments, Net position held in trust.

The City holds the Redevelopment Agency Obligation Retirement Trust Fund to account for the assets, liabilities, and activities of the former Redevelopment Agency of the City in a trustee capacity to pay for enforceable obligations of the former Redevelopment Agency. In accordance with Assembly Bill (AB) X1 26 and AB 1484, the San Bruno Redevelopment Agency was dissolved February 1, 2012.

Policy Review and History

Annual Review - This reserve policy shall be reviewed by the City Council at a public meeting annually to ensure its consistency with the overall objectives, review target funding levels, appropriation and/or transfers between reserves. Amendments and modifications to the policy shall be approved by the City Council prior to implementation.

Mid-year Review – City staff shall report due to/from and unassigned balances for City Council review.

Action	Date	Notes
Policy adoption by resolution	June 9, 2026	Resolution No. 2026-XX
Policy adoption by resolution	April 8, 2025	Resolution No. 2025-30
Policy adoption by resolution	June 25, 2024	Resolution No. 2024-54
Policy adoption by resolution	October 24, 2023	Resolution No. 2023-109
Policy adoption by resolution	January 22, 2013	Resolution No. 2013-11

Investment Policy

Resolution No. 2026-##

June 9, 2026

Purpose

The Council has adopted this Investment Policy ("Policy") in order to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the unexpended funds of the City. All such investments shall be made in accordance with the Policy and in compliance with the California Government Code.

Scope

The provisions of this Policy shall apply to all financial assets of the City and the Successor Agency to the Redevelopment Agency of the City of San Bruno, as accounted for in the City's annual comprehensive financial report, with the exception of bond proceeds, which shall be governed by the provisions of the related bond indentures or resolutions, and monies received through the Irrevocable Trust Agreement with PG&E.

All cash shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance in the investment portfolio.

Objectives

City and Successor Agency funds shall be invested in accordance with all applicable City policies and codes, California statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

A. Safety of principal: Investments will be made in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns.

B. Liquidity standard: The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

C. Return on investment: The investment portfolio shall be structured to attain a market-average rate of return through economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

Delegation of Authority

Authority to manage the City's investment program is derived from California Government Code, Sections 41006 and 53600 et seq. The City Council is responsible for the management of the City's funds, including the administration of the Investment Policy. Responsibility for the cash management of the City's funds is hereby delegated to the Administrative Services Director/Chief Financial Officer. Staff members in the Finance division may be assigned to perform the day-to-day treasury activities related to the investment of City funds. No person may engage in an investment transaction except as expressly provided under the terms of this Policy.

The City may utilize the services of an investment adviser registered under the Investment Advisers Act of 1940, so long as it can be demonstrated that these services produce a net financial advantage or necessary protection of the City's financial resources. The adviser shall follow this Policy and such other written instructions as provided. The use of professional investment advisers is subject to City review and overriding discretion, which will be exercised as needed. External investment advisers may be granted discretion to purchase and sell investment securities in accordance with the Investment Policy.

Prudent Investor Standard

The standard of prudence to be used for managing the City's investments shall be California Government Code Section 53600.3, the prudent investor standard, which states that, "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

The City recognizes that market prices of securities will vary depending on economic and interest rate conditions at any point in time. It is further recognized that in a well-diversified investment portfolio, occasional measured losses may occur due to economic, bond market, or individual security credit events. These occasional declines in value must be considered within the context of the overall investment program objectives and the resultant long-term rate of return.

The Chief Financial Officer and other individuals assigned to manage the investment portfolio, acting within the intent and scope of this Policy and other written procedures, and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

Internal Controls

The Chief Financial Officer has established a system of internal controls to ensure compliance with the investment policies and procedures of the City, the Successor Agency, and the California Government Code. Such controls are designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees of the City. Investment decisions are made by the Chief Financial Officer or his/her designee and executed by staff of the Finance division. All wire transfers initiated by Finance division staff members must be approved and transmitted by the Chief Financial Officer or his/her designee. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions.

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by Finance division staff on a monthly basis. An independent analysis by an external auditor shall be conducted annually to review and perform procedure testing on the City's cash and investments. The Chief Financial Officer shall review and ensure compliance with investment processes and procedures.

Ethics and Conflict of Interest

In accordance with California Government Code Sections 1090 et seq. and 87100 et seq., officers and employees of the City will refrain from any activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions, and all investment personnel shall subordinate their personal investment transactions to those of the City. In addition, City Council members, the City Manager, and Chief Financial Officer shall comply with the reporting requirements of California Government Code Section 87203 and regulations of the Fair Political Practices Commission and file a Statement of Economic Interest annually.

All investments and deposits of the City shall be made in accordance with California Government Code Sections 16429.1, 53600-53609, and 53630-53686. Within the investments permitted by the Code, the City seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between the Policy and the Code, the more restrictive parameters will take precedence. Percentage holding limits and minimum credit quality listed in this section apply at the time the security is purchased.

Investments Type	<u>Aggregate</u> Maximum % of Portfolio	<u>Per Issuer</u> Maximum % of Portfolio	Maximum Maturity	Credit Quality
A. US Treasury Bills, Bonds, Notes			5 years	TSY
B. Federal Agency or US Government Sponsored Enterprise obligations	75%, with no more than 20% of securities held being callable	40%	5 years	TSY
C. Medium-term notes	20%	5%	5 years	A
D. Negotiable certificates of deposit	15%	5%	5 years	Short-term: A-1 Long-term: A
E. Non-negotiable certificates of deposit	15%	5%	3 years	FDIC insured; collateralized above FDIC limit
F. Prime commercial paper	25%	5%	270 days	A or A-1; depending on type of commercial entity, see policy
G. Eligible banker's acceptances	15%	5%	180 days	A-1
H. Repurchase agreements	10%	5%	30 days	
I. Local Agency Investment Fund (LAIF)	State limit	N/A	N/A	N/A

Investments Type	<u>Aggregate</u> Maximum % of Portfolio	<u>Per Issuer</u> Maximum % of Portfolio	Maximum Maturity	Credit Quality
J. San Mateo County Pool	20%	N/A	N/A	N/A
K. California Joint Powers Authority (JPA) pooled investment programs	20%	N/A		
L. Money Market Funds	40%	15%	N/A	AAA
M. Obligations of the State of California or any local agency within the State, and registered treasury notes or bonds of the other 49 states	20%	5%	5 years	Short-term: A-1 Long-term: A

Any investment currently held at the time the policy is adopted that does not meet the new policy guidelines can be held until maturity and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual issuers. The authorized investments are described below.

A. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation on the percentage of the portfolio that can be invested in this category. The maximum maturity shall not exceed five years.

B. Federal agency or United States government-sponsored enterprise ("GSE") obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. The aggregate investment in federal agency securities/GSEs shall not exceed 75 percent of the City's total portfolio, and the securities of any one federal agency/GSE shall not exceed 40 percent of the City's total portfolio. The maximum percent of agency callable securities in the portfolio shall be 20 percent. The maximum maturity shall not exceed five years.

C. Medium-term notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States and rated in a rating category of "A" or the equivalent or better by a Nationally Recognized Statistical Rating Organization (NRSRO). The aggregate investment in medium term notes shall not exceed 20 percent of the City's total portfolio, and no more than 5 percent of the City's total portfolio shall be invested in the medium-term notes of any one issuer. The maximum maturity shall not exceed five years.

D. Negotiable certificates of deposit or deposit notes issued by a nationally- or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), or a state or federal credit union. Eligible negotiable certificates of deposit in amounts up to the FDIC insured limit do not require any credit ratings. Amounts above the FDIC insured limit must be issued by institutions that have long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO, or have short-term obligations rated "A-1" or its equivalent or higher by an NRSRO. No more than 5 percent of the City's total portfolio shall be invested in the

negotiable certificates of deposit of any one issuer, and the aggregate investment in negotiable certificates of deposit shall not exceed 15 percent of the City's total portfolio. The maximum maturity shall not exceed five years.

E. Non-negotiable certificates of deposit with a maturity not exceeding three years from the date of trade settlement in state- or nationally-chartered banks or savings banks that are insured by the FDIC, subject to the limitations of California Government Code Section 53638. Amounts in excess of FDIC insurance coverage shall be secured in accordance with California Government Code Section 53652. No more than 5 percent of the City's total portfolio shall be invested in the deposits of any one bank. The aggregate investment in non-negotiable certificates of deposit shall not exceed 15 percent of the City's total portfolio. The maximum maturity shall not exceed three years.

F. Prime commercial paper with a maturity not exceeding 270 days from the date of trade settlement with the highest ranking or of the highest letter and number rating as provided for by an NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either sub-paragraph A or sub-paragraph B below:

i. The entity shall (1) be organized and operating in the United States as a general corporation; (2) have total assets in excess of \$500,000,000; and (3) have debt other than commercial paper, if any, that is rated in a rating category of "A" or the equivalent or better by an NRSRO.

ii. The entity shall (1) be organized within the United States as a special purpose corporation, trust, or limited liability company; (2) have program-wide credit enhancements, including, but not limited to, overcollateralization, letters of credit or surety bond; and (3) have commercial paper that is rated at least "A-1" or the equivalent by an NRSRO.

The City may purchase no more than 10 percent of the outstanding commercial paper of any one issuer, and the aggregate investment in commercial paper shall not exceed 25 percent of the City's total portfolio. No more than 5 percent of the City's total portfolio shall be invested in the commercial paper of any one issuer.

G. Eligible banker's acceptances with a maturity not exceeding 180 days from the date of trade settlement, rated at least "A-1" or the equivalent or better by an NRSRO, drawn on or accepted by a commercial bank whose deposits are insured by the FDIC, and whose senior long-term debt is rated in a rating category of "A" or the equivalent or better by an NRSRO at the time of purchase. No more than 5 percent of the City's total portfolio shall be invested in banker's acceptances of any one issuer, and the aggregate investment in banker's acceptances shall not exceed 15 percent of the City's total portfolio.

H. Repurchase agreements with a final termination date not exceeding 30 days collateralized by obligations of the U.S. Treasury, federal agencies and/or government-sponsored enterprises (described in sections A and B above). For the purpose of this section, the term collateral shall mean purchased securities under the terms of the City's approved master repurchase agreement. The purchased securities shall have a minimum market value including accrued interest of 102 percent of the dollar value of the funds borrowed. All collateral must be delivered to the City's custodian bank by book entry, physical delivery, or by a third-party custodial agreement. The market value of the collateral securities shall be marked-to-the-market at least quarterly, and the value of the underlying collateral must be brought back up to 102 percent no later than the next business day. Market value must be calculated each time there is a substitution of collateral. No more than 5 percent of the City's total portfolio shall be invested in repurchase agreements with any one counterparty, and the aggregate investment in repurchase agreements shall not exceed 10 percent of the City's total portfolio.

The City or its custodian shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to the repurchase agreement.

The City may enter into repurchase agreements only with primary dealers of the Federal Reserve Bank of New York. Approved repurchase agreement counterparties shall have a short term credit rating of at least "A-1" or the equivalent or better and a long-term credit rating in the rating category of "A" or the equivalent or better by a NRSRO. Repurchase agreement counterparties shall execute a City-approved master repurchase agreement with the City. The

Chief Financial Officer shall maintain a copy of the City's approved master repurchase agreement along with a list of broker/dealers who have executed this agreement.

Reverse repurchase agreements will not be permitted.

I. The City may invest in the Local Agency Investment Fund (LAIF) established by the State Treasurer (per Government Code Section 16429.1) for the benefit of local agencies up to the maximum amount permitted by LAIF.

J. The City may invest in the San Mateo County Investment Pool established by the San Mateo County Treasurer for the benefit of local agencies (as established in California Code Section 53684). No more than 20 percent of the market value of the City's total portfolio may be invested in this category.

K. The City may invest in other pooled investment programs which are California Joint Powers Authorities established to provide California public agencies with professional investment services (California Code Section 53601 (p)). No more than 20 percent of the market value of the City's total portfolio may be invested in this category.

L. Shares of beneficial interest issued by a diversified management company that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.). Provided that the money market funds are "no-load" (no commission or fee shall be charged on purchases or sales of shares); (2) have a constant daily net asset value per share of \$1.00; (3) have a rating of "AAA" or the equivalent by at least two NRSROs or have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). No more than 10 percent of the City's total portfolio shall be invested in any one issuer and the aggregate investment in money market funds shall not exceed 20 percent of the City's total portfolio.

M. Obligations of the State of California or any local agency within the State, including bonds payable solely out of revenues from a revenue-producing property owned, controlled, or operated by the State or any local agency or by a department, board, agency, or authority of the State or any local agency.

Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.

Securities in this section must have a short-term rating of "A-1" or the equivalent or better by an NRSRO or a long-term rating in the category of "A" or the equivalent or better by an NRSRO. No more than 5 percent of the City's total portfolio shall be invested in any one municipal issuer, and the aggregate investment in municipal bonds shall not exceed 20 percent of the City's total portfolio. The maximum maturity shall not exceed five years.

Prohibited Investment Vehicles and Practices

State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to, futures and options. In accordance with Government Code Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited. Investment in any security that could result in a zero-interest accrual if held to maturity is prohibited. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited. Purchasing or selling securities on-margin is prohibited. The use of reverse repurchase agreements, securities lending, or any other form of borrowing or leverage is prohibited. The purchase of foreign currency denominated securities is prohibited. Local governments that are not Qualified Institutional Buyers (QIB) as defined by the Securities and Exchange Commission are prohibited from purchasing Private Placement Securities. The SEC defines a QIB as having at least \$100,000,000 in securities owned and invested.

Selection of Broker/Dealers

The Chief Financial Officer shall maintain a list of broker/dealers approved for investment purposes, and it shall be the policy of the City to conduct transactions only with those authorized firms. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code, and:

- A. Be recognized as a Primary Dealer by the Federal Reserve Bank of New York, or
- B. Report voluntarily to the Federal Reserve Bank of New York, or
- C. Qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (Uniform Net Capital Rule).

Each authorized broker/dealer shall be required to submit and annually update a City-approved broker/dealer information request form. The Chief Financial Officer shall maintain a list of the broker/dealers that have been approved by the City, along with each firm's most recent broker/dealer information request form.

If the City has not engaged the support services of an outside investment advisor while in the process of executing a particular transaction, the authorized broker/dealer(s) shall provide certification of having received and reviewed this Policy. For transactions initiated through an investment advisor, the investment advisor may use their own list of approved broker/dealers and financial institutions, which it will maintain and review periodically.

The City may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in Item F of the Authorized Investments section of this Policy.

Competitive Transactions

Each investment transaction shall be competitively transacted with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction, and their bid and offering prices shall be recorded.

If the City is offered a security for which there is no other readily available competitive offering, then the Chief Financial Officer will document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

Selection of Banks

The Chief Financial Officer shall maintain a list of banks approved to provide depository and other banking services for the City. To be eligible for authorization, a bank shall qualify as a depository of public funds in the State of California as defined in California Government Code Section 53630.5, shall be a member of the FDIC, and shall secure all deposits exceeding FDIC insurance coverage in accordance with California Government Code Section 53652.

Safekeeping and Custody

The Chief Financial Officer shall select a bank to provide safekeeping and custodial services for the City, in accordance with the provisions of Section 53608 of the California Government Code. A City approved safekeeping agreement shall be executed with the custodian bank prior to utilizing that bank's safekeeping services. The custodian bank will be selected on the basis of its ability to provide satisfactory safekeeping services and the competitive pricing of those services.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery-versus-payment basis. All securities shall be perfected in the name of the City. Sufficient evidence to title shall be consistent with modern investment, banking, and commercial practices.

All investment securities will be delivered by either book entry or physical delivery and will be held by the City's custodian bank, its correspondent bank, or its Depository Trust Company (OTC) participant account.

Maximum Maturity

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities.

The City will not invest in securities maturing more than five (5) years from the date of trade settlement, unless the City Council has by resolution granted authority to make such an investment, either specifically or as a part of an investment program approved by the City Council no less than three months prior to the investment.

Beginning February 13, 2025, City Council Resolution No. 2024-102 authorized the investment of surplus funds in Local Agency Bonds, United States Treasury Obligations, State Obligations, and United States Agency Obligations with a maximum maturity exceeding five (5) years but not to exceed ten (10) years with an aggregate maximum value of such investments being five percent (5%) of the City's investment portfolio on the date of purchase, through June 30, 2025. Authority to exceed the maximum maturity is extended to June 30, 2026.

Risk Management and Diversification

Credit risk is the risk that a security or a portfolio will lose some or all its value due to a real or perceived change in the ability of the issuer to repay its debt. The City will mitigate credit risk by adopting the following strategies:

- A. The diversification requirements included in the "Authorized Investments" section of this policy are designed to mitigate credit risk in the portfolio.
- B. No more than 15 percent of the total portfolio may be deposited with or invested in securities issued by any single issuer unless otherwise specified in this policy.
- C. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity, or yield of the portfolio in response to market conditions or the City's risk preferences.
- D. If the credit ratings of any security owned by the City are downgraded to a level below the quality required by the Investment Policy, it will be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 - i. If a security is downgraded, the Chief Financial Officer will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 - ii. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the City Council.

Mitigating Market Risk in the Portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer term investments only with funds that are not needed for current cash flow purposes.

The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. Therefore, the City adopts the following strategies to control and mitigate its exposure to market risk:

- A. The City will maintain a minimum of six months of budgeted operating expenditures in short-term investments to provide sufficient liquidity for expected disbursements.
- B. The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.
- C. The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20 percent) of a market benchmark, an index selected by the City based on the City's investment objectives, constraints, and risk tolerances.

Portfolio Performance

The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. An appropriate benchmark or benchmarks will be established against which portfolio performance shall be compared on a regular basis. When comparing the performance of the City's portfolio, its rate of return will be computed net of all fees and expenses.

Monthly Reporting

Monthly, the Chief Financial Officer shall submit to the City Council a report on the investment earnings and performance results of the City's investment portfolio. The report shall include the following information:

- A. Investment type, issuer, date of purchase and maturity, par value, and dollar amount invested in all securities, investments, and monies held by the City;
- B. A description of the funds, investments, and programs;
- C. A market value as of the date of the report (or the most recent valuation as to assets not valued monthly) and the source of the valuation;
- D. A statement of compliance with this Policy or an explanation for non-compliance;
- E. A statement of the City's ability to meet expenditure requirements for six months, and an explanation of why money will not be available if that is the case; and
- F. A statement of transactions made during the month

Policy Review and History

The Investment Policy shall be adopted by resolution of the City Council. The Policy shall be reviewed annually by the Chief Financial Officer, and any modifications made as a result must be approved by the City Council.

Action	Date	Notes
Policy adoption by resolution	June 9, 2026	Resolution No. 2026-XX
Policy adoption by resolution	April 8, 2025	Resolution No. 2025-30
Policy exception- authorization for maximum maturity not to exceed 10 years	November 12, 2024	Resolution No. 2024-102
Policy adoption by resolution	June 25, 2024	Resolution No. 2024-54
Policy adoption by resolution	September 12, 2023	Resolution No. 2023-103
Policy adoption by resolution	December 8, 2020	Resolution No. 2020-97



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Dan Venezia, Parks Services Manager

SUBJECT: Consider Adoption of a Resolution Approving the Commodore Dog Park Master Plan and Determining the Master Plan is Exempt from the Requirements of the California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Section 15262

BACKGROUND:

In 2006, the closure of a school site relocated San Bruno's dog park to Commodore Park, where picnic amenities were removed and a cyclone fence was installed to separate small- and large-dog areas as a temporary solution pending a long-term plan. In 2017, the Parks and Recreation Commission held a public workshop on desired improvements including surfacing, benches, shade, lighting, fencing, and agility features; but the effort ended before a master plan was completed.

The FY 2025-26 CIP budget approved the conceptual design phase of the Dog Park Master Planning effort, establishing an early framework for improvements to the existing site and/or an alternative location through technical site analysis, community outreach, and conceptual drawings.

Staff launched the process on January 15, 2026, with the first Public Open House, where approximately 30 residents shared priorities via note cards and sticker boards at stations covering key dog park elements and past outreach.

On March 15, 2026, Callander Associates presented two concept options and a summary of open house findings to roughly 15 community members and the Parks and Recreation Commission; feedback from both meetings was used to refine the preferred concept.

Following the two sessions for public input, on April 15, 2026, Callander Associates presented the preferred improvements including the planning process, recommended plan, and estimated costs and the Commission recommended advancing the draft Master Plan to the City Council.

On May 12, 2026, Callander Associates presented the recommended design to the City Council during a special study session.

DISCUSSION:

At the May 12, 2026 study session, the City Council raised questions regarding the proposed Commodore Dog Park Master Plan. Staff have completed research for the responses to support

the Council’s consideration of the Master Plan. The information presented below is planning-level estimates intended to frame the Council’s decision and will be refined during the design phase, including through the value engineering process described in the staff report.

1. Project Cost Breakdown: Construction vs. Construction Management and Permitting

The estimated total project cost of \$2,907,060 (if the City chose to implement the full master plan) is organized in the standard public-works format, in which construction (hard) costs and the related design, management, and permitting (soft) costs are presented separately. The estimate is summarized below.

Cost Component	Amount	Description
Subtotal Construction Cost	\$1,921,620	Hard costs: site work, grading, surfacing, fencing, structures, and planting
Construction Contingency (~26%)	\$499,620	Reserve for unknowns at the conceptual stage
Total Construction & Contingency	\$2,421,240	Amount a contractor is paid against
Design & Soft Costs	\$485,820	Design/engineering, construction management, permitting, testing, administration
Total Project Cost	\$2,907,060	All-in estimated project cost

The construction figure is roughly \$2.42 million (including contingency), with construction management, permitting, and design folded into the \$485,820 soft-cost line. That soft cost equals about 25% of bare construction cost (or ~17% of total project cost) within, and toward the low end of, the 20–30% industry norm for comparable public projects.

Soft costs haven't been itemized at the master-plan stage but would typically break down as a share of construction cost:

- **Design and engineering (~12–13%):** ~\$250,000
- **Construction management, inspection, and administration (~7–8%):** ~\$155,000
- **Permitting, plan check, materials testing, and misc. (~4%):** ~\$80,000

2. Best-Practice Definition of a Small Dog vs. a Large Dog

No single regulatory standard distinguishes small from large dogs, but dog-park design follows a well-established convention: the most common dividing line used by manufacturers and operators is dogs 30 lbs and under to the small-dog area, over 30 lbs to the large-dog area with field practice generally ranging from 25 to 35 pounds.

Posting 30 pounds at Commodore would be in line with the most widely used and easiest benchmark for owners to apply. Per best practice, the rule should carry two clarifications: (1) weight is a guideline, not an absolute; large puppies, senior dogs, timid dogs, and dogs with disabilities may belong in the small-dog area regardless of weight; and (2) the separation should be reinforced with separate, clearly labeled, gated entries for each area, the design feature that actually makes it work.

On the proposed design, the Master Plan pairs an "All-Dog Zone" with a dedicated "Small-Dog Zone" rather than a strict large/small split. The small-dog area is about 16.8% of total dog-park area. Industry guidance commonly suggests a 60/40 to 70/30 split favoring the large/all-dog side, since smaller dogs need less space so the proposed allocation is consistent with that guidance.

3. Surfacing Maintenance: Decomposed Granite vs. Synthetic Turf

Short-Term (Routine Annual Maintenance)

Decomposed granite is cheaper to maintain routinely: raking and redistribution, filling dig holes, light watering for dust control, and occasional replenishment of materials that wash or track away. For comparison, the City of Moorpark estimated DG replenishment and dust-control watering at no more than \$1,500/year for a ~¾-acre off-leash area, versus ~\$5,600/year just to irrigate a natural-turf equivalent. DG also drains naturally and doesn't retain odor, limiting cleaning effort.

Synthetic turf needs more routine care: daily solid-waste removal, regular rinsing and enzymatic sanitizing for urine odor, brushing to redistribute infill, periodic infill replenishment, and seam/repair inspections. It avoids irrigation and mud but demands a more labor-intensive cleaning and odor-management regimen, and it retains heat in direct sun; making adjacent shade important.

Long-Term (Lifecycle and Capital)

The surfaces differ most over the long term. Decomposed granite has essentially no replacement event; it's topped up and occasionally regraded yielding continuous low cost and a very long life. Synthetic turf has a finite lifespan; about 15 years for quality pet-grade product, as little as 5–7 for lower-quality installs after which the whole system must be replaced at significant cost. Turf should therefore carry a replacement reserve in the long-term budget; DG generally does not.

The preferred plan reflects this trade-off: decomposed granite for the large all-dog and small-dog run areas, synthetic turf reserved for the agility zones, where cushioning and appearance matter most. This confines the higher-cost, replacement-cycle surface to a small footprint while keeping the larger areas low-maintenance.

4. Maintenance Cost Comparison: Current vs. Proposed Park

Based on figures provided by the City’s maintenance staff and a fully burdened labor rate of \$70 per hour, estimated annual maintenance labor is as follows:

Scenario	Weekly Staff Hours	Annual Labor Cost
Current (existing park)	2–5 hours	\$7,280 – \$18,200
Proposed (built-out park)	5–10 hours	\$18,200 – \$36,400

On a midpoint basis, maintenance labor approximately doubles; an estimated increase of roughly \$12,000 to \$18,000 per year. This increase is expected, as the proposed park is larger and more fully amenitized, incorporating drinking fountains, lighting, shade structures, agility features, and two surface types.

Beyond labor, the operating budget should account for materials and consumables, including waste-bag and station servicing, decomposed-granite replenishment, turf sanitizing supplies, water, trash hauling, lighting power, and fountain upkeep. A synthetic-turf replacement reserve should also be established for the limited turf area in the agility zones, with a replacement event anticipated roughly every 12 to 15 years (on the order of low tens of thousands of dollars), which annualizes to a few thousand dollars per year.

Maintainability is expected to improve on a per-square-foot basis. A core objective of the project is improved maintainability, and the design directly addresses the current cost drivers that include drainage and mud problems, cracked concrete, and grade issues. While total maintenance hours increase because the park is larger and more developed, the reactive, problem-driven maintenance associated with the existing facility should decline. The added cost reflects an investment in a durable, designed surface in place of ongoing repair of a facility that has served as a temporary installation since 2006.

The project has advanced to the point where a draft Master Plan and detailed cost estimate have been presented. A master plan is a foundational step in responsible capital project development, and its value extends well beyond the design itself. It establishes a defensible cost basis; translating community priorities into a defined scope and reliable construction estimate; it creates a clear roadmap that can be phased and implemented as resources allow; and it substantially strengthens the City’s position for outside funding.

Most grant programs require a defined scope, credible cost estimate, community engagement, and a governing-body commitment exactly what a master plan provides. The same documentation also makes private avenues such as donations, sponsorships, and naming rights far more attractive to potential partners. In short, the master plan converts a concept into a fundable, shovel-ready vision, consistent with best practices in public parks planning.

For these reasons, staff is seeking City Council’s adoption of the proposed Dog Park Master Plan. Upon adoption, staff will begin actively seeking grant and other funding opportunities to support future construction, which has not yet been funded. Completion of the Master Plan, including the detailed cost estimate, positions the City to evaluate feasibility and pursue funding

should Council choose to advance the project. Approval of the Master Plan does not commit the Council to any immediate future action.

If the project moves into design, staff and the design team will incorporate value engineering-evaluating materials, amenities, and construction approaches to identify cost efficiencies while preserving the core functionality and community priorities reflected in the Master Plan.

This may include prioritizing essential elements, phasing features, or identifying lower-cost alternatives that achieve similar outcomes. Integrating value engineering early best positions the City to make informed decisions and align project scope with available and future funding.

FISCAL IMPACT:

Funding for the Master Planning and conceptual design phase is included in the approved FY 2025-26 CIP budget and is limited to the conceptual design scope. Future phases of the project will be evaluated and considered as part of the FY 2026-27 and subsequent CIP budget processes and will be based on funding available.

ENVIRONMENTAL IMPACT:

Approval of the Dog Park Master Plan is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15262 because the Plan is a feasibility or planning document for possible future actions that the City has not approved, adopted, or funded. The Plan does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment; any future project identified in the Plan will be evaluated for potential environmental impacts if and when funding is available and approval is granted.

RECOMMENDATION:

Adopt a Resolution approving the Dog Park Master Plan and determine that the Master Plan is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15262.

ALTERNATIVES:

Do not approve a resolution and direct staff to perform more work on the project.

ATTACHMENTS:

1. Resolution
2. Commodore Dog Park Draft Master Plan

RESOLUTION NO. 2026 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO APPROVING THE COMMODORE DOG PARK MASTER PLAN AND DETERMINING THE MASTER PLAN IS EXEMPT FROM THE REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15262

WHEREAS, the City of San Bruno’s dog park was relocated to Commodore Park in 2006 following the closure of the prior school site where the dog park had been located; and

WHEREAS, the relocation included temporary improvements consisting of fencing to create separate small dog and large dog areas, with the intent that a long-term plan would be developed in the future; and

WHEREAS, in 2017, the Parks and Recreation Commission held a public workshop to gather community input regarding desired dog park improvements, including surfacing, benches, shade, lighting, fencing, and agility features; and

WHEREAS, the Fiscal Year 2025–26 Capital Improvement Program budget included funding for the conceptual design phase of the Dog Park Master Planning effort; and

WHEREAS, the master planning process included technical analysis, community outreach, conceptual drawings, and development of improvement concepts for the existing dog park and/or potential alternative sites; and

WHEREAS, on January 15, 2026, the City held a public open house at which residents identified priorities for the dog park improvements; and

WHEREAS, on March 15, 2026, the City’s consultant presented concept options and a summary of community input to the public and the Parks and Recreation Commission, and the resulting feedback was used to refine the preferred concept; and

WHEREAS, on April 15, 2026, the Parks and Recreation Commission recommended that the preferred draft Master Plan be forwarded to the City Council for consideration and approval; and

WHEREAS, on May 12, 2026, the recommended design was presented to the City Council at a special study session, and staff has since completed additional research responding to the questions raised by the Council; and

WHEREAS, completion and approval of the Dog Park Master Plan will provide the City with a defined scope, planning framework, and detailed cost estimate that strengthen the City’s competitiveness for grants and other outside funding, including donations, sponsorships, and naming-rights opportunities, and support consideration of future phases through the Capital Improvement Program process.

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

1. Accepts the Dog Park Master Plan and determine that the Master Plan is exempt from the requirements of the California Environmental Act (CEQA) pursuant to CEQA Guidelines Section 15262.

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - ____** was introduced and adopted by the San Bruno City Council at a regular meeting on June 9, 2026 by the following vote:

AYES: Councilmember:
 NOES: Councilmember:
 ABSENT: Councilmember:

Lupita Huerta, City Clerk
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Commodore Dog Park Master Plan

prepared for
City of San Bruno

June 2, 2026



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ATTACHMENT 2



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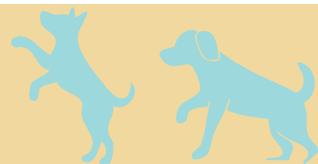
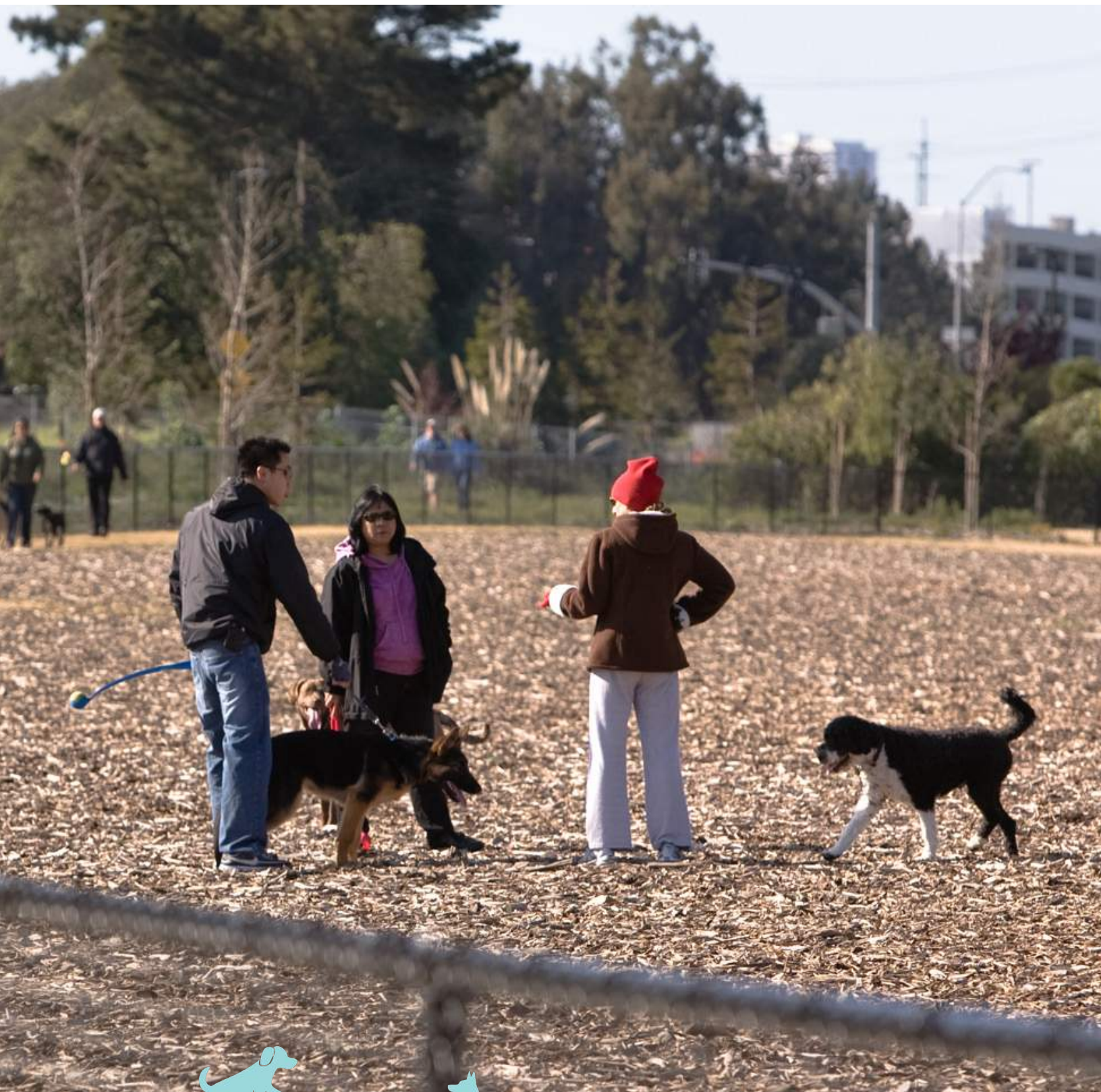
3. MASTER PLAN

- Introduction
- Master Plan Overview
- Cost Estimates + Implementation Strategy

4. APPENDIX

- Community Meeting Minutes
- Preliminary Design Alternatives
- Preferred Alternative
- Detailed Cost Estimates

1. INTRODUCTION



The **Commodore Dog Park Master Plan** establishes a comprehensive framework for the complete revitalization of the park facility in the City of San Bruno. Developed through a structured public participation process spanning early 2026, this plan translates community desires into an actionable blueprint for a high-quality civic asset. The project is guided by core objectives to enhance safety, improve accessibility, maximize long-term maintainability, and deliver durable design choices that directly resolve long-standing site constraints. By analyzing the park within a regional context and addressing localized challenges, such as severe grade changes, poor drainage, and degraded pavement, the master plan bridges historical infrastructure shortcomings with a vibrant new vision.

Goals & Objectives

- Revitalize Commodore Dog Park to create a safe, inclusive, and enjoyable environment for dogs and their owners
- Enhance overall site conditions with durable materials
- Improve overall dog park maintainability
- Improve accessibility and circulation throughout the dog park
- Develop a Master Plan that genuinely reflects community needs based on the feedback received

Previous Efforts

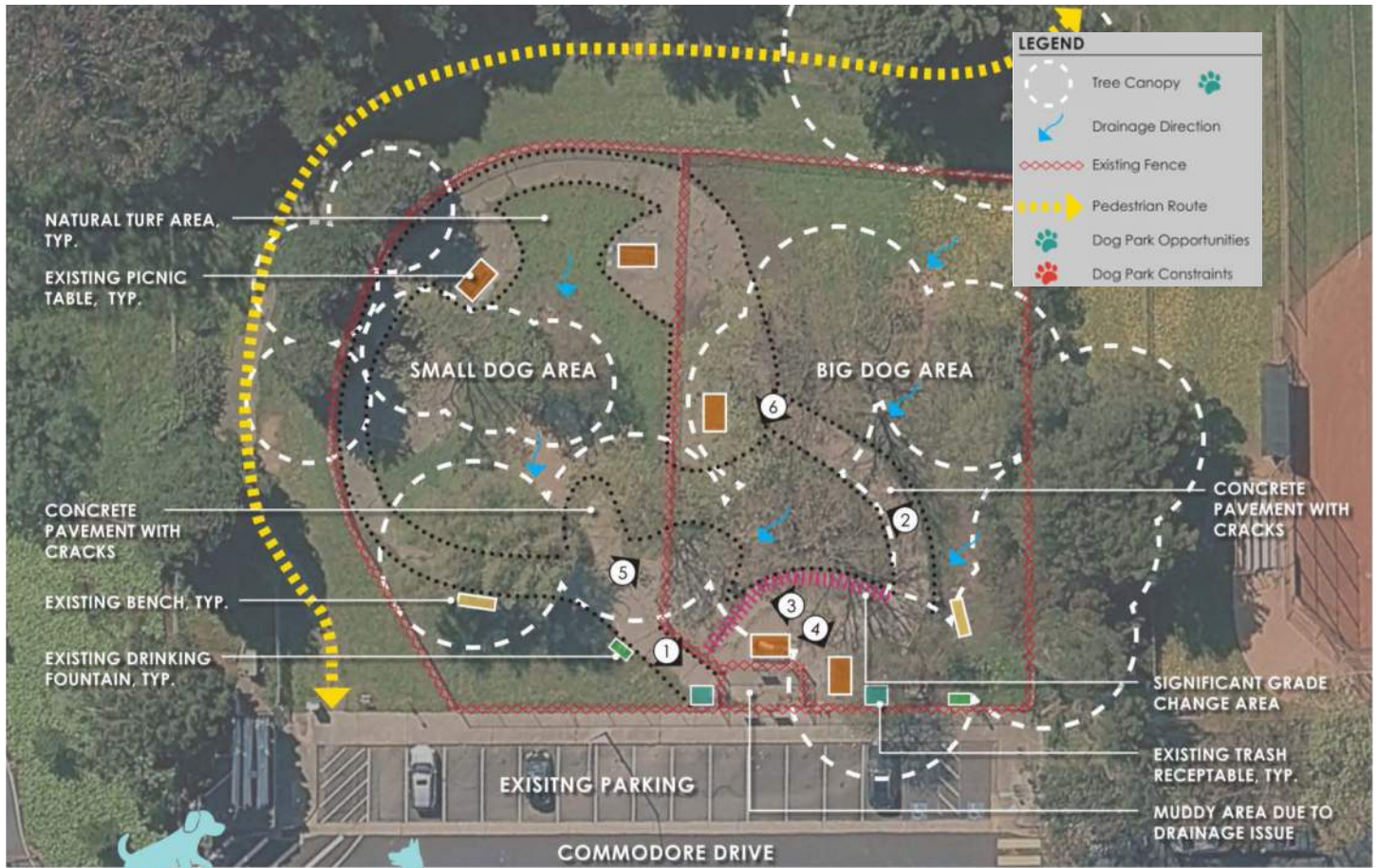
Community input regarding the dog park was received during the September 2017 Parks and Recreation Commission meeting and summarized below.

- Improve safety with secure fencing, gates, and leveled circulation areas
- Provide designated areas for large and small dogs
- Use durable, well-draining surfaces while avoiding tan bark and artificial turf
- Add shaded seating, pet safe tables, drinking fountains, pet waste stations, lighting, and agility features

Park Context - Existing Dog Parks



Park Context - Conditions Plan



Existing Conditions Photographs



1 Muddy Area 🐾



2 Tree Roots 🐾

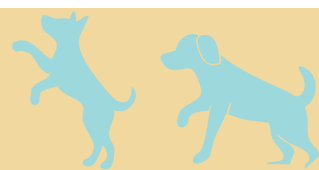


3 Significant Grade Change 🐾



6 Topography 🐾

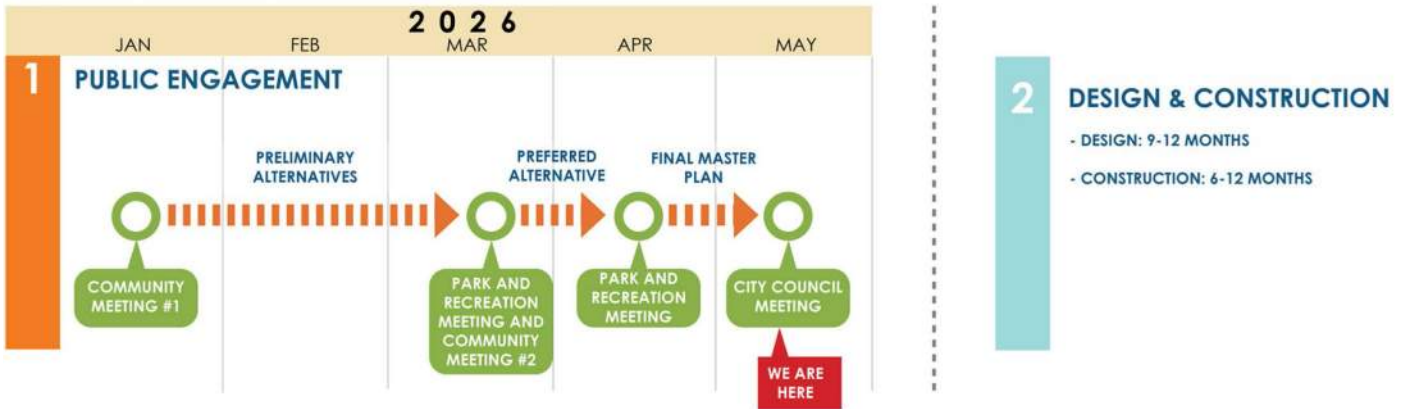
2. OUTREACH PROCESS



Overview

Public outreach for the Commodore Dog Park Master Plan was structured to engage community members and decision-makers throughout the planning process. Outreach efforts included a community meeting, Parks and Recreation Commission meetings, and a City Council study session to gather meaningful input and ensure the master plan reflected community priorities at each key milestone.

Project Schedule



Community Meeting #1

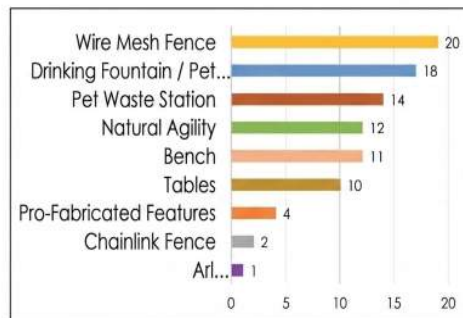
The first community meeting introduced the project and provided an opportunity for attendees to learn about existing site conditions, project goals, and potential improvements through a series of informational stations. This open-house format allowed participants to move through each station, speak directly with the project team, and share ideas and concerns.

IDEAS FOR IMPROVEMENTS

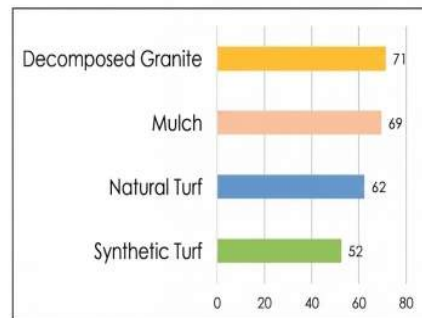


32 PARTICIPANTS

WHAT PARK AMENITIES WOULD YOU LIKE TO SEE?



SURFACING MATERIAL ALTERNATIVES RANKING



This chart displays a weighted total, calculated by assigning points to each vote based on ranking. Rank 1 is assigned 4 points as the highest preference, while rank 4 is assigned 1 point as the lowest. Each vote is multiplied by its corresponding point value, and all points are then summed to produce the final total.

Community Meeting #2

The second community meeting was incorporated into the March 18, 2026 Parks and Recreation Commission meeting, where CALA provided a PowerPoint presentation summarizing the previous outreach process and presenting Preliminary Alternative 1 and Preliminary Alternative 2 with illustrative images. Following the presentation, attendees participated in discussion sessions at multiple stations to review the alternatives in greater detail and provide feedback. CALA documented all comments received and used this input, along with direction from the Commission, to refine the design and present the Preferred Alternative at the second Parks and Recreation Commission meeting for further consideration.

Written summaries from all meetings are provided in the following sections.

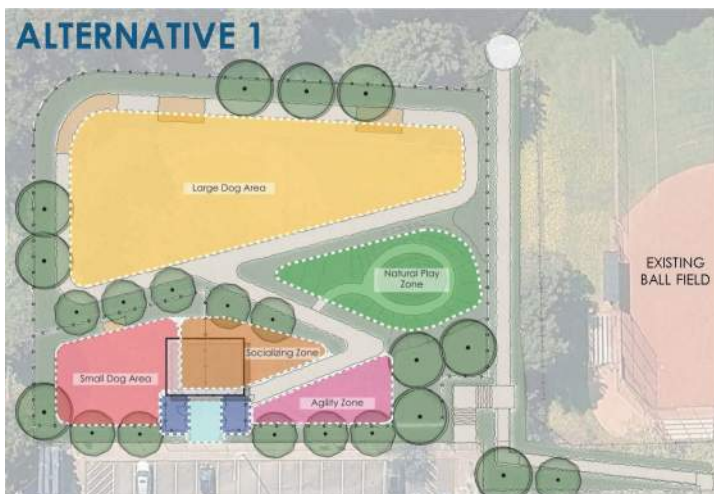
What Did We Hear

- Preserve existing trees/ add more shade
- Adding lighting, possibly solar
- Provide seating, preferred bench over tables
- Desire for looped walking paths around the park
- Provide agility/ activity features
- Ensure balanced space allocation between large dogs and small dogs
- Safety & operations considerations, include secondary exits, accessibility, etc.



Design Alternatives

Based on community input, two design alternatives were developed to evaluate circulation options and the organization of spaces, including dedicated small dog and all dog areas. CALA then compared the proposed space allocations with those of other dog parks in the region to ensure the balance and overall layout were consistent with comparable facilities.



Area Calculations

In response to feedback that the alternatives may not provide enough space for small dogs, and to comments identifying Centennial Way Dog Park as a desirable model, CALA analyzed the facility's overall size and the distribution of space between small and large dog areas. While a direct square footage comparison is not appropriate, as Centennial Way is more than twice the size of Commodore Park, a percentage-based comparison provides a more meaningful benchmark. Using that measure, the preferred plan allocates an even greater proportion of space to small dogs than the layout at Centennial Way Dog Park. This provides a greater confidence that the allocation of space is correct and in line with other successful dog parks in the area.



CENTENNIAL DOG PARK

Preliminary Design Alternatives Area Calculations:

City	Small Dog Area [sf]	Large Dog Area [sf]	Total Park Area [sf]
Foster City	5,990	14,300	20,220
Brisbane	3,730	10,470	13,650
Burlingame	2,650	36,000	38,600
Alternative 1	4,335	27,125	31,460
Alternative 2	5,815	20,420	26,235

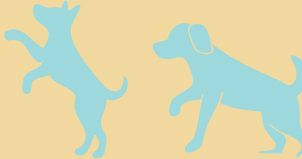
Preferred Plan Area Calculations:

Comparison	Small Dog Area [sf]	Large Dog Area [sf]	Total Park Area [sf]
Existing	10,075	13,970	24,045
Proposed	5,295	25,225	30,520
Change	-4,780	+14,255	+10,475

Small Dog Area Percentage Comparison:

Park Name	Small Dog Area [sf]	Total Park Area [sf]	Small Dog Area Percentage
Commodore	5,295	31,520	6.2%
Centennial	7,265	65,140	1.1%

3. MASTER PLAN



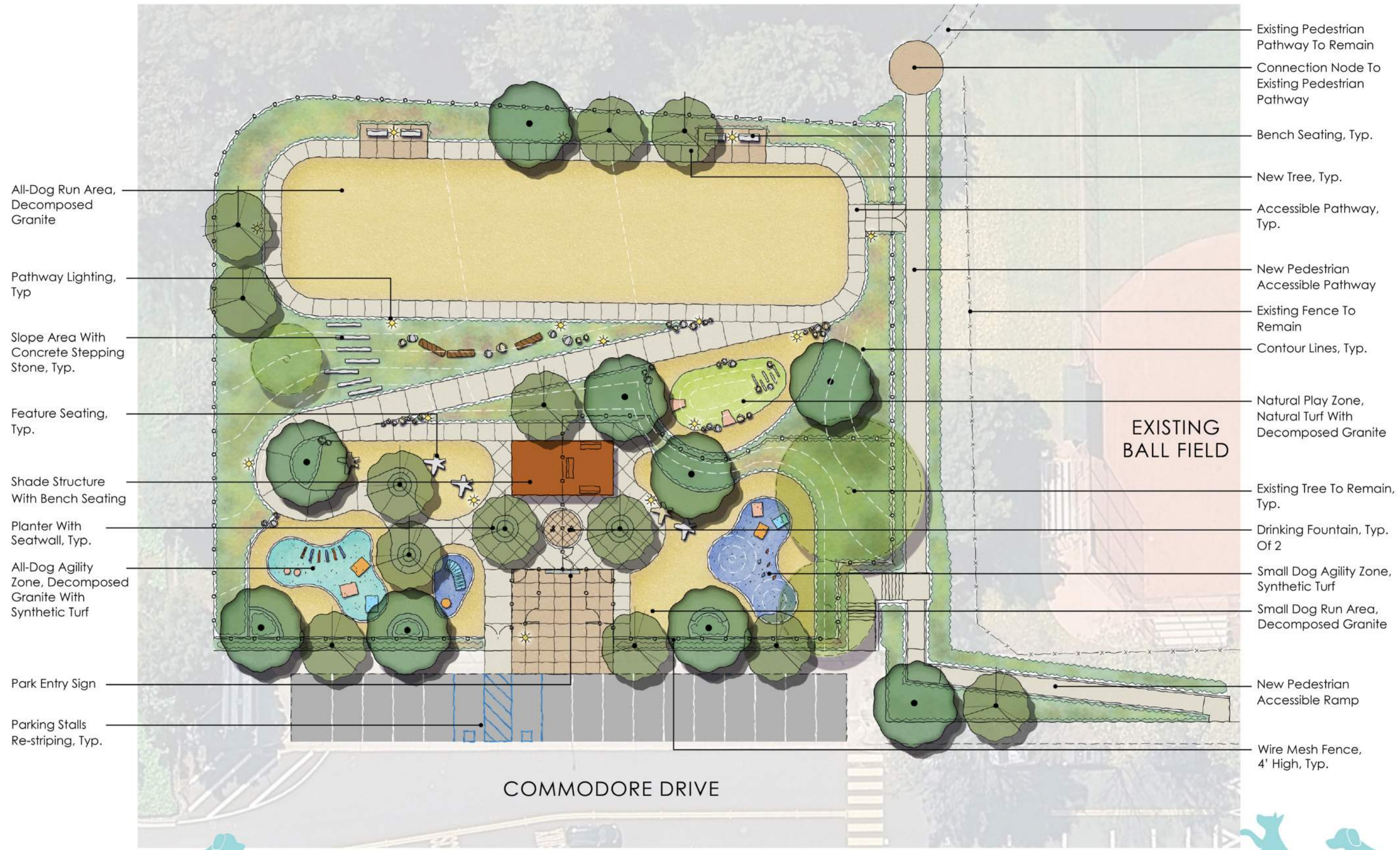
Introduction

The design concept is inspired by the pure excitement dogs feel when they know they are headed to the park, the moment anticipation turns into full speed zoomies. The sight of familiar friends, bright colors, scattered balls, agility features, and an endless world of scents creates a joyful energy that dogs can hardly contain. The plan works to capture that playful burst of movement into the park's forms, materials, and equipment selections, shaping a space that feels dynamic, welcoming, and full of discovery for both dogs and their humans. This spirit of playful energy is captured in the park's name, Zoomie Zone at Commodore Park.

Master Plan Overview

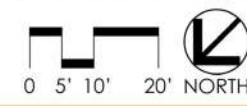
The following highlights summarize the key features and improvements included in the master plan:

- The dog park entrance will remain on Commodore Drive. Parking will be restriped to better align accessible parking spaces and access aisles with the entry plaza and maintenance gate.
- A minimum 4 foot high fence will enclose the dog park, separate the all dog and small dog areas, and provide gated entry vestibules to facilitate safe leash removal and entry.
- The entry plaza will feature the primary park sign and an information kiosk for announcements and community messaging.
- The existing perimeter path will be removed to maximize usable dog park space. A new pathway will be constructed between the dog park and baseball field, providing connections to Commodore Avenue via an accessible ramp and stairs.
- The small dog area will include a synthetic turf play zone with agility features, surrounded by decomposed granite surfacing. Seating will be provided beneath new shade trees and within a shade structure shared with the adjacent all dog area.
- The all dog area will be open to dogs of all sizes with no minimum weight restrictions.
- An accessible pathway will extend from the park entrance through the all dog area and up the hillside. The path will accommodate both accessibility requirements and maintenance vehicle access.
- The all dog area will offer a variety of activity zones, including spaces for agility, socialization, nature play, and an expansive off leash dog run.
- Amenities throughout the park will include seating, shade trees, lighting, waste stations, and other features that enhance user comfort and safety.



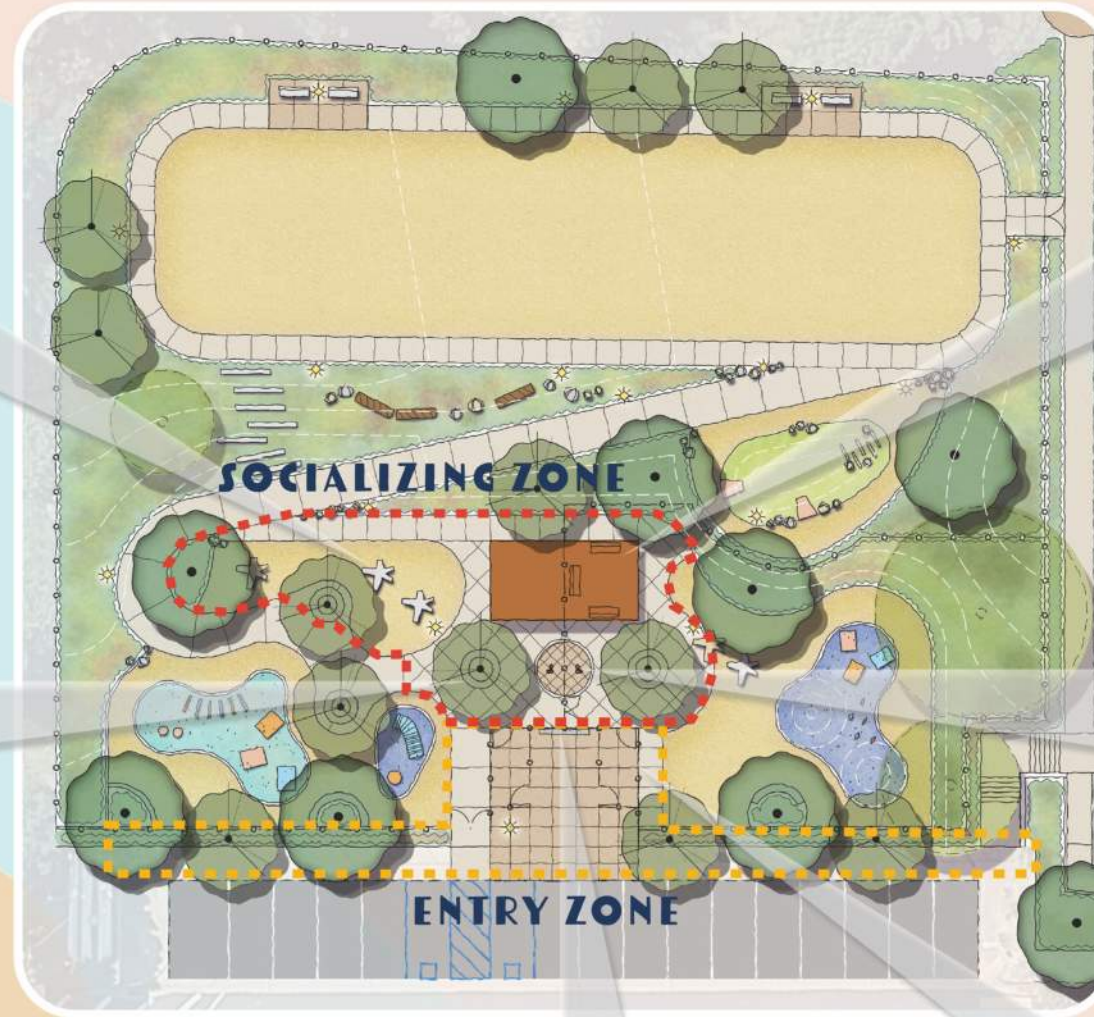
COMMODORE
DOG PARK MASTER PLAN

PREFERRED PLAN
COMMODORE DOG PARK MASTER PLAN





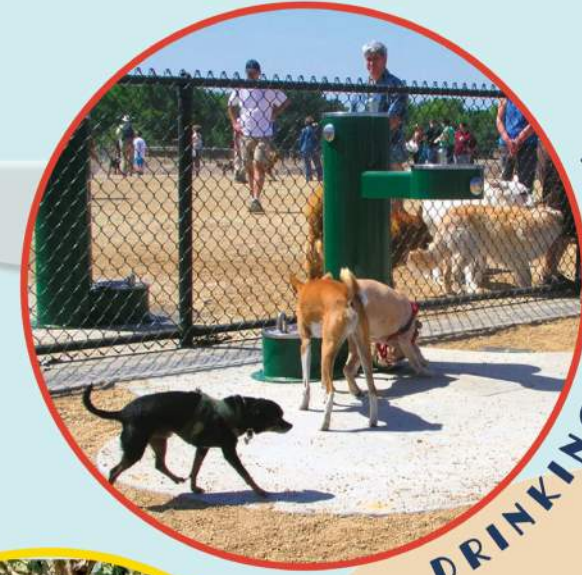
FEATURE SEATING



SHADE STRUCTURE



PLANTER WITH SEATWALL



DRINKING FOUNTAIN



PARK ENTRY SIGN



WIRE MESH FENCE

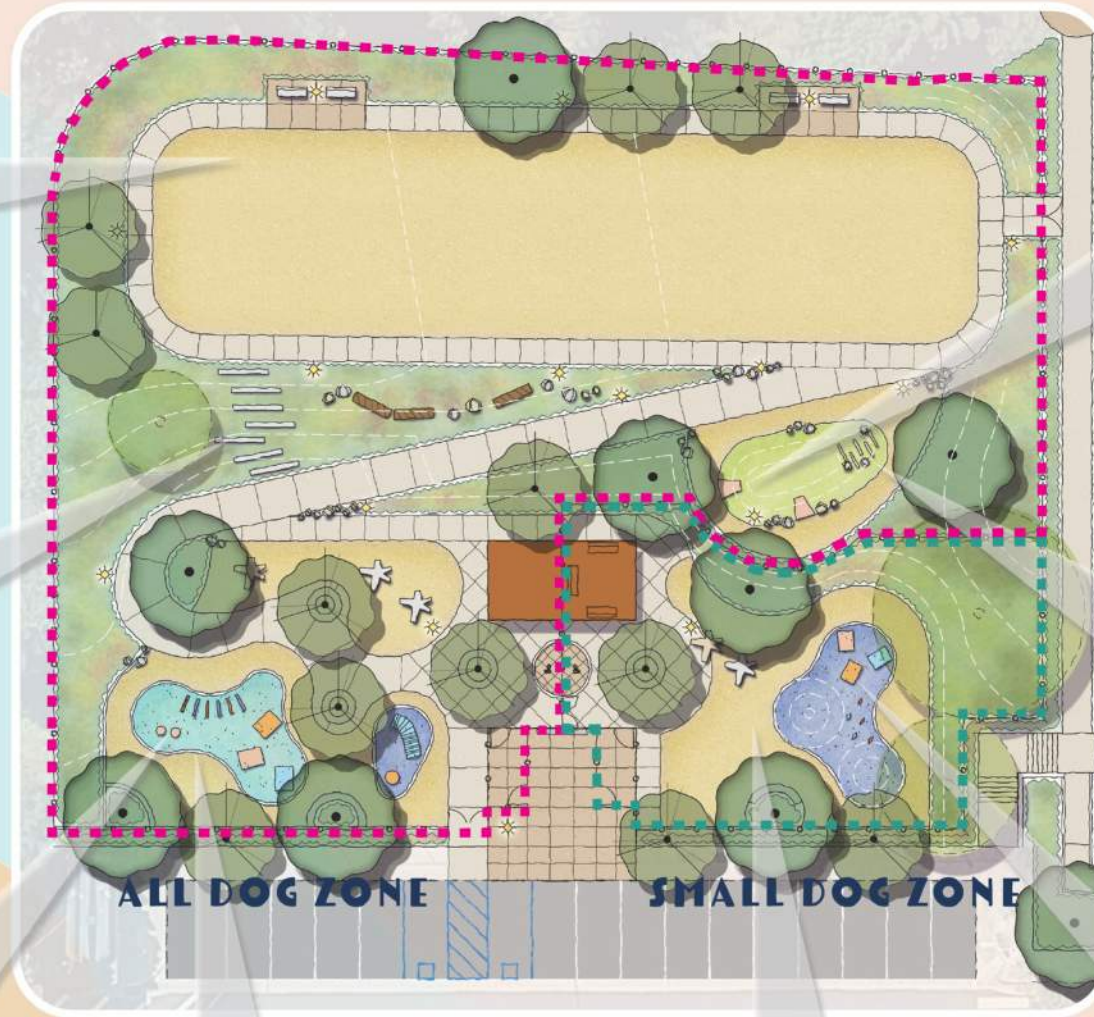
COMMODORE DOG PARK MASTER PLAN

IMAGES COMMODORE DOG PARK MASTER PLAN





ALL DOG RUN AREA



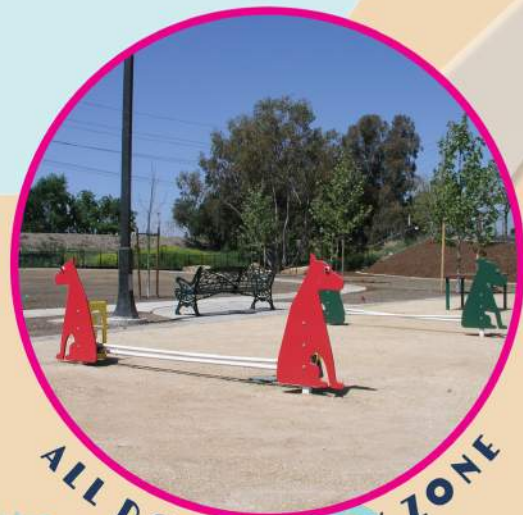
NATURAL PLAY AREA - TUNNEL



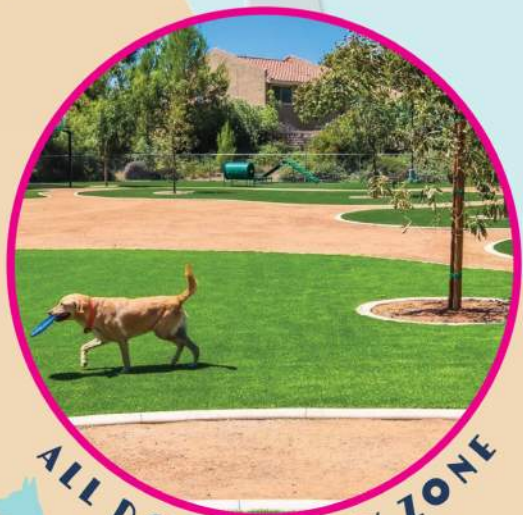
SLOPE AREA



NATURAL PLAY AREA - LOGS AND BOULDERS



ALL DOG AGILITY ZONE



ALL DOG AGILITY ZONE



SMALL DOG RUN AREA

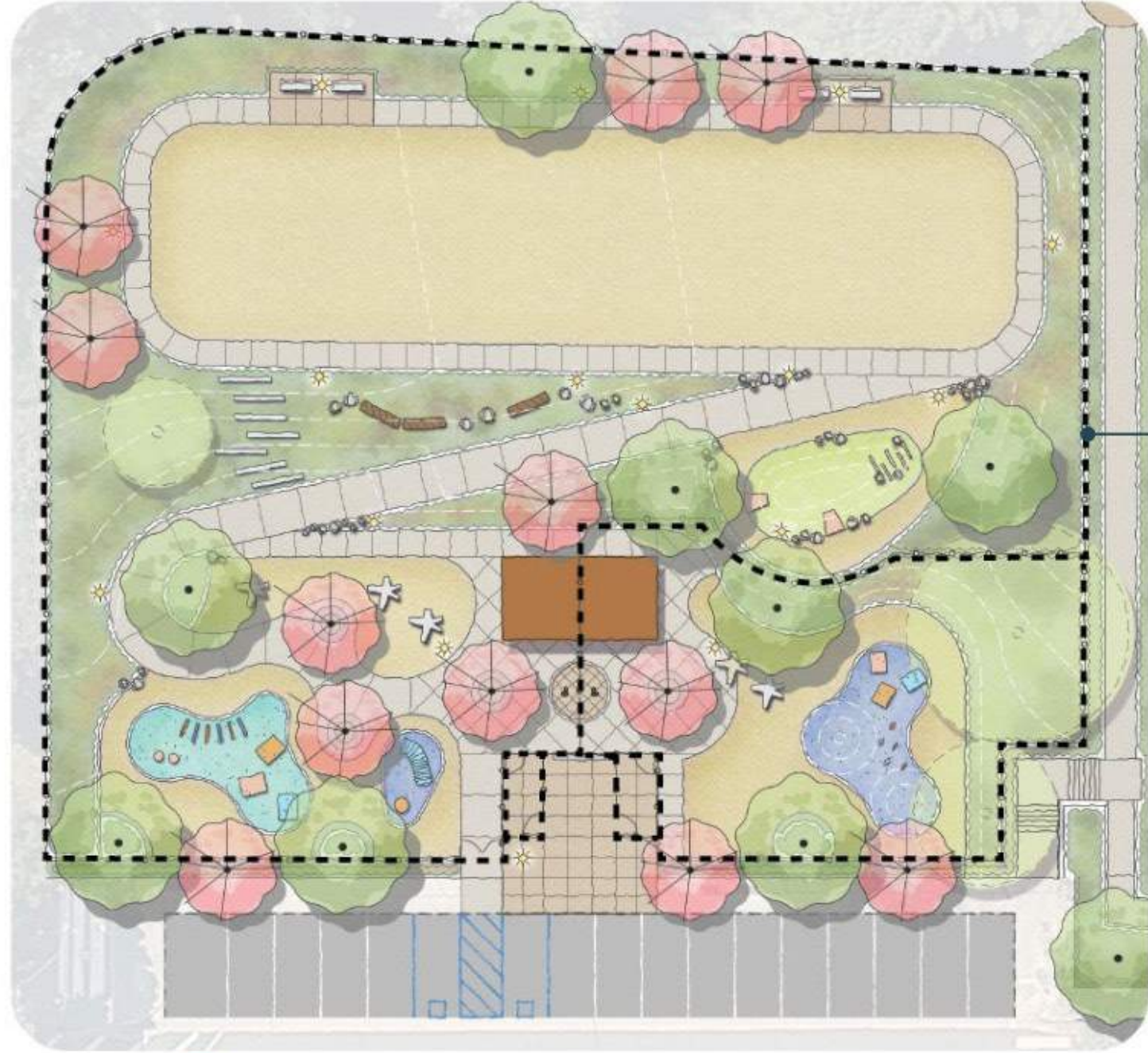


SMALL DOG AGILITY ZONE

COMMODORE DOG PARK MASTER PLAN

IMAGES COMMODORE DOG PARK MASTER PLAN





WIRE MESH FENCE



COMMODORE
DOG PARK MASTER PLAN **FENCING**



FEATURE SEATING



SHADE STRUCTURE



PLANTER WITH SEATWALL



DRINKING FOUNTAIN



PARK ENTRY SIGN

COMMODORE DOG PARK MASTER PLAN

ENTRY & SOCIALIZING ZONES



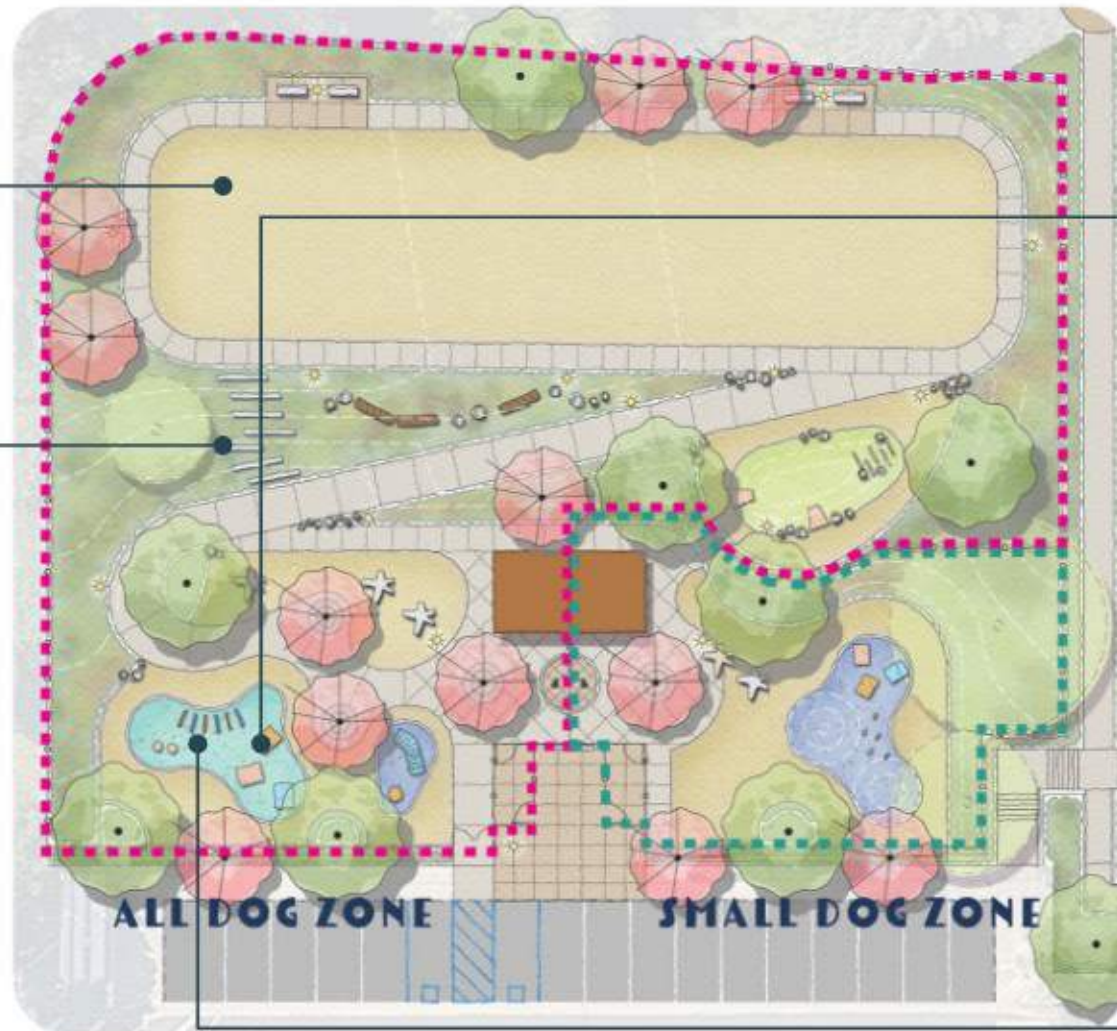
ALL DOG RUN AREA



ALL DOG AGILITY ZONE



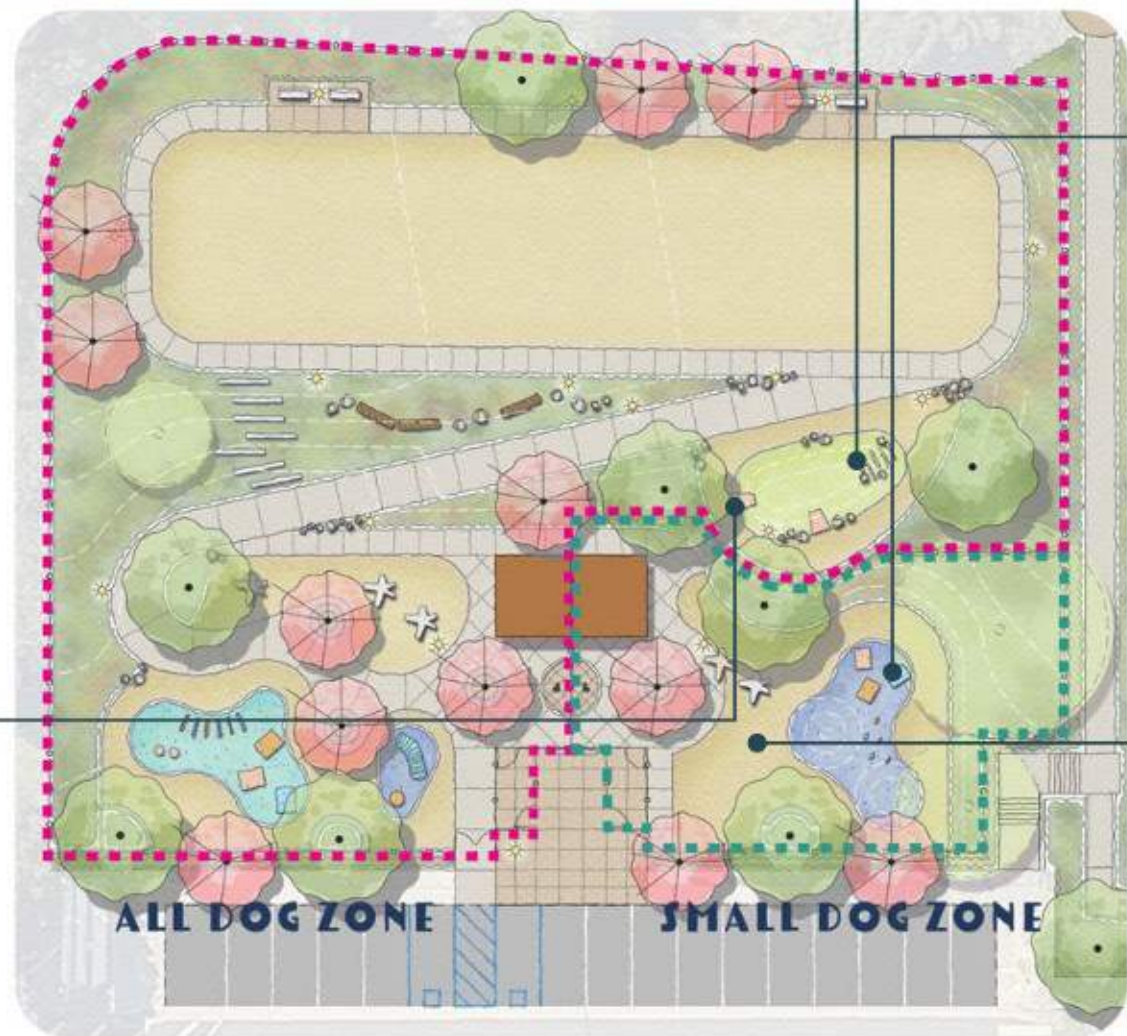
SLOPE AREA



ALL DOG AGILITY ZONE

COMMODORE DOG PARK MASTER PLAN

LARGE DOG ZONE

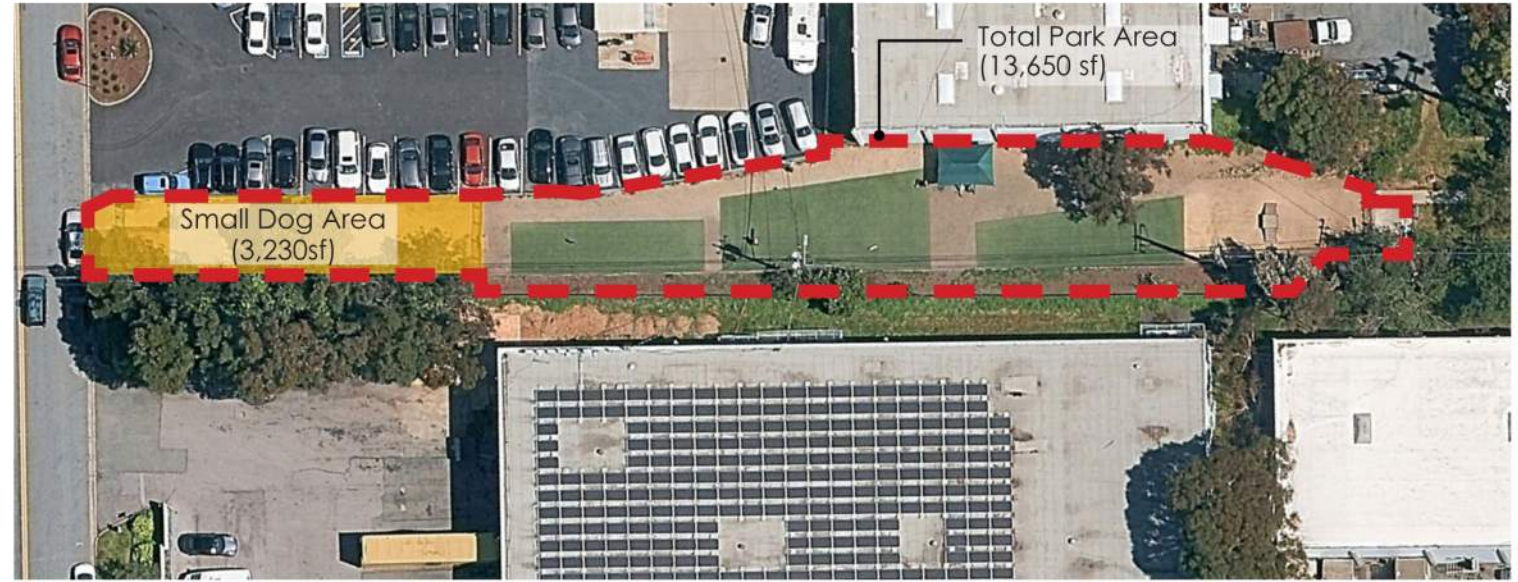


COMMODORE
DOG PARK MASTER PLAN

LARGE DOG & SMALL DOG ZONES



FOSTER CITY DOG PARK



BRISBANE DOG PARK



BURLINGAME DOG EXERCISE PARK



DOG PARK SIZING REFERENCE
COMMODORE DOG PARK MASTER PLAN



Cost Estimates & Implementation Strategy

The master plan includes a detailed cost estimate, even at this early stage of development. The estimate includes contingencies for unforeseen design and construction conditions, inflation, design fees, and other soft costs. This approach provides a more accurate basis for budget forecasting and overall project cost planning.

The proposed improvements represent a complete reconstruction of the existing dog park, including modifications to the parking lot striping. Several factors contribute to the overall project cost, including reconstruction of the perimeter pathway and the significant grading required to address the approximately 19 feet of elevation change across the site.

While the estimate compares favorably with recently completed dog park projects of similar size and complexity, construction of the entire project in a single phase may not be feasible. For this reason, a value engineered alternative was developed to reduce costs while maintaining the core functionality and user experience of the dog park. Many of the removed elements could be implemented as future phases as funding becomes available. Potential cost reductions include:

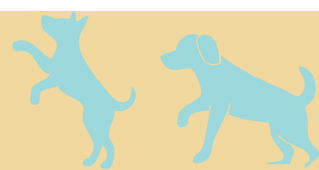
- Elimination of the reconstructed loop pathway and associated ramps, retaining walls, and handrails
- Replacement of synthetic turf areas with decomposed granite
- Elimination of the shade structure
- Reduction in the quantity of site amenities and seating
- Limiting lighting to the entry area and utilizing solar powered fixtures to reduce infrastructure costs
- Reuse of the existing water meter
- Reduction of the inflation allowance to one year
- Reduction in design fees resulting from the reduced scope of work

The following section summarizes both the complete project estimate and the value engineered alternative. Detailed cost estimates are included in the appendix.

Cost Estimate Summary

	Complete	Value Engineering
A. Project Start-up	\$ 208,060.00	\$ 149,340.00
B. Storm Water Pollution Prevention	\$ 27,740.00	\$ 27,740.00
C. Demolition	\$ 135,400.00	\$ 135,400.00
D. Earthwork, Grading, & Utilities	\$ 236,000.00	\$ 236,000.00
E. Site Construction	\$ 561,240.00	\$ 361,780.00
F. Site Furnishings	\$ 351,500.00	\$ 153,500.00
G. Site Lighting/Electrical	\$ 180,000.00	\$ 30,000.00
H. Irrigation	\$ 105,240.00	\$ 80,240.00
I. Soil Preparation	\$ 21,580.00	\$ 21,580.00
J. Planting	\$ 79,860.00	\$ 74,360.00
K. Landscape Maintenance	\$ 15,000.00	\$ 15,000.00
L. Total Estimated Construction Costs	\$ 1,921,620.00	\$ 1,284,940.00
M. Contingencies	\$ 499,620.00	\$ 295,540.00
N. TOTAL ESTIMATED CONSTRUCTION COSTS & CONTINGENCIES	\$ 2,421,240.00	\$ 1,580,480.00
O. Design and Soft Costs	\$ 485,820.00	\$ 287,070.00
N. TOTAL (CONSTRUCTION, CONTINGENCIES, DESIGN AND SOFT COSTS)	\$ 2,907,060.00	\$ 1,867,550.00
Total Value Engineering Reduction		\$ 1,039,510.00

4. APPENDIX



Community Meetings/Parks & Recreation Commission Meeting





Via Email Only

February 4, 2026

**Outreach Round 1 Summary
Commodore Dog Park Community Meeting**

Date: January 15, 2026

Time: 5:00 p.m. to 7:00 p.m.

Location: San Bruno Recreation & Aquatic Center, 251 City Park Way, San Bruno, CA 94066

OVERVIEW

Community Meeting #1 for the Commodore Dog Park Master Plan was organized as an open-house format, with multiple stations set up throughout the space to encourage discussion and feedback.

The stations included:

- Project Goals and Objectives, outlining the overall vision for the park
- Existing Conditions, highlighting opportunities and constraints observed during the site visit
- Potential Improvements, where participants were invited to vote on desired amenities and features based on example images shown
- Surfacing Materials, where participants reviewed and discussed four different surfacing material alternatives and provided rankings based on their preferences

Attendees were encouraged to move between stations, review the materials, ask questions, and share feedback with the project team. Input collected during the meeting will help inform next steps and future recommendations for the Commodore Dog Park Master Plan.

Thirty-Two (32) people attended the community meeting based on the event sign-in sheet. Twenty-Seven (27) comment cards were received, which included open question and surfacing material ranking,

The data that was collected from the community is summarized below.

Community Meeting Comments at stations

EXISTING CONDITIONS/ OPPORTUNITIES & CONSTRAINTS BOARD COMMENTS:

- The big dog area is too small
- No maintenance (for the park), pet wastes (are) everywhere.
- Not feel safe, feels abandon for the park. Forster City Dog Park is a good example. (There are) water cans.
- Perimeter trail, (so) people can walk around
- Covered seating, pathway, long open area

BURLINGAME
1633 Bayshore Highway,
Suite 133
Burlingame, CA 94010
650.375.1313

GOLD RIVER
12150 Tributary Point Drive,
Suite 140
Gold River, CA 95670
916.985.4366

RENO
275 Hill St,
Suite 260
Reno, NV 89501
775.87.2828

SAN JOSE
2025 Gateway Place,
Suite 285
San Jose, CA 95110
408.275.0565

Outreach Summary

Community Meeting #1

RE: Commodore Dog Park

November 26, 2025

Page 2 of 4

- Dog park at orange park is a good example, big and (dogs can) run
- Potential diagonal pathway (across the park)
- Continued walkway, non-disrupt, (so) people can do) small exercise when walking (dogs)
- Up and down levels, with seating
- More dog parks for the city
- Drinking fountain(s) for both areas
- Agility
- Artificial turf (is) good for dog paws clip, (with) soft (materials), and Cushion
- Existing slope area are not (being) used currently
- Small areas for non-confident dogs
- (existing) slope discourage people go to the large top area, not useful for now
- Water feature, splash pad
- (tree) Logs for dogs to play

POTENTIAL IMPROVEMENT BOARD COMMENTS:

- Pet waste bags need to be refilled more often
- 4' fence inside dog park in between big/ small (dog) zones for socializing
- Fencing for security
- Improve drainage issue with muddy issue, either (through) grading or using (surfacing) materials
- Drinking fountains on both sides
- Functional art
- Lighting
- Perimeter walking loops
- Memorial bricks or dog tags for fundraising events
- ADA accessible elements
- Keep it open without agility features
- Tiered/ leveled areas
- Security cameras
- Lighting for winter months
- Solor lighting
- Exercise stations
- Taller fence vs 4'
- Visible signs for small / big dog entries
- Separate entries for big/ small dogs
- More shade, either structure or trees
- Training programs
- Water play elements

SURFACING MATERIAL ALTERNATIVES BOARD COMMENTS:

- likes the current grass
- (Sigmund) Stern Grove large used grass
- Burlingame (Dog) Park - go look at it
- Make the park bigger, remove pathway
- Perimeter walk, that (is) in the middle
- Prefer mulch, natural
- Like a mix of materials

Outreach Summary

Community Meeting #1

RE: Commodore Dog Park

November 26, 2025

Page 3 of 4

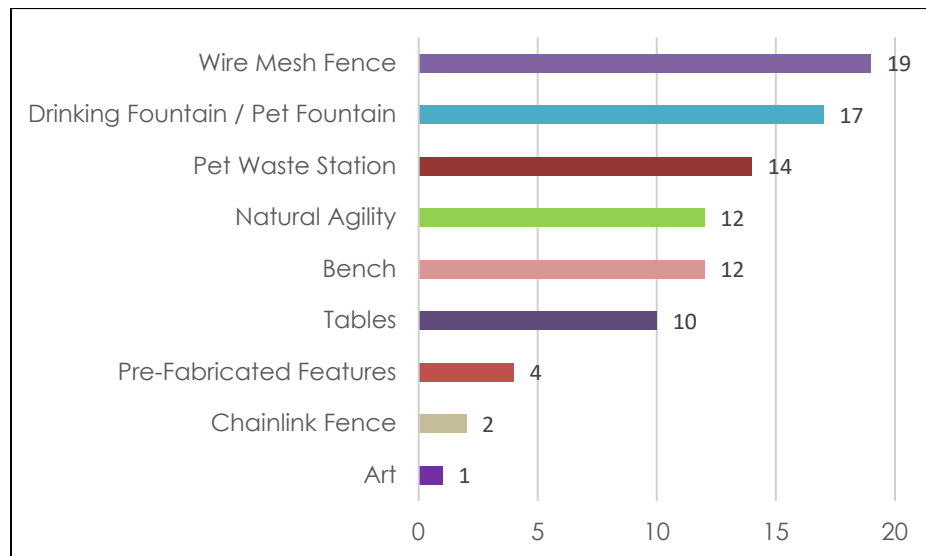
- What about rubber surfacing - similar to play areas
- Smaller breeds have a harder time with mulch
- Fulton dog park – sand – 32nd and Lincoln (as reference)
- Rubber mulch
- Oyster point dog park (as reference)

Comment card Comments

Fill free to tell us more about what you would like to see within Commodore Dog Park.

- The community strongly supports having an off-leash dog park, but many feel the current space is too small and does not meet the number of users. The most common request is to significantly expand the park or add additional dog parks in other locations (such as City Park or Forest Lane), and to separate areas for large and small dogs.
- Residents repeatedly asked for more natural surfaces and landscaping, including grass, mulch, decomposed granite paths, more trees, shrubs, and shade, along with better drainage to reduce mud. Many prefer avoiding synthetic turf.
- There were frequent requests for basic amenities and maintenance improvements, including more water fountains, trash cans, poop bag stations, benches, lighting, fencing, and double-gate entrances. Cleanliness and upkeep were emphasized.
- People also want more dog activity features, such as agility equipment, tunnels, climbing elements, slopes, and open space for running.
- Finally, many comments focused on safety and behavior management, asking for clearer rules, posted guidelines, better etiquette enforcement, and big/small dog separation. Some residents suggested designated off-leash hours or pilot programs in other parks, while a smaller group preferred keeping certain parks leash-only for safety.

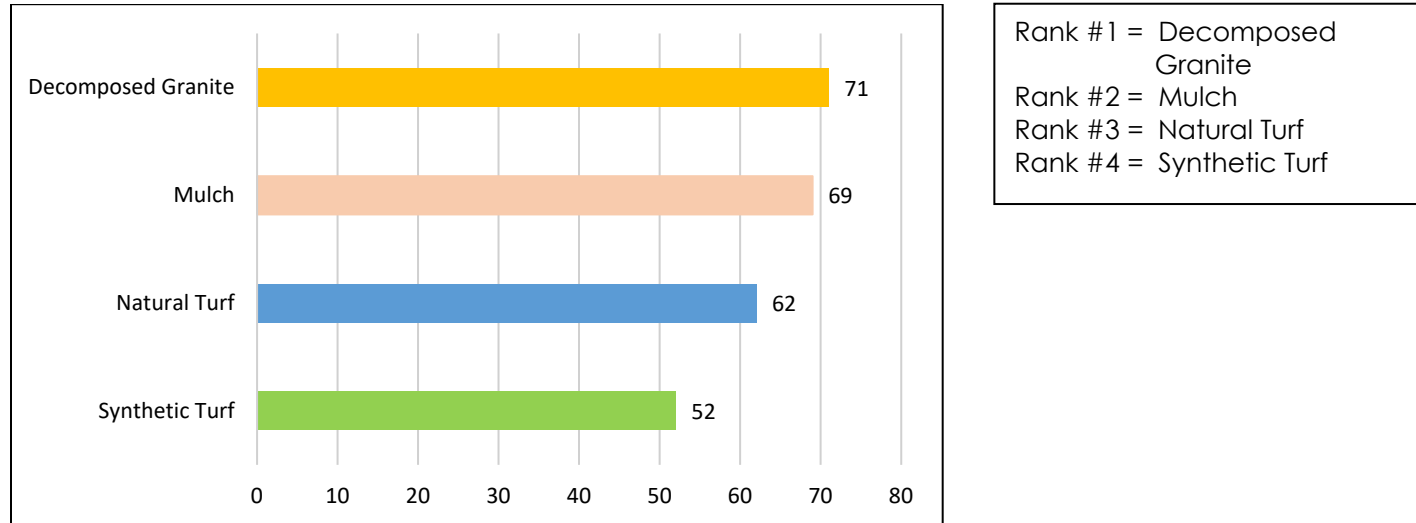
Most popular amenities based on sticker votes on potential improvement board



Rank #1 = Wire Mesh Fence
Rank #2 = Drinking Fountain/
Pet Fountain
Rank #3 = Pet Waste Station
Rank #4 = Natural Agility
Rank #5 = Bench
Rank #6 = Tables
Rank #7 = Pre-Fabricated
Features
Rank #8 = Chainlink Fence
Rank #9 = Art

Surfacing material ranking summary based on responses on comment card

Please review the surfacing Material Alternatives board and rank your preferences from 1 to 4 (1=least preferred, 4=most preferred). (27 Responses)



This chart displays a weighted total, calculated by assigning points to each vote based on ranking. Rank 1 is assigned 4 points as the highest preference, while rank 4 is assigned 1 point as the lowest. Each vote is multiplied by its corresponding point value, and all points are then summed to produce the final totals.

OVERALL SUMMARY

Community feedback demonstrated strong support for maintaining and improving an off-leash dog park at Commodore Park. The most consistent requests included expanding the park to better accommodate users, separating areas for large and small dogs, and adding more natural landscaping such as grass, mulch, shade trees, and improved drainage to reduce muddy conditions. Participants also emphasized the need for better maintenance and basic amenities, including water fountains, waste stations, seating, lighting, fencing, and clear signage.

Additional suggestions included walking loops, open space for running, and select play or agility features, with an overall focus on creating a safe, clean, and welcoming environment for both dogs and their owners.

Based on sticker voting for potential improvements, the most supported amenities included upgraded wire mesh fencing, drinking fountains for both people and pets, and additional pet waste stations. Surfacing material rankings indicated a slight overall preference for decomposed granite and mulch. However, responses were relatively close across all options, suggesting no strong consensus for a single surface type.



“The City with a Heart”

Mike Palmer, Chair
Kris Gonzales, Vice Chair
Michelle Carranza
Lorry Greenberg
Jessica Martinucci
David Nigel
John Seevers
Garrett Toy
Anchal Gigi Prasad, Youth Representative

AGENDA SAN BRUNO PARKS AND RECREATION COMMISSION **Amended Packet Adding Staff Report Item 7c** March 18, 2026 6:30 PM

<p>IN PERSON* MEETING LOCATION</p> <p>Recreation and Aquatic Center 251 City Park Way, San Bruno, CA 94066 Classroom 1</p> <p>*Please turn off all electronic devices before the start of the meeting to prevent disruptions*</p>	<p>Zoom Link: https://sanbruno-ca-gov.zoom.us/j/86430126407</p> <p>Phone Line: 1-669-444-9171 Webinar ID: 864 3012 6407 Webinar Password: 761562</p> <p>*Teleconference broadcasting is offered in the meeting via Zoom as a courtesy to the public. **No public comment accepted via Zoom</p>
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PUBLIC COMMENT: In person attendees who want to provide public comment, will be asked to fill out a speaker card and turn it into Damian Sandholm. Public comment may also be emailed to dsandholm@sanbruno.ca.gov. Comments received via email will not be read aloud during the meeting.

ACCESSIBILITY: In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact Damian Sandholm 48 hours prior to the meeting at (650) 616-7180 or via email at dsandholm@sanbruno.ca.gov.

*Any disclosable public writings related to an open session item on a regular meeting agenda and distributed by the City to at least a majority of the Parks and Recreation Commission less than 72 hours prior to that meeting are available for public inspection at the City Clerk’s Office at City Hall located at 567 El Camino Real, San Bruno, California during normal business hours. In addition, the City may also post such documents on the City’s Website at <https://www.sanbruno.ca.gov/AgendaCenter>.

-
1. **CALL TO ORDER**
 2. **ROLL CALL:** Chair Mike Palmer, Vice Chair Kris Gonzales, Michelle Carranza, Lorry Greenberg, Jessica Martinucci, David Nigel, John Seevers, Garrett Toy, Anchal Gigi Prasad, Youth Representative
 3. **PLEDGE OF ALLEGIANCE**
 4. **APPROVAL OF THE AGENDA**
 5. **APPROVAL OF MINUTES:** February 18, 2026
 6. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**
Individuals allowed three minutes. It is the Parks and Recreation Commission’s policy to refer in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Parks and Recreation Commission from discussing or acting upon any matter not agendaized pursuant to State Law.

7. NEW CONDUCT OF BUSINESS:

- a. Study Session - Dog Park Conceptual Design Update and Direction
- b. Review Draft Memorial Program Policy and Provide Recommendation
- c. Establish Ad-Hoc Subcommittees: (1) Field Allocation, (2) Concession Use and (3) Commercial Use
- d. Community Recognition Award Nomination 2026

8. REPORT OUT FROM MEMBERS AND SUBCOMMITTEE REPORTS:

9. ITEMS FROM STAFF:

- a. Library Program Presentation
- b. Update on Community Day Event Planning
- c. Park Project Update
- d. Parks and Recreation Commission Work Plan Introduction

10. ADJORNMENT

**The next regular Parks and Recreation Commission Meeting
will be on Wednesday, April 15, 2026.**

POSTING: I declare a copy of this agenda was posted at City Hall, 567 El Camino Real, San Bruno, among other locations in the city limits of San Bruno, on March 12, 2026 by 6:00 p.m.



Damian Sandholm, Community Services Deputy Director



MINUTES

Parks and Recreation Commission Meeting February 18, 2026

1. **CALL TO ORDER:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m.
2. **ROLL CALL:** Commissioners Present: Chair Palmer, Carranza, Greenberg, Martinucci, Nigel, Prasad, Seevers, and Toy. Excused Absence Vice Chair Gonzales. Staff Present: Sandholm, Stabbe, Venezia and Wilson.
3. **PLEDGE OF ALLEGIANCE:** **Commissioner Prasad** led the Pledge of Allegiance.
4. **APPROVAL OF THE AGENDA:** **MSC Martinucci/Carranza.** 8-0.
5. **APPROVAL OF MINUTES:** Minutes from January 21, 2025. **MSC Martinucci/Nigel.** 8-0.
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** N/A
7. **NEW CONDUCT OF BUSINESS:**
 - a. Establish Subcommittee for Community Recognition Award Nomination Review – **Deputy Director Sandholm** presented the guidelines for the subcommittee. **Chair Palmer** requested that **Commissioners Greenberg, Nigel,** and **Seevers** remain on the subcommittee from the previous year.
8. **REPORT OUT FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

Commissioner Prasad noted that the handle of the little library box at Florida Park was broken and water got the books wet.

Commissioner Greenberg has been very impressed with the Senior Center and was given a blanket and was able to do her taxes there.

Commissioner Carranza suggested that the City Website would benefit if it was easier to see availability for room rentals so the residents can be better informed. She also suggested putting water timers in the showers at the RAC to not waste water.

9. ITEMS FROM STAFF:

- a. Recreation Program Presentation – **Recreation Supervisor Stabbe** presented the success of the aquatics center and their programs such as aerobics, tai-chi, karate, fit trainings and dance classes. **Recreation Supervisor Wilson** presented the special events that were held like Monster Bash, Tree Lighting, and Breakfast with Santa. The facility rentals had been successful and elementary sports were thriving. The RAC Memberships has been growing, and the Silver Sneakers Program has started and was doing well.

Commissioner Greenberg asked what family time at the RAC was, **Recreation Supervisor Wilson** stated it was a designated time for families with young children to enjoy the facility.

- b. Wedding Fair and More Event Update – **Recreation Supervisor Wilson** presented how the RAC would be transformed into different party options to show the full potential of room rentals.
- c. Park Project Update – **Parks Manager Venezia** stated that Forest Lane Park Playground Project has been signed by Gametime. Downtown Beautification is almost complete and mentioned that the Redwood tree outside the RAC has been declining in health and had taken measures to get it healthy again.
- d. Tributes and Memorials Subcommittee Update - **Parks Manager Venezia** stated there were a few tweaks to be made to finalize the program.

- 10. ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:28 p.m.



Date: March 18, 2026
From: Dan Venezia, Parks Services Manager
To: Parks and Recreation Commission
Subject: Study Session - Dog Park Conceptual Design Update and Direction

BACKGROUND

In 2006, a school site that included San Bruno's dog park was closed, and the dog park was relocated to Commodore Park. To accommodate the new location, picnic area amenities were removed and a cyclone fence was installed to delineate two areas: one for small dogs and one for large dogs. This was intended as a temporary solution until a long-term plan could be developed.

In 2017, the Parks and Recreation Commission held a public workshop to gather community input on desired dog park improvements, including items such as surfacing, benches, shade, lighting, fencing, and agility features. Unfortunately, the effort ended at that stage and a master plan was not completed. In the FY 2025–26 CIP budget, the conceptual design phase of the Dog Park Master Planning effort was approved. This phase focuses on establishing an early framework for improvements to the existing dog park and/or identifying an alternative site. The conceptual phase includes a structured planning process centered on:

- Technical analysis of the existing site and/or potential alternative sites
- Community outreach to gather resident priorities and feedback
- Conceptual drawings and schematics to illustrate improvement concepts and site opportunities

On January 15, 2026, staff kicked off the Dog Park Master Planning process with the first Public Open House. Approximately 30 residents attended and were encouraged to share input to help inform the early vision for future dog park improvements. Stations were set up to discuss key elements of the dog park and to share information from past outreach efforts. Participants provided feedback through note cards and sticker boards to indicate priorities and preferences. This input will be used to support recommendations in the master plan.

DISCUSSION

Now that the work has advanced to a point where conceptual options and recommended next steps are ready for review, Callander Associates will provide a detailed presentation, including two concept plan options and a summary of the open house findings.

Staff is seeking the Commission's feedback based on Calander's presentation this evening. The feedback received will be used to develop the Dog Park Master Plan, which will then be presented to City Council for consideration and approval.



Funding for construction of the future dog park improvements is currently unknown; however, completion of the Master Plan; including a construction cost estimate will better position the City to pursue appropriate funding opportunities in the near term.

FISCAL IMPACT:

Funding for this phase is included in the FY 2025–26 approved CIP budget (conceptual design scope only). Future phases will be considered during the CIP process.

ATTACHMENTS:

1. Presentation
2. Conceptual Plans
3. Outreach Summary



Date: March 18, 2026

From: Dan Venezia, Parks Services Manager

To: Parks and Recreation Commission

Subject: Review Draft Memorial Program Policy and Provide Recommendation to the City Council, Contingent on Review by City Attorney

BACKGROUND:

The City of San Bruno has not historically maintained a formal policy governing the purchase, installation, maintenance, and decommissioning of memorial benches or trees. In the past, the process was informal and typically began with a phone call from a resident or community member inquiring about the possibility of installing a memorial bench or tree in remembrance of a loved one. If an appropriate location was available, staff would proceed with the request using the Master Fee Schedule in effect at that time.

Under this previous practice, the fee collected generally covered only the cost of the bench and did not account for installation, ongoing maintenance, repair, or eventual replacement. Over time, many previously accepted locations became fully utilized. As a result, the City discontinued installation of new memorial benches and instead allowed memorial plaques to be placed on the Memorial Sculpture located in City Park.

As existing memorial benches aged and began to fail, the City was left with insufficient funding to repair or replace the benches in a fiscally responsible manner. This highlighted the need for a comprehensive policy that clearly establishes program guidelines, funding requirements, long-term maintenance expectations and guidelines for decommission of benches and plaques.

In April 2025, an ad hoc committee consisting of Parks and Recreation Commission members was established to develop a formal memorial program policy. The committee reviewed memorial policies from other municipalities and evaluated key program components, including fee structures, maintenance requirements, and replacement planning, to develop a policy that reflects the City's operational needs and long-term goals.

DISCUSSION:

What is being presented to the commission is the result of several months of work by the ad hoc committee. The proposed policy has been thoughtfully developed to provide a clear and comprehensive framework for the City's memorial bench and tree program. The policy is intended to create a sustainable program that balances community interest in memorial opportunities with the City's responsibility for long-term maintenance and fiscal stewardship.

Staff requests that the Commission review the draft policy and provide feedback and questions, with an emphasis on the overall structure and high-level function of the program.



Following Commission review, staff will incorporate comments and prepare a final draft for review by the City Attorney. Upon completion of legal review, the final policy will be presented to the City Council for consideration and approval.

FISCAL IMPACT:

There is no immediate fiscal impact associated with Commission review of the draft policy. The proposed policy will be accompanied by an established fee that will support a program structure for installation, maintenance, and replacement costs in a fiscally responsible manner.

ATTACHMENTS:

1. Draft Memorial Bench and Tree Program Policy



DATE: March 18, 2026

TO: Parks and Recreation Commission

FROM: Damian Sandholm, Community Services Deputy Director

SUBJECT: Establish Ad Hoc Sub-Committees – (1) Field Allocations and Concession Use and (2) Commercial Use

BACKGROUND:

The City of San Bruno manages several athletic fields and recreation facilities that support youth sports organizations, community programs, and recreational activities. Demand for athletic field space has increased; however, the City does not currently have a comprehensive field allocation process similar to those used by many municipalities.

Historically, field use has been managed primarily through a rental process and a per-player fee model. While this approach has supported community programming, it does not establish a standardized method for allocating field time among user groups or fully reflect the operational and maintenance costs associated with maintaining athletic fields.

In addition, the City currently lacks a formal policy governing related uses associated with athletic facilities, including the operation and allocation of concession stands among user groups. Establishing clear guidelines will help ensure fairness, transparency, and consistency in how these amenities are used.

Finally, the City does not have a formal policy outlining how private coaches or instructors may use public spaces such as parks or the Recreation and Aquatic Center for commercial instruction when they are not operating as contracted instructors with the City. Developing policies in these areas will support sustainable operations, equitable access to facilities, and consistent management of public resources.

DISCUSSION:

Staff recommends that the Parks and Recreation Commission establish three ad hoc committees to work with staff and develop recommendations for Commission consideration.

The Athletic Field Use/Allocation Policy and Concession Use Ad Hoc Sub-committee will review the City's current approach to athletic field use and develop recommendations for transitioning from the existing informal allocation practices to a more structured and transparent field allocation process consistent with policies used by many municipalities. Currently, field use is managed primarily through a rental process and a per-player fee model, which does not fully establish clear priorities for how field time is allocated among user groups.

As part of this effort, the committee will evaluate potential adjustments to the fee structure, including consideration of a model that accounts for both the number of participants and the number of hours an organization utilizes City athletic fields. The committee will also explore and develop recommendations related to allocation priorities, including how field time may be distributed based on the composition and characteristics of user groups.

In addition, the committee will review and recommend policies related to the operation and allocation of concession stands associated with athletic facilities. Currently, there is no clear policy outlining how concession stands are assigned, managed, or made available among user groups. Establishing guidelines for concession stand use will help ensure fairness, transparency, and consistent management of these amenities.

The goal of this review is to create a more comprehensive and equitable framework for managing athletic facilities while better aligning field use with the operational costs associated with maintaining these spaces, including turf care, irrigation, lighting, and facility upkeep. Staff recognizes that potential changes to the fee structure or allocation process could significantly impact youth sports organizations that rely on City fields. As part of the review, the committee will consider community access, affordability, the composition of user groups, and the City's longstanding partnerships with local sports organizations while evaluating possible policy updates.

Establishing a clear and modern field allocation framework is particularly important as the City plans for the future activation of the Crestmoor Fields complex. Developing consistent policies now will help ensure that the City is prepared to equitably manage expanded field capacity and associated amenities as new facilities come online.

The Commercial Use Policy Ad Hoc Sub-committee will work with staff to develop a Commercial Use Policy that establishes guidelines for private coaches and instructors who wish to use public spaces such as parks or the Recreation and Aquatic Center to provide instruction to their clients.

Individuals who teach classes at City facilities typically do so as contracted instructors through City programs. Existing facility rules prohibit private instruction that is not authorized through the City. However, staff has observed that some individuals continue to conduct private instruction in City facilities and parks despite these restrictions.

There is also increasing interest from independent instructors seeking to use City facilities for private instruction outside of City sponsored programming. This policy review will explore options for addressing these situations, which may include establishing a formal framework for permitted commercial use while ensuring appropriate oversight, insurance requirements, facility availability, and fee structures that protect the City's interests and maintain equitable access for the community.

Each committee is anticipated to consist of three Parks and Recreation Commissioners who will meet with staff as needed and return to the full Commission with recommendations.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the Parks and Recreation Commission establish two ad hoc committees. The first committee will review the Athletic Field Use and Allocation Policy and develop recommendations for potential updates. The second committee will work with staff to develop a Commercial Use Policy for private instruction at City facilities.

ATTACHMENTS:

None



Date: March 18, 2026
To: Parks and Recreation Commission
From: Damian Sandholm, Community Services Deputy Director
Subject: Receive Report and Vote on Nomination for 2026 Community Recognition Award

BACKGROUND

Annually, the Parks and Recreation Commission accepts applications for the Community Recognition Award. The nominees are individuals who volunteer in San Bruno who deserve recognition for all the hard work and dedication demonstrated.

The Criteria for nominations includes:

1. A person who has given unselfishly to the City or community.
2. A person who has performed an outstanding task for the City or community.
3. A person who shows service to the City, its citizens, and the community.
4. A person who goes above and beyond the call of duty for the City and community.

DISCUSSION

The Subcommittee, consisting of Commissioner Greenberg, Commissioner Nigel, and Commissioner Seevers, met via Zoom on Monday, March 9, to review the submitted nominations. In 2026, one new nomination was received. Consistent with City practice, staff provided the Subcommittee with all nominations received between 2023 and 2026 for consideration. After careful review and discussion, the Subcommittee unanimously selected Scott Curtner as the nominee for the 2026 Community Recognition Award.

Scott Curtner is a long time San Bruno community volunteer and education advocate. He served as one of the first presidents of the San Bruno Education Foundation and led the organization for nearly a decade beginning in 2013. During his tenure, annual fundraising grew from about \$10,000 to roughly \$600,000, supporting academic enrichment programs that benefit more than 2,000 students in the San Bruno Park School District each year.

Under Scott's leadership, SBEF helped establish a comprehensive music education program across all district elementary schools and expanded opportunities for Parkside Intermediate students to participate in band and orchestra. During the COVID 19 pandemic, SBEF also helped raise \$340,000 to provide technology and internet access for students, along with new computers for teachers to support remote learning.

Scott continues to serve on the SBEF board and remains committed to connecting community generosity with programs that support San Bruno students. The Commission can accept the nomination from the subcommittee, or they can ask the committee to come back with an alternate nomination. If the nomination is accepted, arrangements will be made to invite Scott to the April Parks and Recreation Commission Meeting.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Nomination Form



“The City with a Heart”

Mike Palmer, Chair
Kris Gonzales, Vice Chair
Michelle Carranza
Lorry Greenberg
Jessica Martinucci
David Nigel
John Seevers
Garrett Toy
Anchal Gigi Prasad, Youth Representative

AGENDA SAN BRUNO PARKS AND RECREATION COMMISSION April 15, 2026 6:30 PM

<p>IN PERSON* MEETING LOCATION</p> <p>Recreation and Aquatic Center 251 City Park Way, San Bruno, CA 94066 Classroom 1</p> <p>*Please turn off all electronic devices before the start of the meeting to prevent disruptions*</p>	<p>Zoom Link: https://sanbruno-ca-gov.zoom.us/j/86430126407</p> <p>Phone Line: 1-669-444-9171 Webinar ID: 864 3012 6407 Webinar Password: 761562</p> <p>*Teleconference broadcasting is offered in the meeting via Zoom as a courtesy to the public. **No public comment accepted via Zoom</p>
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PUBLIC COMMENT: In person attendees who want to provide public comment, will be asked to fill out a speaker card and turn it into Travis M Karlen. Public comment may also be emailed to tkarlen@sanbruno.ca.gov. Comments received via email will not be read aloud during the meeting.

ACCESSIBILITY: In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact Travis M Karlen 48 hours prior to the meeting at (650) 616-7180 or via email at tkarlen@sanbruno.ca.gov.

*Any disclosable public writings related to an open session item on a regular meeting agenda and distributed by the City to at least a majority of the Parks and Recreation Commission less than 72 hours prior to that meeting are available for public inspection at the City Clerk’s Office at City Hall located at 567 El Camino Real, San Bruno, California during normal business hours. In addition, the City may also post such documents on the City’s Website at <https://www.sanbruno.ca.gov/AgendaCenter>.

-
1. **CALL TO ORDER**
 2. **ROLL CALL:** Chair Mike Palmer, Vice Chair Kris Gonzales, Michelle Carranza, Lorry Greenberg, Jessica Martinucci, David Nigel, John Seevers, Garrett Toy, Anchal Gigi Prasad, Youth Representative
 3. **PLEDGE OF ALLEGIANCE**
 4. **APPROVAL OF THE AGENDA**
 5. **APPROVAL OF MINUTES:** March 18, 2026
 6. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**
Individuals allowed three minutes. It is the Parks and Recreation Commission’s policy to refer in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Parks and Recreation Commission from discussing or acting upon any matter not agendized pursuant to State Law.

7. NEW CONDUCT OF BUSINESS:

- a. Presentation of 2026 Community Recognition Award to Scott Curtner
- b. Dog Park Conceptual Design Presentation and Provide Recommendation

8. REPORT OUT FROM MEMBERS AND SUBCOMMITTEE REPORTS:

9. ITEMS FROM STAFF:

- a. Parks Division Overview and Project Update - Presentation
- b. Parks and Recreation Commission Work Plan Discussion
- c. Ad Hoc Committee Updates

10. ADJORNMENT

**The next regular Parks and Recreation Commission Meeting
will be on Wednesday, May 20, 2026.**

POSTING: I declare a copy of this agenda was posted at City Hall, 567 El Camino Real, San Bruno, among other locations in the city limits of San Bruno, on April 10, 2026 by 6:00 p.m.



Travis M Karlen, Community Services Director



MINUTES

**Parks and Recreation Commission
Meeting
March 18, 2026**

1. **CALL TO ORDER:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m.
2. **ROLL CALL:** Commissioners Present: Chair Palmer, Vice Chair Gonzales, Carranza, Greenberg, Martinucci, Nigel, Prasad, Seevers, and Toy. Staff Present: Karlen, Omally, Venezia, Wallace, and Wilson.
3. **PLEDGE OF ALLEGIANCE:** Commissioner Nigel led the Pledge of Allegiance.
4. **APPROVAL OF THE AGENDA:** MSC Gonzales/Nigel. 9-0.
5. **APPROVAL OF MINUTES:** Minutes from February 18, 2026. MSC Martinucci/Nigel. 9-0.
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** N/A
7. **NEW CONDUCT OF BUSINESS:**
 - a. Study Session - Dog Park Conceptual Design Update and Direction - **Community Services Director Karlen** Introduced **Brian Fletcher from Callander Associates** who presented on the new dog park project.
Commissioner Carranza asked about funding for this project and Community Services Director Karlen stated that the master plan was funded now and now a CIP request was in for the design of this project.
Karen Levine from 535 Poplar Ave asked what the likelihood of this happening is, **Community Services Director Karlen** stated that after the Parks Assessment the Dog Park was at the top of the list and is up to City Council and funding. If approved, it would take a few years.
Ray Ceely from Oxford Lane asked about the gate between both sides of the dog park and if there will be one similar in the next design. **Brian Fletcher** stated he would make a note of that.
 - b. Review Draft Memorial Program Policy and Provide Recommendation – **Parks Manager Venezia** presented the draft. **MSC Palmer/Martinucci**. 9-0.

- c. Establish Ad-Hoc Subcommittees: (1) Field Allocation, (2) Concession Use and Commercial Use - **Community Services Director Karlen** presented. (1) Field Allocation Committee (**Palmer, Seevers, Nigel**). (2) Concession Use and Commercial Use Committee (**Gonzales, Martinucci, Toy**).
- d. Community Recognition Award Nomination 2026 – Commissioner Greenberg presented how one person was nominated and reviewed past nominations and **Scott Kurtner** from the San Bruno Education Foundation was selected.

8. REPORT OUT FROM MEMBERS AND SUBCOMMITTEE REPORTS:

Commissioner Greenberg stated that Jr. Giants sign ups at the Library will be held on May 2, 2026, at 10:00am and open the website on May 4, 2026 and **Commissioner Prasad** and her brother were hired by the San Francisco Giants as ambassadors for the Jr. Giants.

Commissioner Prasad noticed a lot of dog walkers around Florida Park don't pick up after their dogs and suggested signs about picking up dog waste.

Commissioner Carranza asked about the **RAC Summer Guide** and if it would be out soon, **Community Services Director Karlen** stated he was striving to get it out sooner and would be available next week.

Commissioner Toy asked about parent tot swim classes and how people sign up, but don't show. **Community Services Director Karlen** stated that they were looking into more options for programming at the RAC.

9. ITEMS FROM STAFF:

- a. Library Program Presentation – **Library Superintendent Wallace** presented the success of First Thursdays, the Posy Park sculpture and other successful ongoing programs at the Library.
- b. Update on Community Day Event Planning – **Recreation Supervisor Omally** presented.
- c. Park Project Update – **Parks Manager Venezia** presented downtown beautification and Posy fountain almost finished and Forest Lane Park was on schedule.
- d. Parks and Recreation Commission Work Plan Introduction - **Community Services Director Karlen** presented.

10. ADJOURNMENT: With no other business to be conducted, **Chair Palmer** adjourned the meeting at 9:28 p.m.



DATE: April 15, 2026
TO: Parks and Recreation Commission
FROM: Travis M. Karlen, Community Services Director
SUBJECT: Presentation of 2026 Community Recognition Award to Scott Curtner

BACKGROUND

Each year, the Parks and Recreation Commission accepts applications for the Community Recognition Award. The nominees are individuals who volunteer in San Bruno who deserves recognition for all the hard work and dedication demonstrated.

The criteria for nominations includes:

1. A person who has given unselfishly to the City or community.
2. A person who has performed an outstanding task for the City or community.
3. A person who shows service to the City, its citizens, and the community.
4. A person who goes above and beyond the call of duty for the City and community.

DISCUSSION

At their March 18, 2026 meeting, the Parks and Recreation Commission voted unanimously to award the 2026 Community Recognition Award to Scott Curtner.

Scott Curtner is a long time San Bruno community volunteer and education advocate. He served as one of the first presidents of the San Bruno Education Foundation and led the organization for nearly a decade beginning in 2013. During his tenure, annual fundraising grew from about \$10,000 to roughly \$600,000, supporting academic enrichment programs that benefit more than 2,000 students in the San Bruno Park School District each year.

Under Scott's leadership, SBEF helped establish a comprehensive music education program across all district elementary schools and expanded opportunities for Parkside Intermediate students to participate in band and orchestra. During the COVID 19 pandemic, SBEF also helped raise \$340,000 to provide technology and internet access for students, along with new computers for teachers to support remote learning.

Scott continues to serve on the SBEF board and remains committed to connecting community generosity with programs that support San Bruno students. The Commission is proud to present the Community Recognition Award to Scott Curtner.

FISCAL IMPACT:

None

ATTACHMENTS:

None



Date: April 15, 2026
To: Parks and Recreation Commission
From: Dan Venezia, Parks Services Manager
Subject: Dog Park Conceptual Design and Provide Recommendation to City Council

BACKGROUND

In 2006, a school site that included San Bruno's dog park was closed, and the dog park was relocated to Commodore Park. To accommodate the new location, picnic area amenities were removed and a cyclone fence was installed to delineate two areas: one for small dogs and one for large dogs. This was intended as a temporary solution until a long-term plan could be developed.

In 2017, the Parks and Recreation Commission held a public workshop to gather community input on desired dog park improvements, including items such as surfacing, benches, shade, lighting, fencing, and agility features. Unfortunately, the effort ended at that stage and a master plan was not completed. In the FY 2025–26 CIP budget, the conceptual design phase of the Dog Park Master Planning effort was approved. This phase focuses on establishing an early framework for improvements to the existing dog park and/or identifying an alternative site. The conceptual phase includes a structured planning process centered on:

- Technical analysis of the existing site and/or potential alternative sites
- Community outreach to gather resident priorities and feedback
- Conceptual drawings and schematics to illustrate improvement concepts and site opportunities

On January 15, 2026, staff kicked off the Dog Park Master Planning process with the first Public Open House. Approximately 30 residents attended and were encouraged to share input to help inform the early vision for future dog park improvements. Stations were set up to discuss key elements of the dog park and to share information from past outreach efforts. Participants provided feedback through note cards and sticker boards to indicate priorities and preferences. This input will be used to support recommendations in the master plan.

On March 15, 2026, Callander Associates provided a detailed presentation that included two concept plan options and a summary of the open house findings. Approximately 15 community members attended the meeting and had the opportunity to provide feedback on the proposed designs. The Parks and Recreation Commission also provided input and discussed recommended next steps. Feedback gathered through both the open house and the March 15 presentation was used to refine the preferred concept and inform development of the final Dog Park Master Plan.

DISCUSSION

Now that the project has advanced to a point where a conceptual plan and cost estimate have been developed, Callander Associates will provide a detailed presentation of the preferred dog park improvements. The presentation will summarize the planning process, outline the recommended conceptual plan, and review the associated estimated project costs.



Staff is seeking the Parks and Recreation Commission's recommendation to move the conceptual plan forward for presentation to the City Council for consideration and approval. Commission feedback will help confirm the proposed direction and support the next step in completing the Dog Park Master Plan process.

Funding for construction of the future dog park improvements is currently unknown; however, completion of the Master Plan; including a construction cost estimate will better position the City to pursue appropriate funding opportunities in the near term.

FISCAL IMPACT:

Funding for this phase is included in the FY 2025–26 approved CIP budget (conceptual design scope only). Future phases will be considered during the CIP process.

ATTACHMENTS:

1. Presentation



DATE: April 15, 2026
TO: Parks and Recreation Commission
FROM: Travis M Karlen, Community Services Director
SUBJECT: Parks and Recreation Commission Work Plan Discussion: Fiscal Year 2026-27

BACKGROUND:

The Parks and Recreation Commission serves as an advisory body to the City Council on matters related to parks, recreation programs, and community services. The Commission provides a public forum for community input and reviews a range of topics including recreational needs, program offerings, facility use, and the maintenance and improvement of parks and recreational amenities. Through its meetings and deliberations, the Commission evaluates staff recommendations and forwards its input to the City Council to help inform policy decisions and priorities.

Furthermore, the Commission's role is to provide thoughtful, community-based perspectives that support the Council in making well-informed decisions that reflect the needs and interests of San Bruno residents. Establishing a clear work plan allows the Commission to focus its efforts, collaborate effectively with City staff, and provide meaningful recommendations to City Council. The Commission's work plan may also help ensure alignment with broader City priorities and initiatives.

City Council recently identified several priority initiatives for Fiscal Year 2026-27. These initiatives reflect major areas of focus for the City and provide an opportunity for advisory bodies to support community engagement, provide input, and help advance efforts that impact residents.

The initiatives include:

- **Building Better in San Bruno – Long Range Economic Development**
Focused on strengthening fiscal health by encouraging real estate investment and establishing funding districts for public improvements and public safety.
- **Main Street 2030 – Downtown Strategic Planning**
Development of a strategic plan to support the downtown area in response to evolving economic conditions and retail trends.
- **Reaffirming Our Legacy – Senior Center Remodel**
Renovations and accessibility improvements to the Senior Center facility, originally constructed in 1987.
- **Catalyzing Innovation – Software Overhaul**
Implementation of new enterprise resource planning and asset management software to modernize City operations.
- **“Ready San Bruno” Emergency Preparedness Project**
Modernization of emergency response tools and expanded community preparedness education and engagement.

While the Parks and Recreation Commission's goals do not need to directly mirror City Council initiatives, it is important that the Commission understands and considers these priorities when developing its work plan. Aligning, where appropriate, with broader City Council initiatives can help strengthen coordination, ensure relevance, and maximize the Commission's overall impact.

DISCUSSION:

The concept of a formalized work plan was introduced in March, and staff will continue working with the Commission to refine and develop the structure of the work plan for the upcoming fiscal year.

Staff are proposing a draft work plan framework (Attachment 1) and welcomes the Commission's input and discussion on the identified priorities, including any additional areas the Commission believes should be considered. To promote focus and achieve meaningful progress, staff recommend prioritizing approximately five key goals, supported by smaller ancillary items as appropriate. These priorities may include ongoing initiatives at the Recreation and Aquatic Center, as well as broader efforts impacting the community.

Staff's intent is to finalize the Commission's work plan at the May or June meeting to allow sufficient time to move forward with implementation in the new fiscal year.

Staff will compile feedback and ideas generated during the April meeting. Based on the discussion, staff will return to the Commission in May with a proposed set of draft goals for further discussion and refinement.

FISCAL IMPACT:

No fiscal impact is associated with this report.

RECOMMENDATION:

Participate in the review of staff's recommended annual work plan and engage in deliberation and discussion to identify potential priority goals for the Parks and Recreation Commission for Fiscal Year 2026–27

ATTACHMENTS:

1. Staff Recommended Parks and Recreation Commission Work Plan: Fiscal Year 2026-27

City of San Bruno Parks and Recreation Commission Work Plan FY 2026/27

Commission Approval: TBD

Council Approval: TBD

	Work Plan Item	Commissioners Involved	Timeline	Intended Outcomes
1	Attendance at Events and Encouraging Attendance for Residents and Visitors	All	Ongoing	To strengthen commissioner connection to the community, gain firsthand insight into programs and services, and better inform their policy and advisory role. Commissioner presence also demonstrates visible support for staff and reinforces community trust and engagement. Commissioners are encouraged to attend at least two events annually to ensure consistent exposure and meaningful participation.
2	Field Allocation and Concession Use Policy	Ad Hoc-	Completion April 2027	The intended outcome of establishing an ad hoc committee for a field allocation and concession use policy is to develop a clear, fair, and transparent policy—including a supporting fee structure—that reflects community needs and City priorities. Working closely with Recreation staff and key stakeholders, including user groups and leagues, the ad hoc will gather input, address challenges, and provide practical recommendations to ensure the policy is consistent, implementable, and equitable.
3	Commercial use Policy	Ad Hoc-	Completion November 2026	The intended outcome of establishing an ad hoc committee to work with staff on a commercial use policy and fee structure is to create a clear, enforceable framework that addresses unauthorized (“rogue”) instructors operating in parks and facilities. Through collaboration with Recreation staff and key stakeholders, the ad hoc will help define appropriate use standards, establish equitable fees, and

				develop practical guidelines that protect public access, ensure fairness among users, and support consistent enforcement.
4	Playground and CIP Advisory/Park Assessment	Ad Hoc	Ongoing	The intended outcome of establishing an ad hoc for playground triage, interpretation of the CIP project list, and review of the park assessment is to provide meaningful opportunities for input and public participation in prioritizing projects, ensuring that investment decisions are transparent, informed, and aligned with community needs.
5	Forest Lane Master Plan (Contingent Upon City Council Approval)	All	Completion June 2027	The Parks and Recreation Commission's involvement in park master planning is to provide a structured forum for public participation, gather and synthesize community input, and develop informed recommendations to the City Council that reflect community priorities and guide long-term park planning and investment decisions.
6	Lion's Park/Belle Air Master Plan (Contingent Upon City Council Approval)	All	Completion June 2027	The Parks and Recreation Commission's involvement in park master planning is to provide a structured forum for public participation, gather and synthesize community input, and develop informed recommendations to the City Council that reflect community priorities and guide long-term park planning and investment decisions.
7	Dog Park Design Advisory (Contingent Upon City Council Approval)	All	Completion February 2027	Ensuring a well-informed, community-supported design that reflects both user needs and City priorities. The Commission provides a structured forum for meaningful public participation, allowing residents and stakeholders to offer input, identify concerns, and contribute ideas. This approach promotes transparency, builds community trust, and supports a functional, inclusive design, culminating in a well-vetted recommendation to the City Council that balances community input with operational feasibility and long-term sustainability.

Preliminary Design Alternatives



Area Calculations:

	Small Dog Area (sf)	Large Dog Area (sf)	Total Park Area (sf)
Existing	10,075	10,970	21,045
Proposed	4,335	27,125	31,460
Change	-5,740	+16,155	+10,415

Area Calculations Other Parks:

	Small Dog Area (sf)	Large Dog Area (sf)	Total Park Area (sf)
Foster City	5,900	14,300	20,200
Brisbane	3,230	10,420	13,650
Burlingame	2,650	36,000	38,650

Overview

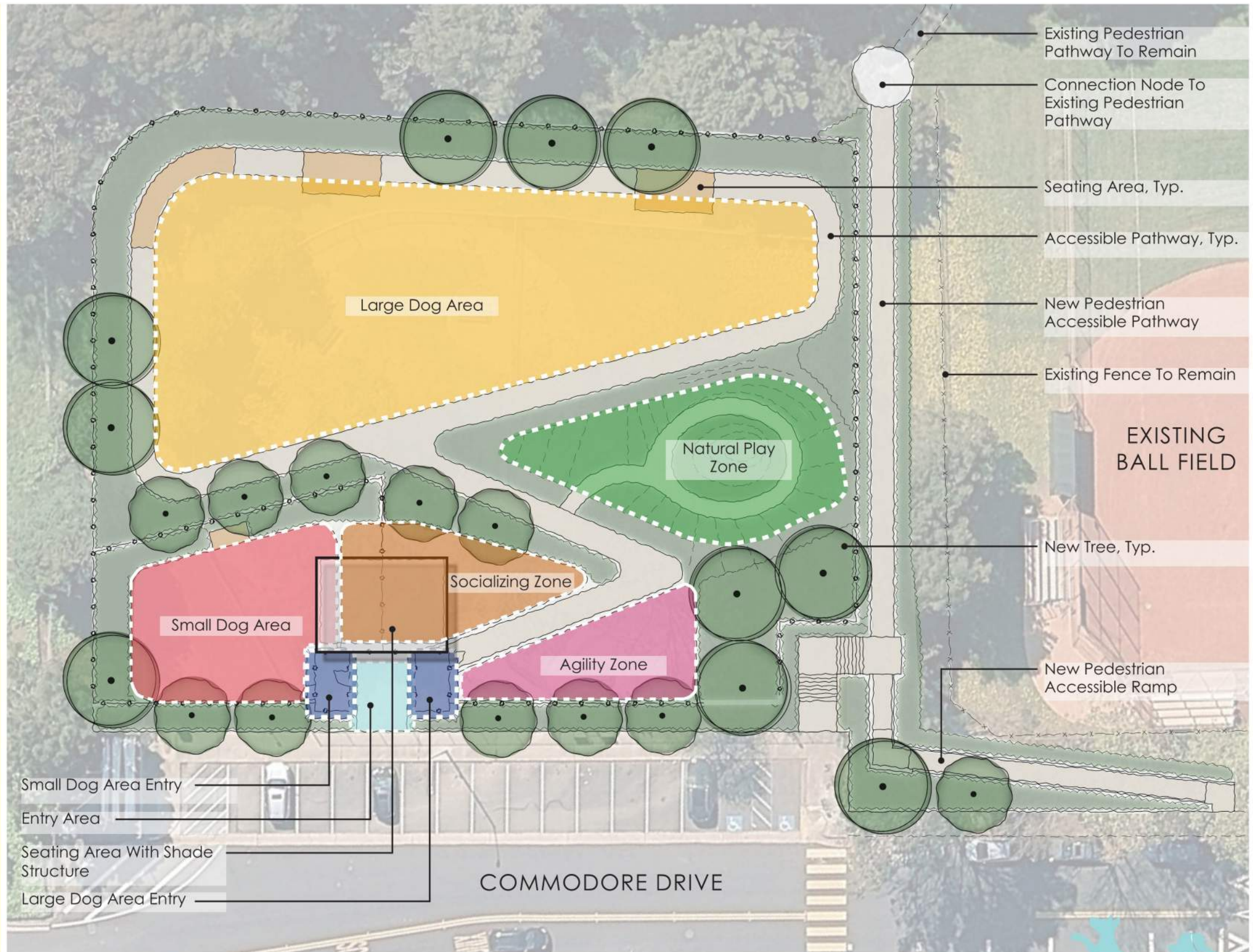
Remove existing perimeter park pathway in order to expand overall dog park area.

Provide a new accessible pathway between dog park and ball field.

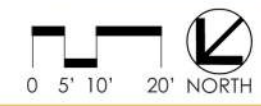
Right size the small dog area and maximize the size of the large dog area.

Remove existing trees to accommodate new grading and accessible internal pathways.

Create zones within the large dog area including socialization, agility, nature play, and large open dog run.



**PRELIMINARY DESIGN ALTERNATIVE 1
COMMODORE DOG PARK MASTER PLAN**



Small Dog Area



Option 1 - Synthetic Turf



Option 2 - Decomposed Granite

Large Dog Area



Decomposed Granite (Major Area)



Synthetic Turf (Small Patches)

Socializing Zone



Shade Structure



Concrete Picnic Table



Natural Play Zone



Wood Logs And Boulders

Agility Zone



Option 1 - Mulch



Option 2 - Rubber Surfacing



Area Calculations:

	Small Dog Area (sf)	Large Dog Area (sf)	Total Park Area (sf)
Existing	10,075	10,970	21,045
Proposed	5,815	20,420	26,235
Change	-4,260	+9,450	+5,190

Area Calculations Other Parks:

	Small Dog Area (sf)	Large Dog Area (sf)	Total Park Area (sf)
Foster City	5,900	14,300	20,200
Brisbane	3,230	10,420	13,650
Burlingame	2,650	36,000	38,650

Overview

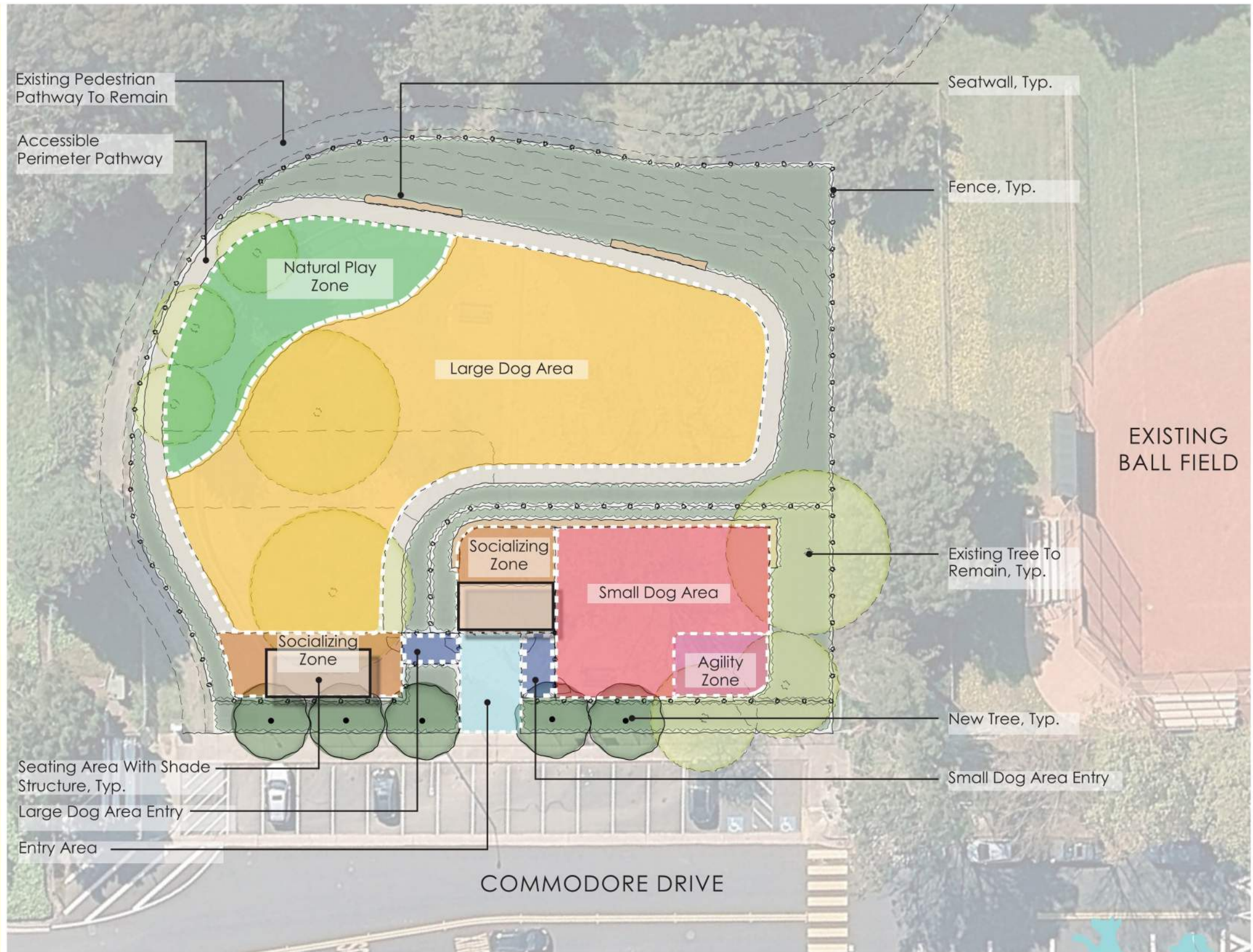
Retain existing perimeter park pathway.

Provide a new internal accessible perimeter pathway within the dog park.

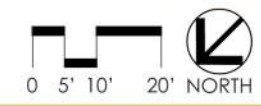
Right size the small dog area and enlarge the size of the large dog area.

Retain a select number of existing trees

Create socialization zones for both large dog area and small dog area, including natural play zone under existing trees within large dog area, and agility zone within small dog area.



**PRELIMINARY DESIGN ALTERNATIVE 2
COMMODORE DOG PARK MASTER PLAN**



Natural Play Zone



Mulch

Large Dog Area



Decomposed Granite



Mulch (Area Near Existing Trees)



Slope Areas

Socializing Zone



Shade Structure



Concrete Picnic Table



Small Dog Area



Synthetic Turf With Seatwall

Agility Zone



Option 1 - Synthetic Turf



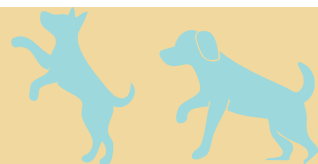
Option 2 - Decomposed Granite

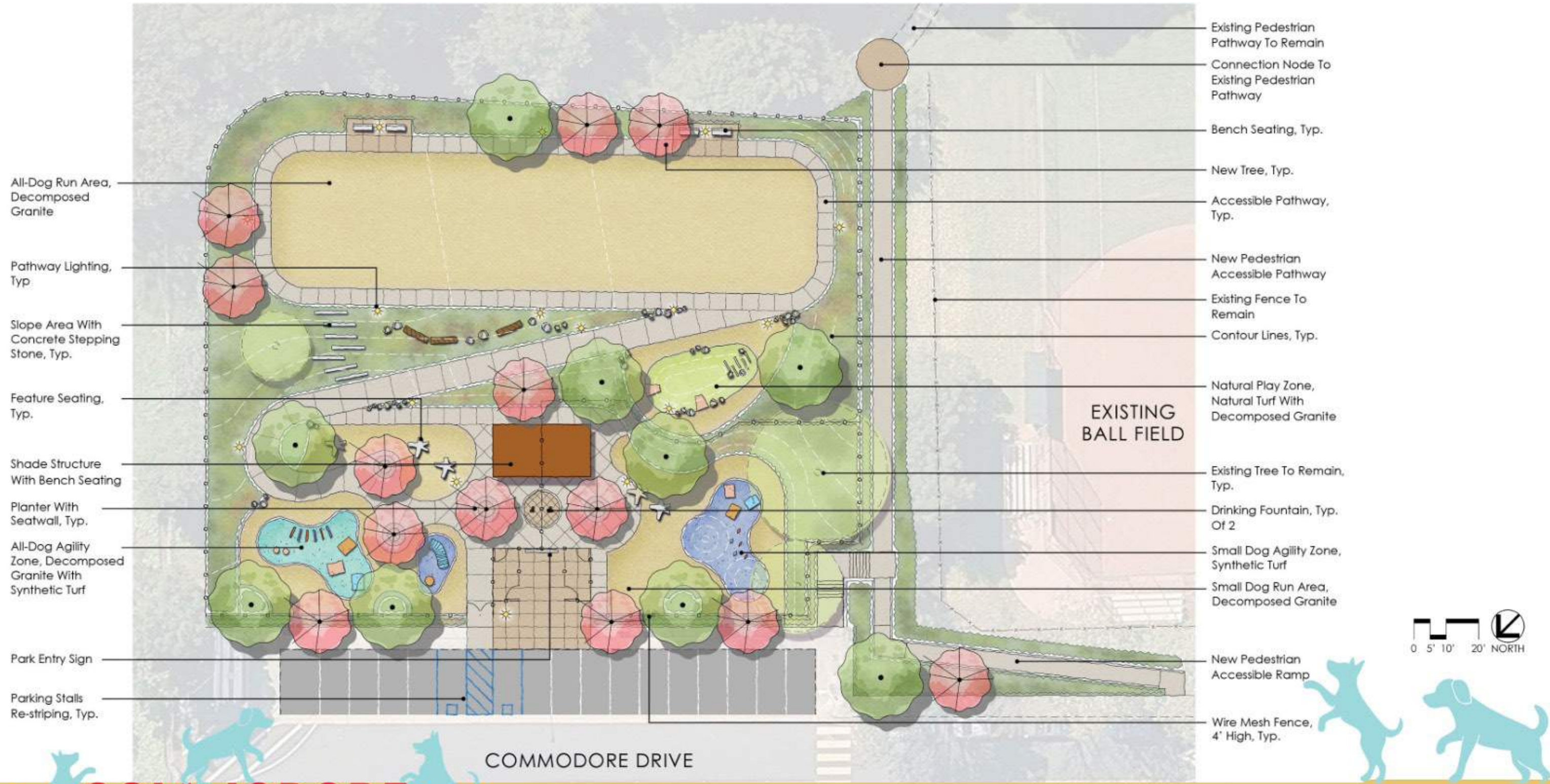


IMAGES - DESIGN ALTERNATIVE 2 COMMODORE DOG PARK MASTER PLAN



Preferred Alternative

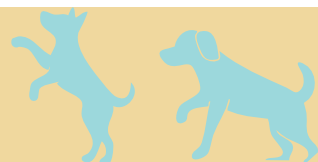




COMMODORE
DOG PARK MASTER PLAN

PREFERRED PLAN

Detailed Cost Estimates



prepared for the
City of San Bruno

**Estimate of Probable Construction Costs
Commodore Dog Park Master Plan
Preferred Master Plan**

prepared on: 04/01/26
prepared by: AD
checked by: BF/DC

Item #	Description	Qty	Unit	Cost	Item Total	Subtotal
A. Project Start-up						
1.	Bonding and mobilization	ALLOW	8.0%	\$ 142,341.50	\$ 142,341.50	
2.	Construction staking	ALLOW	2%	\$ 33,716.25	\$ 33,716.25	
3.	Traffic control	ALLOW	LS	\$ 10,000.00	\$ 10,000.00	
4.	Construction fencing	ALLOW	LS	\$ 10,000.00	\$ 10,000.00	
5.	Tree protection fencing	ALLOW	LS	\$ 12,000.00	\$ 12,000.00	
						\$ 208,060.00
B. Storm Water Pollution Prevention						
1.	Storm water pollution prevention	ALLOW	LS	\$ 15,000.00	\$ 15,000.00	
2.	Stabilized construction entrance	1	EA	\$ 3,500.00	\$ 3,500.00	
3.	Fiber roll	540	LF	\$ 6.00	\$ 3,240.00	
4.	Storm drain inlet protection	2	EA	\$ 500.00	\$ 1,000.00	
5.	SWPPP Maintenance	ALLOW	LS	\$ 5,000.00	\$ 5,000.00	
						\$ 27,740.00
C. Demolition						
1.	Clear and grub	29,855	SF	\$ 1.00	\$ 29,855.00	
2.	Asphalt pavement and base rock	2,090	SF	\$ 3.00	\$ 6,270.00	
3.	Concrete pavement and base rock	6,800	SF	\$ 5.00	\$ 34,000.00	
4.	Concrete curb removal	15	LF	\$ 25.00	\$ 375.00	
5.	Sawcut	10	LF	\$ 100.00	\$ 1,000.00	
6.	Chain link fence	720	LF	\$ 20.00	\$ 14,400.00	
7.	Chain link double gate, 6' high	1	EA	\$ 3,000.00	\$ 3,000.00	
8.	Chain link single gate, 6' high	1	EA	\$ 2,500.00	\$ 2,500.00	
9.	Chain link siggle gate, 8' high	3	EA	\$ 3,000.00	\$ 9,000.00	
10.	Trash receptacle removal	3	EA	\$ 500.00	\$ 1,500.00	
11.	Picnic table removal	4	EA	\$ 500.00	\$ 2,000.00	
12.	Drinking fountain removal	2	EA	\$ 1,000.00	\$ 2,000.00	
13.	Bench removal	2	EA	\$ 250.00	\$ 500.00	
14.	Miscellaneous demolition	ALLOW	LS	\$ 1,000.00	\$ 1,000.00	
15.	Tree removal	13	EA	\$ 2,000.00	\$ 26,000.00	
16.	Parking stiping removal	ALLOW	LS	\$ 2,000.00	\$ 2,000.00	
						\$ 135,400.00
D. Earthwork, Grading, & Utilities						
1.	Rough grading	4,300	CY	\$ 30.00	\$ 129,000.00	
2.	Storm drain POC	ALLOW	LS	\$ 5,000.00	\$ 5,000.00	
3.	Sanitary sewer POC	ALLOW	LS	\$ 8,000.00	\$ 8,000.00	
4.	Storm drain pipe, allowance	ALLOW	LS	\$ 37,500.00	\$ 37,500.00	
5.	Catch basin	8	EA	\$ 3,500.00	\$ 28,000.00	
6.	Cleanout	3	EA	\$ 3,500.00	\$ 10,500.00	
7.	Biotreatment areas (4% of impervious pavement)	400	SF	\$ 45.00	\$ 18,000.00	
						\$ 236,000.00
E. Site Construction						
1.	Concrete pavement, type 1	7,030	SF	\$ 20.00	\$ 140,600.00	
2.	Concrete pavement, type 2	1,515	SF	\$ 22.00	\$ 33,330.00	
3.	Pavers, pervious	95	SF	\$ 30.00	\$ 2,850.00	
4.	Concrete stepping stone	7	EA	\$ 220.00	\$ 1,540.00	
5.	Concrete seatwall	145	LF	\$ 400.00	\$ 58,000.00	
6.	Concrete ramp	110	LF	\$ 200.00	\$ 22,000.00	
7.	Concrete stairs	315	SF	\$ 80.00	\$ 25,200.00	
8.	Concrete banding	390	LF	\$ 80.00	\$ 31,200.00	
9.	Retaining wall	25	LF	\$ 600.00	\$ 15,000.00	
10.	Handrails	270	LF	\$ 150.00	\$ 40,500.00	

prepared for the
City of San Bruno

**Estimate of Probable Construction Costs
Commodore Dog Park Master Plan
Preferred Master Plan**

prepared on: 04/01/26
prepared by: AD
checked by: BF/DC

Item #	Description	Qty	Unit	Cost	Item Total	Subtotal
11.	Synthetic turf, including base rock	1,260	SF	\$ 20.00	\$ 25,200.00	
12.	Stabilized decomposed granite pavement	2,950	SF	\$ 14.00	\$ 41,300.00	
13.	Headerboard	90	LF	\$ 8.00	\$ 720.00	
14.	Wired mesh fencing, 4' high	920	LF	\$ 90.00	\$ 82,800.00	
15.	Wired mesh single gate, 4' high	4	EA	\$ 4,000.00	\$ 16,000.00	
16.	Vehicular entry double gate, 4' high	ALLOW	LS	\$ 20,000.00	\$ 20,000.00	
17.	Parking striping	ALLOW	LS	\$ 5,000.00	\$ 5,000.00	
						\$ 561,240.00
F.	Site Furnishings					
1.	Shade structure	ALLOW	LS	\$ 100,000.00	\$ 100,000.00	
2.	Agility play equipment	ALLOW	LS	\$ 23,000.00	\$ 23,000.00	
3.	Trash and recycling receptacle	4	EA	\$ 3,000.00	\$ 12,000.00	
4.	Feature seating	5	EA	\$ 7,500.00	\$ 37,500.00	
5.	Bench seating	10	EA	\$ 3,500.00	\$ 35,000.00	
6.	Drinking fountain with pet bowl (Including domestic water BFP, domestic water line, cleanout & dry well)	2	EA	\$ 12,000.00	\$ 24,000.00	
7.	Decorative boulder	38	EA	\$ 1,000.00	\$ 38,000.00	
8.	Natural pet play boulder	8	EA	\$ 3,000.00	\$ 24,000.00	
9.	Natural pet play wood logs	8	EA	\$ 1,600.00	\$ 12,800.00	
10.	Natural pet play tunnel	2	EA	\$ 5,600.00	\$ 11,200.00	
11.	Pet waste station	4	EA	\$ 500.00	\$ 2,000.00	
12.	Park entry sign	1	EA	\$ 25,000.00	\$ 25,000.00	
13.	Park rule sign	2	EA	\$ 3,000.00	\$ 6,000.00	
14.	Accessible parking sign relocation	2	EA	\$ 500.00	\$ 1,000.00	
						\$ 351,500.00
G.	Site Lighting/Electrical (Light poles, foundation, luminaires & conduit)					
1.	Electrical POC	ALLOW	LS	\$ 10,000.00	\$ 10,000.00	
2.	Pathway lighting, 75' o.c.	16	EA	\$ 10,000.00	\$ 160,000.00	
3.	Miscellaneous electrical	ALLOW	LS	\$ 10,000.00	\$ 10,000.00	
						\$ 180,000.00
H.	Irrigation					
1.	Irrigation POC	1	EA	\$ 5,000.00	\$ 5,000.00	
2.	Irrigation water meter	1	EA	\$ 25,000.00	\$ 25,000.00	
3.	Controller assembly	1	EA	\$ 26,000.00	\$ 26,000.00	
4.	Irrigation backflow preventer	1	EA	\$ 5,000.00	\$ 5,000.00	
5.	Master valve	1	EA	\$ 1,000.00	\$ 1,000.00	
6.	Flow sensor	1	EA	\$ 1,000.00	\$ 1,000.00	
7.	Mainline piping (Including gate valve & quick coupling)	1,010	LF	\$ 20.00	\$ 20,200.00	
8.	Irrigation system, shrub and groundcover areas (including remote control valves)	4,460	SF	\$ 4.00	\$ 17,840.00	
9.	Irrigation system, tree bubblers	42	EA	\$ 100.00	\$ 4,200.00	
						\$ 105,240.00
I.	Soil Preparation					
1.	Soil preparation and fine grading	14,385	SF	\$ 1.50	\$ 21,577.50	
						\$ 21,580.00
J.	Planting					
1.	Trees, 24" box	21	EA	\$ 500.00	\$ 10,500.00	
2.	Shrubs, grasses, groundcovers (4' o.c. spacing)	4,460	SF	\$ 6.00	\$ 26,760.00	
3.	Mulch	13,120	SF	\$ 1.50	\$ 19,680.00	
4.	Turf from sod	1,265	SF	\$ 1.00	\$ 1,265.00	
5.	No Mow Fescue from sod	8,660	SF	\$ 2.50	\$ 21,650.00	

prepared for the
City of San Bruno

**Estimate of Probable Construction Costs
Commodore Dog Park Master Plan
Preferred Master Plan**

prepared on: 04/01/26
prepared by: AD
checked by: BF/DC

Item #	Description	Qty	Unit	Cost	Item Total	Subtotal
						\$ 79,860.00
K.	Landscape Maintenance					
1.	Landscape Maintenance	3	MO	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00
L.	Total Estimated Construction Costs					\$ 1,921,620.00
M.	Contingencies					
1.	Design contingency	ALLOW	10%	\$ 192,162.00	\$ 192,162.00	
2.	Construction contingency	ALLOW	10%	\$ 192,162.00	\$ 192,162.00	
3.	Inflation	ALLOW	6%	\$ 115,297.20	\$ 115,297.20	
						\$ 499,620.00
N.	TOTAL ESTIMATED CONSTRUCTION COSTS & CONTINGENCIES					\$ 2,421,240.00
O.	Design and Soft Costs					
1.	Topographic survey	ALLOW	LS	\$ 30,000.00	\$ 30,000.00	
2.	Geotechnical report	ALLOW	LS	\$ 20,000.00	\$ 20,000.00	
3.	Design development	ALLOW	3%	\$ 72,637.20	\$ 72,637.20	
4.	Construction documents	ALLOW	12%	\$ 290,548.80	\$ 290,548.80	
5.	Construction administration support	ALLOW	3%	\$ 72,637.20	\$ 72,637.20	
6.	Other soft costs			to be determined		
						\$ 485,820.00
N.	TOTAL (CONSTRUCTION, CONTINGENCIES, DESIGN AND SOFT COSTS)					\$ 2,907,060.00

prepared for the
City of San Bruno

**Estimate of Probable Construction Costs
Commodore Dog Park Master Plan
Preferred Master Plan**

prepared on: 04/01/26
prepared by: AD
checked by: BF/DC

Item #	Description	Qty	Unit	Cost	Item Total	Subtotal
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Based on drawing titled "Preferred Master Plan", dated "4/1/2026"

The above items, amounts, quantities, and related information are based on Callander Associates' judgment at this level document preparation and is offered only as reference data. Callander Associates Landscape Architecture, Inc. has no control over construction costs and related factors affecting costs, and advises the client that significant variation may occur between this estimate of probable construction costs and actual construction prices.

prepared for the
City of San Bruno

**Estimate of Probable Construction Costs
Commodore Dog Park Master Plan
Preferred Master Plan**

prepared on: 05/11/26
prepared by: AD
checked by: BF/DC

Item #	Description	Qty	Unit	Cost	Item Total	Subtotal	VE Notes
A. Project Start-up							
1.	Bonding and mobilization	ALLOW	8.0%	\$ 95,628.76	\$ 95,628.76		
2.	Construction staking	ALLOW	2%	\$ 22,267.05	\$ 22,267.05		
3.	Traffic control	ALLOW	LS	\$ 10,000.00	\$ 10,000.00		
4.	Construction fencing	ALLOW	LS	\$ 10,000.00	\$ 10,000.00		
5.	Tree protection fencing	ALLOW	LS	\$ 12,000.00	\$ 12,000.00		
						\$ 149,900.00	
B. Storm Water Pollution Prevention							
1.	Storm water pollution prevention	ALLOW	LS	\$ 15,000.00	\$ 15,000.00		
2.	Stabilized construction entrance	1	EA	\$ 3,500.00	\$ 3,500.00		
3.	Fiber roll	540	LF	\$ 6.00	\$ 3,240.00		
4.	Storm drain inlet protection	2	EA	\$ 500.00	\$ 1,000.00		
5.	SWPPP Maintenance	ALLOW	LS	\$ 5,000.00	\$ 5,000.00		
						\$ 27,740.00	
C. Demolition							
1.	Clear and grub	29,855	SF	\$ 1.00	\$ 29,855.00		
2.	Asphalt pavement and base rock	2,090	SF	\$ 3.00	\$ 6,270.00		
3.	Concrete pavement and base rock	6,800	SF	\$ 5.00	\$ 34,000.00		
4.	Concrete curb removal	15	LF	\$ 25.00	\$ 375.00		
5.	Sawcut	10	LF	\$ 100.00	\$ 1,000.00		
6.	Chain link fence	720	LF	\$ 20.00	\$ 14,400.00		
7.	Chain link double gate, 6' high	1	EA	\$ 3,000.00	\$ 3,000.00		
8.	Chain link single gate, 6' high	1	EA	\$ 2,500.00	\$ 2,500.00		
9.	Chain link siggle gate, 8' high	3	EA	\$ 3,000.00	\$ 9,000.00		
10.	Trash receptacle removal	3	EA	\$ 500.00	\$ 1,500.00		
11.	Picnic table removal	4	EA	\$ 500.00	\$ 2,000.00		
12.	Drinking fountain removal	2	EA	\$ 1,000.00	\$ 2,000.00		
13.	Bench removal	2	EA	\$ 250.00	\$ 500.00		
14.	Miscellaneous demolition	ALLOW	LS	\$ 1,000.00	\$ 1,000.00		
15.	Tree removal	13	EA	\$ 2,000.00	\$ 26,000.00		
16.	Parking striping removal	ALLOW	LS	\$ 2,000.00	\$ 2,000.00		
						\$ 135,400.00	
D. Earthwork, Grading, & Utilities							
1.	Rough grading	4,300	CY	\$ 30.00	\$ 129,000.00		
2.	Storm drain POC	ALLOW	LS	\$ 5,000.00	\$ 5,000.00		
3.	Sanitary sewer POC	ALLOW	LS	\$ 8,000.00	\$ 8,000.00		
4.	Storm drain pipe, allowance	ALLOW	LS	\$ 37,500.00	\$ 37,500.00		
5.	Catch basin	8	EA	\$ 3,500.00	\$ 28,000.00		
6.	Cleanout	3	EA	\$ 3,500.00	\$ 10,500.00		
7.	Biotreatment areas (4% of impervious pavement)	400	SF	\$ 45.00	\$ 18,000.00		
						\$ 236,000.00	
E. Site Construction							
1.	Concrete pavement, type 1	7,030	SF	\$ 20.00	\$ 140,600.00		
2.	Concrete pavement, type 2	1,515	SF	\$ 22.00	\$ 33,330.00		
3.	Pavers, pervious	95	SF	\$ 30.00	\$ 2,850.00		
4.	Concrete stepping stone	7	EA	\$ 220.00	\$ 1,540.00		
5.	Concrete seatwall	0	LF	\$ 400.00	\$ -		Eliminate loop trail connection to Commodore Avenue
6.	Concrete ramp	0	LF	\$ 200.00	\$ -		
7.	Concrete stairs	0	SF	\$ 80.00	\$ -		
8.	Concrete banding	0	LF	\$ 80.00	\$ -		
9.	Retaining wall	0	LF	\$ 600.00	\$ -		
10.	Handrails	0	LF	\$ 150.00	\$ -		
11.	Synthetic turf, including base rock	0	SF	\$ 20.00	\$ -		Replace synthetic with decomposed granite
12.	Stabilized decomposed granite pavement	4,210	SF	\$ 14.00	\$ 58,940.00		
13.	Headerboard	90	LF	\$ 8.00	\$ 720.00		
14.	Wired mesh fencing, 4' high	920	LF	\$ 90.00	\$ 82,800.00		
15.	Wired mesh single gate, 4' high	4	EA	\$ 4,000.00	\$ 16,000.00		
16.	Vehicular entry double gate, 4' high	ALLOW	LS	\$ 20,000.00	\$ 20,000.00		
17.	Parking striping	ALLOW	LS	\$ 5,000.00	\$ 5,000.00		
						\$ 361,780.00	
F. Site Furnishings							
1.	Shade structure	ALLOW	LS	\$ -	\$ -		Eliminate shade structure
2.	Agility play equipment	ALLOW	LS	\$ 12,000.00	\$ 12,000.00		
3.	Trash and recycling receptacle	4	EA	\$ 3,000.00	\$ 12,000.00		
4.	Feature seating	2	EA	\$ 7,500.00	\$ 15,000.00		Reduce amenities by 1/2
5.	Bench seating	5	EA	\$ 3,500.00	\$ 17,500.00		

prepared for the
City of San Bruno

**Estimate of Probable Construction Costs
 Commodore Dog Park Master Plan
 Preferred Master Plan**

prepared on: 05/11/26
 prepared by: AD
 checked by: BF/DC

Item #	Description	Qty	Unit	Cost	Item Total	Subtotal	VE Notes
6.	Drinking fountain with pet bowl (Including domestic water BFP, domestic water line, cleanout & dry well)	2	EA	\$ 12,000.00	\$ 24,000.00		
7.	Decorative boulder	15	EA	\$ 1,000.00	\$ 15,000.00		
8.	Natural pet play boulder	4	EA	\$ 3,000.00	\$ 12,000.00		
9.	Natural pet play wood logs	4	EA	\$ 1,600.00	\$ 6,400.00		
10.	Natural pet play tunnel	1	EA	\$ 5,600.00	\$ 5,600.00		
11.	Pet waste station	4	EA	\$ 500.00	\$ 2,000.00		
12.	Park entry sign	1	EA	\$ 25,000.00	\$ 25,000.00		
13.	Park rule sign	2	EA	\$ 3,000.00	\$ 6,000.00		
14.	Accessible parking sign relocation	2	EA	\$ 500.00	\$ 1,000.00		
						\$ 153,500.00	
G.	Site Lighting/Electrical (Light poles, foundation, luminaires & conduit)						
1.	Electrical POC	ALLOW	LS	\$ -	\$ -		
2.	Solar Pathway lighting, 75' o.c.	2	EA	\$ 15,000.00	\$ 30,000.00		Focus lighting at entry only, switch to solar to reduce infrastructure costs
3.	Miscellaneous electrical	ALLOW	LS	\$ -	\$ -		
						\$ 30,000.00	
H.	Irrigation						
1.	Irrigation POC	1	EA	\$ 5,000.00	\$ 5,000.00		
2.	Irrigation water meter	0	EA	\$ 25,000.00	\$ -		assume reuse existing
3.	Controller assembly	1	EA	\$ 26,000.00	\$ 26,000.00		
4.	Irrigation backflow preventer	1	EA	\$ 5,000.00	\$ 5,000.00		
5.	Master valve	1	EA	\$ 1,000.00	\$ 1,000.00		
6.	Flow sensor	1	EA	\$ 1,000.00	\$ 1,000.00		
7.	Mainline piping (Including gate valve & quick coupling)	1,010	LF	\$ 20.00	\$ 20,200.00		
8.	Irrigation system, shrub and groundcover areas (including remote control valves)	4,460	SF	\$ 4.00	\$ 17,840.00		
9.	Irrigation system, free bubblers	42	EA	\$ 100.00	\$ 4,200.00		
						\$ 80,240.00	
I.	Soil Preparation						
1.	Soil preparation and fine grading	14,385	SF	\$ 1.50	\$ 21,577.50		
						\$ 21,580.00	
J.	Planting						
1.	Trees, 24" box	21	EA	\$ 500.00	\$ 10,500.00		
2.	Shrubs, grasses, groundcovers (4' o.c. spacing)	4,460	SF	\$ 6.00	\$ 26,760.00		
3.	Mulch	13,120	SF	\$ 1.50	\$ 19,680.00		
4.	Turf from sod	1,265	SF	\$ 1.00	\$ 1,265.00		
5.	No Mow Fescue from sod	8,660	SF	\$ 2.50	\$ 21,650.00		
						\$ 79,860.00	
K.	Landscape Maintenance						
1.	Landscape Maintenance	3	MO	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00	
L.	Total Estimated Construction Costs					\$ 1,291,000.00	
M.	Contingencies						
1.	Design contingency	ALLOW	10%	\$ 129,100.00	\$ 129,100.00		
2.	Construction contingency	ALLOW	10%	\$ 129,100.00	\$ 129,100.00		
3.	Inflation	ALLOW	3%	\$ 38,730.00	\$ 38,730.00		Reduce to one year of inflation
						\$ 296,930.00	
N.	TOTAL ESTIMATED CONSTRUCTION COSTS & CONTINGENCIES					\$ 1,587,930.00	
O.	Design and Soft Costs						
1.	Topographic survey	ALLOW	LS	\$ 30,000.00	\$ 30,000.00		
2.	Geotechnical report	ALLOW	LS	\$ 20,000.00	\$ 20,000.00		
3.	Design development	ALLOW	2.5%	\$ 39,698.25	\$ 39,698.25		Reduce design fees
4.	Construction documents	ALLOW	10.0%	\$ 158,793.00	\$ 158,793.00		
5.	Construction administration support	ALLOW	2.5%	\$ 39,698.25	\$ 39,698.25		
6.	Other soft costs			to be determined			
						\$ 288,190.00	
N.	TOTAL (CONSTRUCTION, CONTINGENCIES, DESIGN AND SOFT COSTS)					\$ 1,876,120.00	

Based on drawing titled "Preferred Master Plan", dated "4/1/2026"

The above items, amounts, quantities, and related information are based on Callander Associates' judgment at this level document preparation and is offered only as reference data. Callander Associates Landscape Architecture, Inc. has no control over construction costs and related factors

prepared for the
City of San Bruno

**Estimate of Probable Construction Costs
 Commodore Dog Park Master Plan
 Preferred Master Plan**

prepared on: 05/11/26
 prepared by: AD
 checked by: BF/DC

Item #	Description	Qty	Unit	Cost	Item Total	Subtotal	VE Notes
affecting costs, and advises the client that significant variation may occur between this estimate of probable construction costs and actual construction prices.							



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Alex McIntyre, City Manager

PREPARED BY: Brent Schimek, Police Captain

SUBJECT: Consider Adoption of a Resolution Authorizing the Purchase and Implementation of Axon Interview Room Systems in an Amount Not to Exceed \$81,818.09 and Authorizing the City Manager to Execute the Agreement

BACKGROUND:

The Police Department currently utilizes interview rooms for the purpose of conducting custodial and non-custodial interviews, witness statements, and other investigative functions. These interviews are a critical component of criminal investigations and are often relied upon for evidentiary purposes in court proceedings. The Department's existing interview room recording capabilities are limited and do not provide a fully integrated digital evidence solution. Modern law enforcement best practices emphasize reliable audio and video capture, secure storage, and seamless integration with evidence management systems to ensure the integrity and accessibility of recorded interviews.

DISCUSSION:

Staff is recommending the purchase and implementation of Axon Interview Room systems to modernize the Department's interview capabilities. The proposed system includes hardware, software, installation, training, and ongoing support services. The Axon Interview Room solution provides:

- High quality audio and video recording for multiple interview rooms
- Covert and overt camera options to support various investigative needs
- Integrated microphones and touch panel controls for ease of use
- Direct integration with Axon Evidence for secure digital storage and management
- Unlimited interview room evidence storage during the contract term
- Ongoing software updates, maintenance, and technical support

The system will be deployed in three interview rooms and includes installation and training to ensure successful implementation and long term usability. Axon will provide project management, system configuration, installation, and train the trainer instruction to Department personnel, ensuring staff can operate and maintain the system effectively. This solution aligns with current industry standards and improves evidentiary reliability, transparency, and operational efficiency.

FISCAL IMPACT:

The current fiscal impact is not to exceed \$81,818.09, which includes hardware, software, installation, warranties, and five years of service. This item is currently included in the Police Department's 2025-2026 budget.

ENVIRONMENTAL IMPACT:

There is no environmental impact.

RECOMMENDATION:

Staff recommends adopting a resolution authorizing the purchase and implementation of Axon Interview Room systems in an amount not to exceed \$81,818.09, and Authorizing the City Manager to execute the agreement.

ALTERNATIVES:

1. Do not approve the purchase and continue utilizing the Department's existing interview room systems. This would result in continued limitations in recording quality, evidence management, and operational efficiency.
2. Delay the project to a future fiscal year. This would postpone the Department's ability to modernize its interview capabilities and may result in increased costs in the future.

ATTACHMENTS:

1. Resolution Authorizing the Purchase and Implementation of Axon Interview Room Systems.
2. Axon Interview Room Proposal, Quote Q-785901-46134KP, Master Services Agreement, and Statement of Work

RESOLUTION NO. 2026 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO AUTHORIZING THE PURCHASE AND IMPLEMENTATION OF AXON INTERVIEW ROOM SYSTEMS IN AN AMOUNT NOT TO EXCEED \$81,818.09 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

WHEREAS, the San Bruno Police Department is charged with providing for the safety and security of the people within City limits and beyond; and

WHEREAS, the Police Department utilizes interview rooms to conduct custodial and non-custodial interviews, witness statements, and other investigative functions that are critical to criminal investigations; and

WHEREAS, the Department's existing interview room capabilities are limited and do not provide a fully integrated digital recording and evidence management solution; and

WHEREAS, modern interview room systems improve the quality, reliability, and security of recorded interviews, while ensuring proper storage and accessibility of digital evidence; and

WHEREAS, the Axon Interview Room system provides an integrated solution that includes audio and video recording, secure evidence storage, and compatibility with the Department's existing Axon Evidence platform; and

WHEREAS, the Axon Interview Room system is a proprietary system that integrates with existing Department technology, making Axon Enterprise, Inc. the most appropriate vendor;

WHEREAS, the Adopted General Fund Budget for FY 2026-2027 includes funding for the purchase and implementation of an interview room system in an amount not to exceed \$81,818.09;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the purchase and implementation of an interview room system in an amount not to exceed \$81,818.09, and authorizes the City Manager, or designee, to take all necessary actions to carry out the intent of this Resolution.

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - ____** was introduced and adopted by the San Bruno City Council at a regular meeting on June 9, 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Lupita Huerta, City Clerk

This Master Services and Purchasing Agreement ("**Agreement**") is between Axon Enterprise, Inc. ("**Axon**"), and the Customer listed below or, if no Customer is listed below, the customer on the Quote (as defined below) ("**Customer**"). This Agreement is effective as of the later of the (a) last signature date on this Agreement or (b) date of acceptance of the Quote ("**Effective Date**"). Axon and Customer are each a "**Party**" and collectively "**Parties**". This Agreement governs Customer's purchase and use of the Axon Devices and Services detailed in the Quote. It is the intent of the Parties that this Agreement will govern all subsequent purchases by Customer for the same Axon Devices and Services in the Quote, and all such subsequent quotes accepted by Customer shall be also incorporated into this Agreement by reference as a Quote. The Parties agree as follows:

1. **Definitions.**

- 1.1. "**Axon Cloud Services**" means Axon's web services, but excludes third-party applications, hardware warranties, and my.evidence.com.
- 1.2. "**Axon Device**" means all hardware provided by Axon under this Agreement. Axon-manufactured Devices are a subset of Axon Devices.
- 1.3. "**Quote**" means an offer to sell and is only valid for devices and services on the offer at the specified prices. Any inconsistent or supplemental terms within Customer's purchase order in response to a Quote will be void. Orders are subject to prior credit approval. Changes in the deployment estimated ship date may change charges in the Quote. Shipping dates are estimates only. Axon is not responsible for typographical errors in any Quote by Axon, and Axon reserves the right to cancel any orders resulting from such errors.
- 1.4. "**Services**" means all services provided by Axon under this Agreement, including software, Axon Cloud Services, and professional services.

2. **Term.** This Agreement begins on the Effective Date and continues until all subscriptions hereunder have expired or have been terminated ("**Term**").

- 2.1. All subscription plans begin on the date stated in the Quote. Each subscription term ends upon completion of the subscription stated in the Quote ("**Subscription Term**").
- 2.2. Upon completion of the Subscription Term, the Subscription Term may renew upon mutual written agreement of the Parties for a mutually agreeable term ("**Renewal Term**"). For purchase of TASER 7 or TASER 10 as a standalone, Axon may increase pricing to its then-current list pricing for any Renewal Term. New devices and services may require additional terms. Axon will not authorize new services until Axon receives a signed Quote or accepts a purchase order, whichever is first.

3. **Payment.** Axon invoices for Axon Devices upon shipment, or on the date specified within the invoicing plan in the Quote. Payment is due net 30 days from the invoice date. Axon invoices for Axon Cloud Services on an upfront annual basis prior to the beginning of the Subscription Term and upon the anniversary of the Subscription Term. Payment obligations are non-cancelable. Unless otherwise prohibited by law, Customer will pay interest on all past-due sums at the lower of one-and-a-half percent (1.5%) per month or the highest rate allowed by law. Customer will pay invoices without setoff, deduction, or withholding. If Axon sends a past due account to collections, Customer is responsible for collection and attorneys' fees.

4. **Taxes.** Customer is responsible for sales and other taxes associated with the order unless Customer provides Axon a valid tax exemption certificate.

5. **Shipping.** Axon may make partial shipments and ship Axon Devices from multiple locations. All shipments are EXW (Incoterms 2020) via common carrier. Title and risk of loss pass to Customer upon Axon's delivery to the common carrier. Customer is responsible for any shipping charges in the Quote.

6. **Returns.** All sales are final. Axon does not allow refunds or exchanges, except warranty returns or as provided by state or federal law.

7. **Warranty.**

- 7.1. **Limited Warranty.** Axon warrants that Axon-manufactured Devices, except for TASER devices covered under the TASER Appendix, are free from defects in workmanship and materials for one (1) year from the date of Customer's receipt, except Signal Sidearm which Axon warrants for thirty (30) months from Customer's receipt and Axon-manufactured accessories, which Axon warrants for ninety (90) days from Customer's receipt, respectively, from the date of Customer's receipt. Extended warranties run from the expiration of the one- (1-) year hardware warranty through the extended warranty term purchased.
- 7.2. **Disclaimer.** All software and Axon Cloud Services are provided "AS IS," without any warranty of any kind, either express or implied, including without limitation the implied warranties of merchantability, fitness for a particular purpose and non-infringement. Axon Devices and Services that are not manufactured, published or performed by Axon ("**Third-Party Products**") are not covered by Axon's

warranty and are only subject to the warranties of the third-party provider or manufacturer. If Customer purchases Axon Loki, Customer acknowledges the Loki device is designed for operation in enclosed, controlled environments and must be used in compliance with all applicable laws and safety guidelines. Operation in open or unapproved areas may result in signal interference, loss of control, or damage, and Axon assumes no liability for improper use, including any resulting harm or regulatory violations.

- 7.3. **Claims.** If Axon receives a valid warranty claim for an Axon-manufactured Device during the warranty term, Axon's sole responsibility is to repair or replace the Axon-manufactured Device with the same or like Axon-manufactured Device, at Axon's option. A replacement Axon-manufactured Device will be new or like new. Axon will warrant the replacement Axon-manufactured Device for the longer of (a) the remaining warranty of the original Axon-manufactured Device or (b) ninety (90) days from the date of repair or replacement.
- 7.3.1. If Customer exchanges an Axon Device or part, the replacement item becomes Customer's property, and the replaced item becomes Axon's property. Before delivering an Axon-manufactured Device for service, Customer must upload Axon-manufactured Device data to Axon Evidence or download it and retain a copy. Axon is not responsible for any loss of software, data, or other information contained in storage media or any part of the Axon-manufactured Device sent to Axon for service.
- 7.4. **Spare Axon Devices.** At Axon's reasonable discretion, Axon may provide Customer a predetermined number of spare Axon Devices as detailed in the Quote ("**Spare Axon Devices**"). Spare Axon Devices are intended to replace broken or non-functioning units while Customer submits the broken or non-functioning units, through Axon's warranty return process. Axon will repair or replace the unit with a replacement Axon Device. Title and risk of loss for all Spare Axon Devices shall pass to Customer in accordance with shipping terms of this Agreement. Axon assumes no liability or obligation in the event Customer does not utilize Spare Axon Devices for the intended purpose.
- 7.5. **Limitations.** Axon's warranty excludes damage related to: (a) failure to follow Axon Device use instructions; (b) Axon Devices used with equipment not manufactured or recommended by Axon; (c) abuse, misuse, or intentional damage to Axon Device; (d) force majeure; (e) Axon Devices repaired or modified by persons other than Axon without Axon's written permission; or (f) Axon Devices with a defaced or removed serial number. Axon's warranty will be void if Customer resells Axon Devices.
- 7.5.1. **To the extent permitted by law, the above warranties and remedies are exclusive. Axon disclaims all other warranties, remedies, and conditions, whether oral, written, statutory, or implied. If statutory or implied warranties cannot be lawfully disclaimed, then such warranties are limited to the duration of the warranty described above and by the provisions in this Agreement. Customer confirms and agrees that, in deciding whether to sign this Agreement, Customer has not relied on any statement or representation by Axon or anyone acting on behalf of Axon related to the subject matter of this Agreement that is not in this Agreement.**
- 7.5.2. **Axon's cumulative liability to any party for any loss or damage resulting from any claim, demand, or action arising out of or relating to this Agreement will not exceed the purchase price paid to Axon for the Axon Device, or if for Services, the amount paid for such Services over the twelve (12) months preceding the claim, excluding liability resulting from any third-party claim alleging that the use of Axon Products (defined below) infringes or misappropriates the third-party's intellectual property rights. Neither Party will be liable for special, indirect, incidental, punitive or consequential damages, however caused, whether for breach of warranty or contract, negligence, strict liability, tort or any other legal theory.**
- 7.6. **Online Support Platforms.** Use of Axon's online support platforms (e.g., Axon Academy and MyAxon) is governed by the Axon Online Support Platforms Terms of Use Appendix available at www.axon.com/sales-terms-and-conditions.
- 7.7. **Third-Party Hardware, Software and Services.** Use of hardware, software, or services other than those provided by Axon is governed by the terms, if any, entered into between Customer and the respective third-party provider, including, without limitation, the terms applicable to such software or services located at www.axon.com/sales-terms-and-conditions, if any.

- 7.8. **Axon Aid.** Upon mutual agreement between Axon and Customer, Axon may provide certain products and services to Customer, as a charitable donation under the Axon Aid program. In such event, Customer expressly waives and releases any and all claims, now known or hereafter known, against Axon and its officers, directors, employees, agents, contractors, affiliates, successors, and assigns (collectively, "**Releasees**"), including but not limited to, on account of injury, death, property damage, or loss of data, arising out of or attributable to the Axon Aid program whether arising out of the negligence of any Releasees or otherwise. Customer agrees not to make or bring any such claim against any Releasee, and forever release and discharge all Releasees from liability under such claims. Customer expressly allows Axon to publicly announce its participation in Axon Aid and use its name in marketing materials. Axon may terminate the Axon Aid program without cause immediately upon notice to the Customer.
8. **Free Trial.**
- 8.1. **Trial Period and License.** At any time during the Term, Customer and Axon may elect to enter a free trial of Axon Devices and Services new to the Customer for a designated period ("**Trial Period**") as described in a quote issued ("**Trial Quote**"). During the Trial Period, Axon grants Customer a nonexclusive, terminable, non-transferable, license to use new Axon Devices and Services provided for trial to the Customer ("**Trial Products**"). Trial Products may include Axon beta software or firmware which additional terms may be required and included within the Trial Quote. Axon may limit the number of Trial Products Customer receives within the Trial Quote. Axon may supply refurbished Trial Products. ALL FREE TRIAL PRODUCTS INCLUDING, WITHOUT LIMITATION, AXON CLOUD SERVICES, ARE PROVIDED "AS IS" AND TO THE EXTENT NOT PROHIBITED BY LAW, AXON DISCLAIMS ALL LIABILITY REGARDLESS OF THE CLAIM.
- 8.2. **Trial Quote Termination.** Upon at least 10 business days' prior written notice to Axon at any time prior to the end of the Trial Period, Customer may as its sole option, terminate the free Trial Period and underlying Trial Quote associated with the Trial Products for convenience. Customer's rights to the Trial Products will immediately terminate at the end of the Trial Period, and Customer will return any Trial Products hardware to Axon within 10 days after the effective date of such termination or at the end of the Trial Period, excluding used CEW cartridges. If any individual component of the Trial Products is not returned, Axon will invoice Customer the MSRP of the unreturned items. Customer agrees to pay the invoice along with any applicable taxes and shipping. Customer will return the Trial Products to Axon in good working condition, minus normal wear and tear. Axon may charge Customer if there is damage beyond normal wear and tear. Any Customer Content shall be stored and returned pursuant to the Axon Cloud Services Terms of Use Appendix
9. **Statement of Work.** Certain Axon Devices and Services, including, but not limited to, Axon Interview Room, Axon Channel Services, Axon Justice Implementation, FUSUS, and Axon Fleet, may require a Statement of Work that details Axon's Service deliverables ("**SOW**"). In the event Axon provides an SOW to Customer, Axon is only responsible for the performance of Services described in the SOW. Additional services outside of the SOW, Quote, or this Agreement are out of scope. The Parties must document scope changes in a written and signed change order. Changes may require an equitable adjustment in fees or schedule. Any applicable SOW is incorporated into this Agreement by reference.
10. **Axon Device Warnings.** See www.axon.com/legal for the most current Axon Device warnings.
11. **Design Changes.** Axon may make design or feature changes to any Axon Device or Service without notifying Customer or making the same change to Axon Devices and Services previously purchased by Customer, so long as such change does not impact the utility of the device used by Customer.
12. **Combined Offerings.** Some offerings in a Quote combine existing and pre-released Axon Devices or Services. Some offerings may not be available at the time of Customer's purchase. Axon will not provide a refund, credit, or additional discount beyond what is in the Quote due to delay of availability or Customer's choice not to utilize any portion of a combined offering.
13. **Insurance.** Axon will maintain General Liability, Workers' Compensation, and Automobile Liability insurance. Upon request, Axon will supply certificates of insurance.
14. **IP Rights.** Axon owns and reserves all right, title, and interest in Axon-manufactured Devices and Services and suggestions to Axon, including all related intellectual property rights. Customer will not cause any Axon proprietary rights to be violated.
15. **A. IP Indemnification.** Axon will indemnify Customer against all claims, losses, and reasonable expenses from any third-party claim alleging that the use of Axon-manufactured Devices, Axon Cloud Services or Axon software ("**Axon Products**") infringes or misappropriates the third-party's intellectual property rights. Customer must promptly provide Axon with written notice of such claim, tender to Axon the defense or settlement of such claim at Axon's expense and cooperate fully with Axon in the defense or settlement of such claim. Axon's IP indemnification obligations do not apply to claims based on (a) modification of Axon Products by Customer or a third-party not approved by Axon; (b)

use of Axon Products in combination with hardware or services not approved by Axon; (c) use of Axon Products other than as permitted in this Agreement; or (d) use of Axon Products that is not the most current software release provided by Axon.

B. General Indemnification. Axon agrees to indemnify, defend, and hold harmless Agency and its elected officials, officers, directors, agents, attorneys and employees (each, an "Indemnitee") from and against any and all third party liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments (each, a "Claim," and collectively, the "Claims"), including reasonable attorneys' fees, costs, and expenses incidental thereto, which may be suffered by, incurred by, accrued against, charged to, or recoverable from any Indemnitee, by reason of any Claim arising out of or relating to any error or omission, negligence, or willful misconduct of Axon, its officers, directors, agents, employees, and subcontractors, during the performance of this Agreement; provided, however, that the foregoing indemnity shall not apply to the extent that the applicable Claim resulted from the negligence or willful misconduct of an Indemnitee.

16. **Customer Responsibilities.** Customer is responsible for (a) Customer's use of Axon Devices; (b) Customer or a Customer-authorized user's breach of this Agreement or violation of applicable law; (c) disputes between Customer and a third-party over Customer's use of Axon Devices; (d) secure and sustainable destruction and disposal of Axon Devices at Customer's cost; and (e) any regulatory violations or fines, as a result of improper destruction or disposal of Axon Devices.

17. **Termination.**

17.1. **For Breach.** A Party may terminate this Agreement for cause if it provides thirty (30) days written notice of the breach to the other Party, and the breach remains uncured thirty (30) days after written notice. If Customer terminates this Agreement due to Axon's uncured breach, Axon will refund prepaid amounts on a prorated basis based on the effective date of termination.

17.2. **By Customer.** If sufficient funds are not appropriated or otherwise legally available to pay the fees, Customer may terminate this Agreement. Customer will deliver notice of termination under this section as soon as reasonably practicable.

17.3. **Effect of Termination.** Upon termination of this Agreement, Customer rights immediately terminate. Customer remains responsible for all fees incurred before the effective date of termination. If Customer purchases Axon Devices for less than the manufacturer's suggested retail price ("**MSRP**") and this Agreement terminates before the end of the Term, Axon will invoice Customer the difference between the MSRP for Axon Devices procured, including any Spare Axon Devices, and amounts paid towards those Axon Devices. Only if terminating for non-appropriation, Customer may return Axon Devices to Axon within thirty (30) days of termination. MSRP is the standalone price of the individual Axon Device at the time of sale. For multiple Axon Devices that may be combined as a single offering on a Quote, MSRP is the standalone price of all individual components.

18. **Confidentiality. "Confidential Information"** means nonpublic information designated as confidential or, given the nature of the information or circumstances surrounding disclosure, should reasonably be understood to be confidential. Each Party will take reasonable measures to avoid disclosure, dissemination, or unauthorized use of the other Party's Confidential Information. Unless required by law, neither Party will disclose the other Party's Confidential Information during the Term and for five (5) years thereafter. To the extent permissible by law, Axon pricing is Confidential Information and competition sensitive. Notwithstanding the foregoing, Axon acknowledges Customer is a public entity subject to sunshine laws and acknowledges that Customer may share pricing as part of those processes. If Customer receives a public records request to disclose Axon Confidential Information, to the extent allowed by law, Customer will provide notice to Axon before disclosure. Axon may publicly announce information related to this Agreement.

19. **General.**

19.1. **Force Majeure.** Neither Party will be liable for any delay or failure to perform due to a cause beyond a Party's reasonable control.

19.2. **Independent Contractors.** The Parties are independent contractors. Neither Party has the authority to bind the other. This Agreement does not create a partnership, franchise, joint venture, Customer, fiduciary, or employment relationship between the Parties.

19.3. **Third-Party Beneficiaries.** There are no third-party beneficiaries under this Agreement.

19.4. **Non-Discrimination.** Neither Party nor its employees will discriminate against any person based on race; religion; creed; color; sex; gender identity and expression; pregnancy; childbirth; breastfeeding; medical conditions related to pregnancy, childbirth, or breastfeeding; sexual orientation; marital status; age; national origin; ancestry; genetic information; disability; veteran status; or any class protected by local, state, or federal

law.

- 19.5. **Compliance with Laws.** Each Party will comply with all applicable federal, state, and local laws, including without limitation, import and export control laws and regulations as well as firearm regulations and the Gun Control Act of 1968. Customer acknowledges that Axon Devices and Services are subject to U.S. and international export control laws, including the U.S. Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR). Customer represents and warrants that neither it nor any End User is a "Restricted Person," meaning any individual or entity that (1) is subject to U.S. sanctions or trade restrictions, (2) appears on any U.S. government restricted party list, (3) engages in prohibited weapons proliferation activities, or (4) is owned or controlled by, or acting on behalf of, such persons or entities. Customer must promptly notify Axon of any change in status, and Axon may terminate this Agreement if Customer or any End User becomes a Restricted Person or violates export laws.
- 19.6. **Assignment.** Neither Party may assign this Agreement without the other Party's prior written consent. Axon may assign this Agreement, its rights, or obligations without consent: (a) to an affiliate or subsidiary; or (b) for purposes of financing, merger, acquisition, corporate reorganization, or sale of all or substantially all its assets and will provide notice to Customer of such assignment. This Agreement is binding upon the Parties respective successors and assigns.
- 19.7. **Waiver.** No waiver or delay by either Party in exercising any right under this Agreement constitutes a waiver of that right.
- 19.8. **Severability.** If a court of competent jurisdiction holds any portion of this Agreement invalid or unenforceable, the remaining portions of this Agreement will remain in effect.
- 19.9. **Survival.** The following sections will survive termination: Payment, Warranty, Axon Device Warnings, Indemnification, IP Rights, Customer Responsibilities and any other Sections detailed in the survival sections of the Appendices.
- 19.10. **Governing Law.** The laws of the country, state, province, or municipality where Customer is physically located, without reference to conflict of law rules, govern this Agreement and any dispute arising from it. The United Nations Convention for the International Sale of Goods does not apply to this Agreement. The Parties expressly agree that either Party may appear for and attend all matters, remotely via teleconference or videoconference at the party's discretion, to the extent allowable by court.
- 19.11. **Notices.** All notices must be in English. Notices posted on Customer's Axon Evidence site are effective upon posting. Notices by email are effective on the sent date of the email. Notices by personal delivery are effective immediately. Notices to Customer shall be provided to the address on file with Axon. Notices to Axon shall be provided to Axon Enterprise, Inc. Attn: Legal, 17800 North 85th Street, Scottsdale, Arizona 85255 with a copy to legal@axon.com.
- 19.12. **Entire Agreement.** This Agreement, the Appendices, including any applicable Appendices not attached herein for the products and services purchased, which are incorporated by reference and located in the Master Purchasing and Services Agreement located at <https://www.axon.com/sales-terms-and-conditions>, Quote and any SOW(s), represents the entire agreement between the Parties. This Agreement supersedes all prior agreements or understandings, whether written or verbal, regarding the subject matter of this Agreement. This Agreement may only be modified or amended in a writing signed by the Parties.

Each Party, by and through its respective representative authorized to execute this Agreement, has duly executed and delivered this Agreement as of the date of signature.

AXON:

Axon Enterprise, Inc.

Signature: _____

Name: _____

Title: _____

Date: _____

CUSTOMER:

Signature: _____

Name: _____

Title: _____

Date: _____

Axon Cloud Services Terms of Use Appendix

1. Definitions.

- 1.1. **"Data Controller"** means the natural or legal person, public authority, or any other body which alone or jointly with others determines the purposes and means of the processing of Personal Data.
- 1.2. **"Data Processor"** means a natural or legal person, public authority or any other body which processes Personal Data on behalf of the Data Controller.
- 1.3. **"Customer Content"** is data uploaded into, ingested by, or created in Axon Cloud Services within Customer's tenant, including media or multimedia uploaded into Axon Cloud Services by Customer. Customer Content includes Evidence but excludes Non-Content Data.
- 1.4. **"Evidence"** is media or multimedia uploaded into Axon Evidence as 'evidence' by Customer. Evidence is a subset of Customer Content.
- 1.5. **"End User"** means the natural person subject to Customer's authorized license grant who ultimately uses the Cloud Services as provided under this Agreement. End Users must adhere to the terms of use and are subject to any usage restrictions or limitations specified in this Agreement.
- 1.6. **"Non-Content Data"** is data, configuration, and usage information about Customer's Axon Cloud Services tenant, Axon Devices and client software, and users that is transmitted or generated when using Axon Devices. Non-Content Data includes data about users captured during account management and customer support activities. Non-Content Data does not include Customer Content.
- 1.7. **"Personal Data"** means any information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
- 1.8. **"Provided Data"** means de-identified, de-personalized, data derived from Customer's TASER energy weapon deployment reports, related TASER energy weapon logs, body-worn camera footage, and incident reports.
- 1.9. **"Subprocessor"** means any third party engaged by the Data Processor to assist in data processing activities that the Data Processor is carrying out on behalf of the Data Controller.
- 1.10. **"Transformed Data"** means the Provided Data used for the purpose of quantitative evaluation of the performance and effectiveness of TASER energy weapons in the field across a variety of circumstances.

- 2. **Access.** Upon Axon granting Customer a subscription to Axon Cloud Services, Customer may access and use Axon Cloud Services to store and manage Customer Content. Customer may not exceed the total number of End Users specified in the Quote. Axon Air requires an Axon Evidence subscription for each drone operator. For Axon Evidence access granted solely for TASER, Customer may access and use Axon Evidence only to store and manage TASER CEW data ("TASER Data") and Customer may not upload non-TASER Data to Axon Evidence.
- 3. **Customer Owns Customer Content.** Customer controls and owns all rights, title, and interest in Customer Content. Except as outlined herein, Axon obtains no interest in Customer Content, and Customer Content is not Axon's business records. Customer is solely responsible for uploading, sharing, managing, and deleting Customer Content. Axon will only have access to Customer Content for the limited purposes set forth herein. Customer agrees to allow Axon access to Customer Content to (a) perform troubleshooting, maintenance, or diagnostic screenings; and (b) enforce this Agreement or policies governing use of the Axon products.
- 4. **Security.** Axon will implement commercially reasonable and appropriate measures to secure Customer Content against accidental or unlawful loss, access or disclosure. Axon will maintain a comprehensive information security program to protect Axon Cloud Services and Customer Content including logical, physical access, vulnerability, risk, and configuration management; incident monitoring and response; encryption of uploaded digital evidence; security education; and data protection. Axon agrees to the Federal Bureau of Investigation Criminal Justice Information Services Security Addendum for its digital evidence or records management systems.
- 5. **Customer Responsibilities.** Customer is responsible for (a) ensuring Customer owns Customer Content or has the necessary rights to use Customer Content (b) ensuring no Customer Content or Customer End User's use

of Customer Content or Axon Cloud Services violates this Agreement or applicable laws; (c) maintaining necessary computer equipment and Internet connections for use of Axon Cloud Services and (d) verify the accuracy of any auto generated or AI-generated reports. If Customer becomes aware of any violation of this Agreement by an End User, Customer will immediately terminate that End User's access to Axon Cloud Services.

- 5.1. Customer will also maintain the security of End User usernames and passwords and security and access by end users to Customer Content. Customer is responsible for ensuring the configuration and utilization of Axon Cloud Services meet applicable Customer regulation and standards. Customer may not sell, transfer, or sublicense access to any other entity or person. If Customer provides access to unauthorized third-parties, Axon may assess additional fees along with suspending Customer's access. Customer shall contact Axon immediately if an unauthorized party may be using Customer's account or Customer Content, or if account information is lost or stolen.
- 5.2. To the extent Customer uses the Axon Cloud Services to interact with YouTube®, such use may be governed by the YouTube Terms of Service, available at <https://www.youtube.com/static?template=terms>.
6. **Privacy.** Customer's use of Axon Cloud Services is subject to the Axon Cloud Services Privacy Policy, a current version of which is available at <https://www.axon.com/legal/cloud-services-privacy-policy>. Customer agrees to allow Axon access to Non-Content Data from Customer to (a) perform troubleshooting, maintenance, or diagnostic screenings; (b) provide, develop, improve, and support current and future Axon products and related services; and (c) enforce this Agreement or policies governing the use of Axon products.
7. **Axon Body Wi-Fi Positioning.** Axon Body cameras may offer a feature to enhance location services where GPS/GNSS signals may not be available, for instance, within buildings or underground. Customer administrators can manage their choice to use this service within the administrative features of Axon Cloud Services. If Customer chooses to use this service, Axon must also enable the usage of the feature for Customer's Axon Cloud Services tenant. Customer will not see this option with Axon Cloud Services unless Axon has enabled Wi-Fi Positioning for Customer's Axon Cloud Services tenant.
8. **Storage.** For Axon Unlimited Device Storage subscriptions, Customer may store unlimited data in Customer's Axon Evidence account only if the Axon Device data is shared to Customer through Axon Evidence from a partner agency using Axon Evidence, or the data originates from Axon Capture or an Axon Device. Axon may charge Customer additional fees for exceeding purchased storage amounts. Axon may place Customer Content that Customer has not viewed or accessed for six (6) months into archival storage. Customer Content in archival storage will not have immediate availability and may take up to twenty-four (24) hours to access.
 - 8.1. **Third-Party Unlimited Storage.** For Third-Party Unlimited Storage the following restrictions apply: (i) it may only be used in conjunction with a valid Axon Evidence user license; (ii) is limited to data of the law enforcement Customer that purchased the Third-Party Unlimited Storage and the Axon Evidence End User; (iii) Customer is prohibited from storing data for other customers or law enforcement agencies; and (iv) Customer may only upload and store data that is directly related to (1) the investigation of, or the prosecution or defense of a crime, (2) common law enforcement activities, or (3) any Customer Content created by Axon Devices or Axon Evidence.
 - 8.2. **Location of Storage.** Axon may transfer Customer Content to third-party subcontractors for storage, subject to the same or more stringent security protocols as set forth in this Agreement. Axon will determine the locations of data centers for storage of Customer Content. If Customer is located in the United States, Canada, or Australia, Axon will ensure all Customer Content stored in Axon Cloud Services remains in the country where Customer is located. Ownership of Customer Content remains with Customer.
9. **Suspension.** Axon may temporarily suspend Customer's or any End User's right to access or use any portion or all of Axon Cloud Services immediately upon notice, if Customer or End User's use of or registration for Axon Cloud Services may (a) pose a security risk to Axon Cloud Services or any third-party; (b) adversely impact Axon Cloud Services, the systems, or content of any other customer; (c) subject Axon, Axon's affiliates, or any third-party to liability; or (d) be fraudulent. Customer remains responsible for all fees incurred through suspension. Axon will not delete Customer Content because of suspension, except as specified in this Agreement.
10. **Axon Cloud Services Warranty.** Axon disclaims any warranties or responsibility for data corruption or errors before Customer uploads data to Axon Cloud Services. Service Offerings will be subject to the Axon Cloud Services Service Level Agreement, a current version of which is available at <https://www.axon.com/products/axon-evidence/sla>.
11. **Roles of the Parties.** To the extent that Customer is the Data Controller of Personal Data, Axon is its Data Processor. To the extent that Customer is a Data Processor of Personal Data, Axon is its

Subprocessor. Notwithstanding the foregoing, to the extent any usage data (including query logs and metadata) and/or operations data (including billing and support data) in connection with Customer's use of the Services (collectively "Usage and Operations Data") is considered Personal Data, Axon is an independent Data Controller and shall Process such data in accordance with the Agreement and applicable data protection laws to develop, improve, support, and operate its products and services. For the avoidance of doubt, Axon will not disclose any Usage and Operations Data that includes confidential information with a third party except (a) in accordance with the relevant confidentiality provisions in the Agreement, or (b) to the extent the Usage and Operations Data is, in accordance with applicable data protection laws, anonymized, de-identified, and/or aggregated such that it can no longer directly or indirectly identify Customer or any particular individual.

12. **TASER Data Science Program.** Axon will provide a quantitative evaluation on the performance and effectiveness of TASER energy weapons in the field across a variety of circumstances.

12.1. If Customer purchases the TASER Data Science Program, Customer grants Axon, its affiliates, and assignees an irrevocable, perpetual, fully paid, royalty-free, and worldwide right and license to use Provided Data solely for the purposes of this Agreement and to create Transformed Data. Customer shall own all rights and title to Provided Data. Axon shall own all rights and title to Transformed Data and any derivatives of Transformed Data.

12.2. Axon grants to Customer an irrevocable, perpetual, fully paid, royalty-free, license to use to TASER Data Science report provided to Customer for its own internal purposes. The Data Science report is provided "as is" and without any warranty of any kind.

12.3. In the event Customer seeks Axon's deletion of Provided Data, it may submit a request to privacy@axon.com. Where reasonably capable of doing so, Axon will implement the request but at a minimum will not continue to collect Provided Data from Customer.

13. **Axon Records.** The following terms apply to Axon Records. Customers may purchase Axon Records either as part of an OSP 7 or OSP 10 plan or individually through a Quote.

13.1. Axon Record subscription begins on the later of the (1) start date of the Quote, or (2) the date Axon provisions Axon Records to Customer. The Axon Records Subscription Term will end upon the completion of the Axon Records Subscription as documented in the Quote, or if purchased as part of an OSP 7 or OSP 10 plan, upon completion of the OSP 7 or OSP 10 Term ("Axon Records Subscription Term").

13.2. An "Update" is a generally available release of Axon Records that Axon makes available from time to time. An "Upgrade" includes (i) new versions of Axon Records that enhance features and functionality, as solely determined by Axon; and/or (ii) new versions of Axon Records that provide additional features or perform additional functions. Upgrades exclude new products that Axon introduces and markets as distinct products or applications. During the Customer's Axon Records Subscription Term Axon will provide Update and Upgrade releases to the Customer on an if-and-when available basis.

13.3. New or additional Axon products and applications, as well as any Axon professional services needed to configure Axon Records, are not included as part of the Axon Records Subscription.

13.4. End Users of Axon Records may upload files to entities (incidents, reports, cases, etc.) in Axon Records with no limit to the number of files and amount of storage. Notwithstanding the foregoing, Axon may limit usage should the Customer exceed an average rate of one-hundred (100) GB per user per year of uploaded files. Axon will not bill for overages.

13.5. **Hardware Allowance.** If Customer purchases a hardware allowance, Customer may select hardware up to the value of the allowance. Axon does not provide refunds for unused portions of the allowance.

14. **Carbyne Products and Services**

14.1. **Privacy Policy.** Carbyne Privacy Policy governs the collection, use and disclosure of certain data provided to Axon in connection with Customer's use of the Carbyne products and services. The current policy is located at: <https://carbyne.com/app-privacy-policy/> and is incorporated into this Agreement by reference.

14.2. **Data Retention and Storage.** Unless Customer provides Axon with written instruction otherwise, Axon will retain Customer Content which uploaded to the Carbyne cloud services or which is recorded or stored in the course of your use of the Carbyne products and services, for a period of two years (the period we retain your data referred to as the "Data Retention Period"), provided that Customer acknowledges it is responsible for your compliance with any applicable data retention laws. Customer Content is automatically

deleted after the Data Retention Period; however, at any time prior to such deletion, Customer may download Customer Content which has been stored on the Carbyne Cloud Services. Customer is solely responsible for the retention of such data for any applicable retention periods and for the purpose of any subsequent data requests.

14.3. Disclaimer. CUSTOMER ACKNOWLEDGES THE CARBYNE PRODUCTS DO NOT PROVIDE TELEPHONE SERVICES, INTERCONNECTED VOIP SERVICES, OR 911 SERVICES. AXON MAKES NO REPRESENTATION THAT CARBYNE PRODUCTS ARE AN INTERCONNECTED VOIP SERVICE.

15. Prepared Products and Services.

15.1. Prepared product deployment timelines for Prepared products within the Scope of Work (SOW) shall be mutually agreed to by the Parties in the SOW. The initial deployment of Assistive Call Taking (ACT) may take up to 12 months from the execution of the SOW and the service start date listed in the Agreement; deployments of the remaining Prepared products may take up to twenty-four (24) months from the execution of the SOW. Axon must confirm feasibility based on technical requirements for Prepared products prior to the execution of the SOW.

15.2. Customers using Solacom (Comtech CHE) call handling equipment in a multi-tenant configuration are not eligible for Prepared ACT or Prepared AQA, as call audio cannot be isolated to a single agency. Such Customers remain eligible for ANET and Assistive Dispatch. Customers on Solacom single-tenant configurations are eligible for all Prepared products, subject to SPAN port fees described below.

16. **Axon Community Request Storage.** If Community Request is included as part of Customer's Quote or combined offering, Customer may store an unlimited amount of data submitted through the public portal ("Portal Content"), within Customer's Axon Evidence instance. The post-termination provisions outlined in the Axon Cloud Services Terms of Use Appendix also apply to Portal Content.

17. **Performance Auto-Tagging Data.** If Axon Performance is included in Customer's Quote or a combined offering, Axon will store call for service data from Customer's CAD or RMS in order to provide services and features of Axon Performance to Customer.

18. **Axon Cloud Services Restrictions.** Customer and Customer End Users (including employees, contractors, agents, officers, volunteers, and directors), may not, or may not attempt to:

18.1. copy, modify, tamper with, repair, or create derivative works of any part of Axon Cloud Services;

18.2. reverse engineer, disassemble, or decompile Axon Cloud Services or apply any process to derive any source code included in Axon Cloud Services, or allow others to do the same;

18.3. access or use Axon Cloud Services with the intent to gain unauthorized access, avoid incurring fees or exceeding usage limits or quotas;

18.4. use trade secret information contained in Axon Cloud Services, except as expressly permitted in this Agreement;

18.5. access Axon Cloud Services to build a competitive device or service or copy any features, functions, or graphics of Axon Cloud Services;

18.6. remove, alter, or obscure any confidentiality or proprietary rights notices (including copyright and trademark notices) of Axon's or Axon's licensors on or within Axon Cloud Services; or

18.7. use Axon Cloud Services to store or transmit infringing, libelous, or other unlawful or tortious material; material in violation of third-party privacy rights; or malicious code.

19. **After Termination.** Axon will not delete Customer Content for ninety (90) days following termination. Axon Cloud Services will not be functional during these ninety (90) days other than the ability to retrieve Customer Content. Customer will not incur additional fees if Customer downloads Customer Content from Axon Cloud Services during this time. Axon has no obligation to maintain or provide Customer Content after these ninety (90) days and will thereafter, unless legally prohibited, delete all Customer Content. Upon request, Axon will provide written proof that Axon successfully deleted and fully removed all Customer Content from Axon Cloud Services.

20. **Post-Termination Assistance.** Axon will provide Customer with the same post-termination data retrieval assistance that Axon generally makes available to all customers. Requests for Axon to provide additional assistance in downloading or transferring Customer Content, including requests for Axon's data egress service,

will result in additional fees and Axon will not warrant or guarantee data integrity or readability in the external system.

21. **U.S. Government Rights.** If Customer is a U.S. Federal department or using Axon Cloud Services on behalf of a U.S. Federal department, Axon Cloud Services is provided as a "commercial item," "commercial computer software," "commercial computer software documentation," and "technical data", as defined in the Federal Acquisition Regulation and Defense Federal Acquisition Regulation Supplement. If Customer is using Axon Cloud Services on behalf of the U.S. Government and these terms fail to meet the U.S. Government's needs or are inconsistent in any respect with federal law, Customer will immediately discontinue use of Axon Cloud Services.
22. **Survival.** Upon any termination of this Agreement, the following sections in this Appendix will survive: Customer Owns Customer Content, Privacy, Storage, Axon Cloud Services Warranty, Customer Responsibilities and Axon Cloud Services Restrictions.

Axon Customer Experience Improvement Program Appendix

The ACEIP is designed to accelerate Axon's development of technology, such as building and supporting automated features, aiming to increase safety within communities and efficiency in public safety. Axon may make limited use of Customer Content from participating customers to provide, develop, improve, and support current and future Axon products (collectively, "ACEIP Purposes"). ACEIP has 2 modes of participation, Basic and Custom. Customer is enrolled in ACEIP Basic by default. If Customer does not want to participate in ACEIP Basic, ACEIP Custom, or both, Customer can revoke its consent at any time via email to aceip@axon.com.

Axon Obligations

ACEIP Basic

When Axon uses Customer Content for ACEIP Purposes, Axon will:

- Use Customer Content only for ACEIP Purposes.
- Prohibit direct human access to Customer Content, including by Axon personnel and subprocessors, except as needed to perform or validate deletion.

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- Retain Customer Content only as long as needed to create Transformed Content (defined below) and validate the transformations.
 - Apply privacy-preserving transformations that remove identifying information appropriate to the use case (“Transformed Content”). AI model weights and similar insights that do not contain Customer Content are Transformed Content. Transformed Content is not Customer Content.
 - Retain and permit direct human access to Transformed Content for ACEIP Purposes.
 - Maintain security, privacy, and data governance programs as described in the Axon Cloud Services Terms Appendix, and apply them to ACEIP.

Transparency Portal Publication

Before activating a use case, Axon will publish it on the Axon Transparency Portal, including the product development purpose, data types involved, and privacy-preserving techniques used. Axon will also notify ACEIP participants when the Transparency Portal is updated with a new or materially changed use case. Fifteen (15) calendar days after notification, Axon may activate the use case for all Basic participants.

Opt Out

Customer may opt out of ACEIP Basic at any time via aceip@axon.com. Axon endeavors to implement opt outs within fifteen (15) calendar days. Transformations of Customer Content cease when Axon implements the opt out. Axon may retain Transformed Content created before it implemented the opt out request.

ACEIP Custom

Custom use cases may be governed by separate written terms between Axon and Customer. Those terms will control that use case. Please direct inquiries regarding Custom participation to aceip@axon.com.

Axon Application Programming Interface Appendix

This Appendix applies if Axon's API Services or a subscription to Axon Cloud Services are included on the Quote.

1. **Definitions.**

- 1.1. **"API Client"** means the software that acts as the interface between Customer's computer and the server, which is already developed or to be developed by Customer.
- 1.2. **"API Interface"** means software implemented by Customer to configure Customer's independent API Client Software to operate in conjunction with the API Service for Customer's authorized Use.
- 1.3. **"Axon Evidence Partner API, API or Axon API"** (collectively **"API Service"**) means Axon's API which provides a programmatic means to access data in Customer's Axon Evidence account or integrate Customer's Axon Evidence account with other systems.
- 1.4. **"Use"** means any operation on Customer's data enabled by the supported API functionality.

2. **Purpose and License.**

- 2.1. Customer may use API Service and data made available through API Service, in connection with an API Client developed by Customer. Axon may monitor Customer's use of API Service to ensure quality, improve Axon devices and services, and verify compliance with this Agreement. Customer agrees to not interfere with such monitoring or obscure from Axon Customer's use of API Service. Customer will not use API Service for commercial use.
- 2.2. Axon grants Customer a non-exclusive, non-transferable, non-sublicensable, worldwide, revocable right and license during the Term to use API Service, solely for Customer's Use in connection with Customer's API Client.
- 2.3. Axon reserves the right to set limitations on Customer's use of the API Service, such as a quota on operations, to ensure stability and availability of Axon's API. Axon will use reasonable efforts to accommodate use beyond the designated limits.

3. **Configuration.** Customer will work independently to configure Customer's API Client with API Service for Customer's applicable Use. Customer will be required to provide certain information (such as identification or contact details) as part of the registration. Registration information provided to Axon must be accurate. Customer will inform Axon promptly of any updates. Upon Customer's registration, Axon will provide documentation outlining API Service information.

4. **Customer Responsibilities.** When using API Service, Customer and its End Users shall not:

- 4.1. use API Service in any way other than as expressly permitted under this Agreement;
- 4.2. use in any way that results in, or could result in, any security breach to Axon;
- 4.3. perform an action with the intent of introducing any virus, worm, defect, Trojan horse, malware, or any item of a destructive nature to Axon Devices and Services;
- 4.4. interfere with, modify, disrupt or disable features or functionality of API Service or the servers or networks providing API Service;
- 4.5. reverse engineer, decompile, disassemble, or translate or attempt to extract the source code from API Service or any related software;
- 4.6. create an API Interface that functions substantially the same as API Service and offer it for use by third parties;
- 4.7. provide use of API Service on a service bureau, rental or managed services basis or permit other individuals or entities to create links to API Service;
- 4.8. frame or mirror API Service on any other server, or wireless or Internet-based device;
- 4.9. make available to a third-party, any token, key, password or other login credentials to API Service;
- 4.10. take any action or inaction resulting in illegal, unauthorized or improper purposes; or
- 4.11. disclose Axon's API manual.

5. **API Content.** All content related to API Service, other than Customer Content or Customer's API Client content, is considered Axon's API Content, including:

-
- 5.1. the design, structure and naming of API Service fields in all responses and requests;
 - 5.2. the resources available within API Service for which Customer takes actions on, such as evidence, cases, users, or reports;
 - 5.3. the structure of and relationship of API Service resources; and
 - 5.4. the design of API Service, in any part or as a whole.
6. **Prohibitions on API Content.** Neither Customer nor its End Users will use API content returned from the API Interface to:
- 6.1. scrape, build databases, or otherwise create permanent copies of such content, or keep cached copies longer than permitted by the cache header;
 - 6.2. copy, translate, modify, create a derivative work of, sell, lease, lend, convey, distribute, publicly display, or sublicense to any third-party;
 - 6.3. misrepresent the source or ownership; or
 - 6.4. remove, alter, or obscure any confidentiality or proprietary rights notices (including copyright and trademark notices).
7. **API Updates.** Axon may update or modify the API Service from time to time ("**API Update**"). Customer is required to implement and use the most current version of API Service and to make any applicable changes to Customer's API Client required as a result of such API Update. API Updates may adversely affect how Customer's API Client access or communicate with API Service or the API Interface. Each API Client must contain means for Customer to update API Client to the most current version of API Service. Axon will provide support for one (1) year following the release of an API Update for all depreciated API Service versions.

Axon Event Offer Appendix

If the Agreement includes the provision of, or Axon otherwise offers, ticket(s), travel and/or accommodation for select events hosted by Axon (“Axon Event”), the following shall apply:

1. **General.** Subject to the terms and conditions specified below and those in the Agreement, Axon may provide Customer with one or more offers to fund Axon Event ticket(s), travel and/or accommodation for Customer-selected employee(s) to attend one or more Axon Events. By entering into the Agreement, Customer warrants that it is appropriate and permissible for Customer to receive the referenced Axon Event offer(s) based on Customer’s understanding of the terms and conditions outlined in this Axon Event Offer Appendix.
2. **Attendee/Employee Selection.** Customer shall have sole and absolute discretion to select the Customer employee(s) eligible to receive the ticket(s), travel and/or accommodation that is the subject of any Axon Event offer(s).
3. **Compliance.** It is the intent of Axon that any and all Axon Event offers comply with all applicable laws, regulations and ethics rules regarding contributions, including gifts and donations. Axon’s provision of ticket(s), travel and/or accommodation for the applicable Axon Event to Customer is intended for the use and benefit of Customer in furtherance of its goals, and not the personal use or benefit of any official or employee of Customer. Axon makes this offer without seeking promises or favoritism for Axon in any bidding arrangements. Further, no exclusivity will be expected by either party in consideration for the offer. Axon makes the offer with the understanding that it will not, as a result of such offer, be prohibited from any procurement opportunities or be subject to any reporting requirements. If Customer’s local jurisdiction requires Customer to report or disclose the fair market value of the benefits provided by Axon, Customer shall promptly contact Axon to obtain such information, and Axon shall provide the information necessary to facilitate Customer’s compliance with such reporting requirements.
4. **Assignability.** Customer may not sell, transfer, or assign Axon Event ticket(s), travel and/or accommodation provided under the Agreement.
5. **Availability.** The provision of all offers of Axon Event ticket(s), travel and/or accommodation is subject to availability of funds and resources. Axon has no obligation to provide Axon Event ticket(s), travel and/or accommodation.
6. **Revocation of Offer.** Axon reserves the right at any time to rescind the offer of Axon Event ticket(s), travel and/or accommodation to Customer if Customer or its selected employees fail to meet the prescribed conditions or if changes in circumstances render the provision of such benefits impractical, inadvisable, or in violation of any applicable laws, regulations, and ethics rules regarding contributions, including gifts and donations.



Axon Enterprise, Inc.
 17800 N 85th St
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic:(800) 978-2737
 International: +1.800.978.2737

Q-785901-46134KP

Issued: 04/22/2026

Quote Expiration: 05/15/2026

Estimated Contract Start Date: 07/01/2026

Account Number: 167855

Payment Terms: N30

Mode of Delivery: AUTO-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO
San Bruno Police Dept. - CA 1177 Huntington Ave San Bruno, CA 94066-1500 USA	San Bruno Police Dept. - CA 1177 Huntington Ave San Bruno CA 94066-1500 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Kyle Panasewicz Phone: +1 4803294734 Email: kpanasewicz@axon.com Fax: (480) 905-2071	Brent Schimek Phone: 6505152231 Email: bwschimek@sanbruno.ca.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$80,545.40
ESTIMATED TOTAL W/ TAX	\$81,818.09

Discount Summary

Average Savings Per Year	\$2,425.20
TOTAL SAVINGS	\$12,126.00

Payment Summary

Date	Subtotal	Tax	Total
Jun 2026	\$16,109.08	\$254.54	\$16,363.62
Jun 2027	\$16,109.08	\$254.54	\$16,363.62
Jun 2028	\$16,109.08	\$254.54	\$16,363.62
Jun 2029	\$16,109.08	\$254.54	\$16,363.62
Jun 2030	\$16,109.08	\$254.53	\$16,363.61
Total	\$80,545.40	\$1,272.69	\$81,818.09

Quote Unbundled Price:	\$92,671.40
Quote List Price:	\$92,671.40
Quote Subtotal:	\$80,545.40

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
A la Carte Hardware									
50322	AXON INTERVIEW - TOUCH PANEL PRO	3			\$2,532.00	\$0.00	\$0.00	\$0.00	\$0.00
74056	AXON INTERVIEW - TOUCH PANEL WALL MOUNT	3			\$64.00	\$0.00	\$0.00	\$0.00	\$0.00
50265	AXON INTERVIEW - IO RED LED	3			\$35.00	\$35.00	\$105.00	\$10.36	\$115.36
50267	AXON INTERVIEW - IO MODULE	1			\$788.00	\$394.00	\$394.00	\$38.91	\$432.91
50258	AXON INTERVIEW - IO MODULE CABINET	1			\$445.00	\$445.00	\$445.00	\$43.95	\$488.95
50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	2			\$209.00	\$104.50	\$209.00	\$20.64	\$229.64
50298	AXON INTERVIEW - CAMERA - OVERT DOME	2			\$985.00	\$492.50	\$985.00	\$97.26	\$1,082.26
74116	AXON INTERVIEW - COVERT ENCLOSURE	4			\$110.00	\$55.00	\$220.00	\$21.73	\$241.73
50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	4			\$209.00	\$104.50	\$418.00	\$41.28	\$459.28
50114	AXON INTERVIEW - CAMERA - COVERT SENSOR	4			\$356.00	\$178.00	\$712.00	\$70.31	\$782.31
50218	AXON INTERVIEW - CAMERA - COVERT MAIN UNIT	4			\$700.00	\$350.00	\$1,400.00	\$138.25	\$1,538.25
A la Carte Software									
50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	60		\$1,750.00	\$1,750.00	\$3,500.00	\$345.63	\$3,845.63
50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	60		\$32.98	\$32.98	\$3,957.60	\$0.00	\$3,957.60
50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	3	60		\$1,500.00	\$1,500.00	\$4,500.00	\$444.37	\$4,944.37
50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	3	60		\$28.21	\$28.21	\$5,077.80	\$0.00	\$5,077.80
50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	6	60		\$111.75	\$111.75	\$40,230.00	\$0.00	\$40,230.00
A la Carte Services									
50430	AXON INTERVIEW - INSTALLATION - IO MODULE CABINET 1 LED	1			\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
50431	AXON INTERVIEW - INSTALLATION - IO ADDITIONAL LED	2			\$500.00	\$500.00	\$1,000.00	\$0.00	\$1,000.00
85170	AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM)	3			\$5,000.00	\$5,000.00	\$15,000.00	\$0.00	\$15,000.00
A la Carte Warranties									
101648	AXON INTERVIEW - EXT WARRANTY - 5 YEARS	3			\$464.00	\$464.00	\$1,392.00	\$0.00	\$1,392.00
Total							\$80,545.40	\$1,272.69	\$81,818.09

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
A la Carte	50114	AXON INTERVIEW - CAMERA - COVERT SENSOR	4	1	06/01/2026

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
A la Carte	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	4	1	06/01/2026
A la Carte	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	2	1	06/01/2026
A la Carte	50218	AXON INTERVIEW - CAMERA - COVERT MAIN UNIT	4	1	06/01/2026
A la Carte	50258	AXON INTERVIEW - IO MODULE CABINET	1	1	06/01/2026
A la Carte	50265	AXON INTERVIEW - IO RED LED	3	1	06/01/2026
A la Carte	50267	AXON INTERVIEW - IO MODULE	1	1	06/01/2026
A la Carte	50298	AXON INTERVIEW - CAMERA - OVERT DOME	2	1	06/01/2026
A la Carte	50322	AXON INTERVIEW - TOUCH PANEL PRO	3	1	06/01/2026
A la Carte	74056	AXON INTERVIEW - TOUCH PANEL WALL MOUNT	3	1	06/01/2026
A la Carte	74116	AXON INTERVIEW - COVERT ENCLOSURE	4	1	06/01/2026

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	3	07/01/2026	06/30/2031
A la Carte	50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	3	07/01/2026	06/30/2031
A la Carte	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	07/01/2026	06/30/2031
A la Carte	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	07/01/2026	06/30/2031
A la Carte	50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	6	07/01/2026	06/30/2031

Services

Bundle	Item	Description	QTY
A la Carte	50430	AXON INTERVIEW - INSTALLATION - IO MODULE CABINET 1 LED	1
A la Carte	50431	AXON INTERVIEW - INSTALLATION - IO ADDITIONAL LED	2
A la Carte	85170	AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM)	3

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	101648	AXON INTERVIEW - EXT WARRANTY - 5 YEARS	3		

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	1177 Huntington Ave	San Bruno	CA	94066-1500	USA

Payment Details

Jun 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	101648	AXON INTERVIEW - EXT WARRANTY - 5 YEARS	3	\$278.40	\$0.00	\$278.40
Year 1	50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	3	\$900.00	\$88.87	\$988.87
Year 1	50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	3	\$1,015.56	\$0.00	\$1,015.56
Year 1	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	\$700.00	\$69.13	\$769.13
Year 1	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	\$791.52	\$0.00	\$791.52
Year 1	50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	6	\$8,046.00	\$0.00	\$8,046.00
Year 1	50114	AXON INTERVIEW - CAMERA - COVERT SENSOR	4	\$142.40	\$14.06	\$156.46
Year 1	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	2	\$41.80	\$4.13	\$45.93
Year 1	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	4	\$83.60	\$8.26	\$91.86
Year 1	50218	AXON INTERVIEW - CAMERA - COVERT MAIN UNIT	4	\$280.00	\$27.65	\$307.65
Year 1	50258	AXON INTERVIEW - IO MODULE CABINET	1	\$89.00	\$8.79	\$97.79
Year 1	50265	AXON INTERVIEW - IO RED LED	3	\$21.00	\$2.07	\$23.07
Year 1	50267	AXON INTERVIEW - IO MODULE	1	\$78.80	\$7.78	\$86.58
Year 1	50298	AXON INTERVIEW - CAMERA - OVERT DOME	2	\$197.00	\$19.45	\$216.45
Year 1	50322	AXON INTERVIEW - TOUCH PANEL PRO	3	\$0.00	\$0.00	\$0.00
Year 1	50430	AXON INTERVIEW - INSTALLATION - IO MODULE CABINET 1 LED	1	\$200.00	\$0.00	\$200.00
Year 1	50431	AXON INTERVIEW - INSTALLATION - IO ADDITIONAL LED	2	\$200.00	\$0.00	\$200.00
Year 1	74056	AXON INTERVIEW - TOUCH PANEL WALL MOUNT	3	\$0.00	\$0.00	\$0.00
Year 1	74116	AXON INTERVIEW - COVERT ENCLOSURE	4	\$44.00	\$4.35	\$48.35
Year 1	85170	AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM)	3	\$3,000.00	\$0.00	\$3,000.00
Total				\$16,109.08	\$254.54	\$16,363.62

Jun 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	101648	AXON INTERVIEW - EXT WARRANTY - 5 YEARS	3	\$278.40	\$0.00	\$278.40
Year 2	50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	3	\$900.00	\$88.87	\$988.87
Year 2	50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	3	\$1,015.56	\$0.00	\$1,015.56
Year 2	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	\$700.00	\$69.13	\$769.13
Year 2	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	\$791.52	\$0.00	\$791.52
Year 2	50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	6	\$8,046.00	\$0.00	\$8,046.00
Year 2	50114	AXON INTERVIEW - CAMERA - COVERT SENSOR	4	\$142.40	\$14.06	\$156.46
Year 2	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	2	\$41.80	\$4.13	\$45.93
Year 2	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	4	\$83.60	\$8.26	\$91.86
Year 2	50218	AXON INTERVIEW - CAMERA - COVERT MAIN UNIT	4	\$280.00	\$27.65	\$307.65
Year 2	50258	AXON INTERVIEW - IO MODULE CABINET	1	\$89.00	\$8.79	\$97.79
Year 2	50265	AXON INTERVIEW - IO RED LED	3	\$21.00	\$2.07	\$23.07
Year 2	50267	AXON INTERVIEW - IO MODULE	1	\$78.80	\$7.78	\$86.58
Year 2	50298	AXON INTERVIEW - CAMERA - OVERT DOME	2	\$197.00	\$19.45	\$216.45
Year 2	50322	AXON INTERVIEW - TOUCH PANEL PRO	3	\$0.00	\$0.00	\$0.00
Year 2	50430	AXON INTERVIEW - INSTALLATION - IO MODULE CABINET 1 LED	1	\$200.00	\$0.00	\$200.00
Year 2	50431	AXON INTERVIEW - INSTALLATION - IO ADDITIONAL LED	2	\$200.00	\$0.00	\$200.00

Jun 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	74056	AXON INTERVIEW - TOUCH PANEL WALL MOUNT	3	\$0.00	\$0.00	\$0.00
Year 2	74116	AXON INTERVIEW - COVERT ENCLOSURE	4	\$44.00	\$4.35	\$48.35
Year 2	85170	AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM)	3	\$3,000.00	\$0.00	\$3,000.00
Total				\$16,109.08	\$254.54	\$16,363.62

Jun 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	101648	AXON INTERVIEW - EXT WARRANTY - 5 YEARS	3	\$278.40	\$0.00	\$278.40
Year 3	50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	3	\$900.00	\$88.87	\$988.87
Year 3	50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	3	\$1,015.56	\$0.00	\$1,015.56
Year 3	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	\$700.00	\$69.13	\$769.13
Year 3	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	\$791.52	\$0.00	\$791.52
Year 3	50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	6	\$8,046.00	\$0.00	\$8,046.00
Year 3	50114	AXON INTERVIEW - CAMERA - COVERT SENSOR	4	\$142.40	\$14.06	\$156.46
Year 3	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	2	\$41.80	\$4.13	\$45.93
Year 3	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	4	\$83.60	\$8.26	\$91.86
Year 3	50218	AXON INTERVIEW - CAMERA - COVERT MAIN UNIT	4	\$280.00	\$27.65	\$307.65
Year 3	50258	AXON INTERVIEW - IO MODULE CABINET	1	\$89.00	\$8.79	\$97.79
Year 3	50265	AXON INTERVIEW - IO RED LED	3	\$21.00	\$2.07	\$23.07
Year 3	50267	AXON INTERVIEW - IO MODULE	1	\$78.80	\$7.78	\$86.58
Year 3	50298	AXON INTERVIEW - CAMERA - OVERT DOME	2	\$197.00	\$19.45	\$216.45
Year 3	50322	AXON INTERVIEW - TOUCH PANEL PRO	3	\$0.00	\$0.00	\$0.00
Year 3	50430	AXON INTERVIEW - INSTALLATION - IO MODULE CABINET 1 LED	1	\$200.00	\$0.00	\$200.00
Year 3	50431	AXON INTERVIEW - INSTALLATION - IO ADDITIONAL LED	2	\$200.00	\$0.00	\$200.00
Year 3	74056	AXON INTERVIEW - TOUCH PANEL WALL MOUNT	3	\$0.00	\$0.00	\$0.00
Year 3	74116	AXON INTERVIEW - COVERT ENCLOSURE	4	\$44.00	\$4.35	\$48.35
Year 3	85170	AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM)	3	\$3,000.00	\$0.00	\$3,000.00
Total				\$16,109.08	\$254.54	\$16,363.62

Jun 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	101648	AXON INTERVIEW - EXT WARRANTY - 5 YEARS	3	\$278.40	\$0.00	\$278.40
Year 4	50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	3	\$900.00	\$88.87	\$988.87
Year 4	50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	3	\$1,015.56	\$0.00	\$1,015.56
Year 4	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	\$700.00	\$69.13	\$769.13
Year 4	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	\$791.52	\$0.00	\$791.52
Year 4	50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	6	\$8,046.00	\$0.00	\$8,046.00
Year 4	50114	AXON INTERVIEW - CAMERA - COVERT SENSOR	4	\$142.40	\$14.06	\$156.46
Year 4	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	4	\$83.60	\$8.26	\$91.86
Year 4	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	2	\$41.80	\$4.13	\$45.93
Year 4	50218	AXON INTERVIEW - CAMERA - COVERT MAIN UNIT	4	\$280.00	\$27.65	\$307.65
Year 4	50258	AXON INTERVIEW - IO MODULE CABINET	1	\$89.00	\$8.79	\$97.79
Year 4	50265	AXON INTERVIEW - IO RED LED	3	\$21.00	\$2.07	\$23.07
Year 4	50267	AXON INTERVIEW - IO MODULE	1	\$78.80	\$7.78	\$86.58
Year 4	50298	AXON INTERVIEW - CAMERA - OVERT DOME	2	\$197.00	\$19.45	\$216.45
Year 4	50322	AXON INTERVIEW - TOUCH PANEL PRO	3	\$0.00	\$0.00	\$0.00
Year 4	50430	AXON INTERVIEW - INSTALLATION - IO MODULE CABINET 1 LED	1	\$200.00	\$0.00	\$200.00
Year 4	50431	AXON INTERVIEW - INSTALLATION - IO ADDITIONAL LED	2	\$200.00	\$0.00	\$200.00
Year 4	74056	AXON INTERVIEW - TOUCH PANEL WALL MOUNT	3	\$0.00	\$0.00	\$0.00
Year 4	74116	AXON INTERVIEW - COVERT ENCLOSURE	4	\$44.00	\$4.35	\$48.35
Year 4	85170	AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM)	3	\$3,000.00	\$0.00	\$3,000.00

Jun 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Total				\$16,109.08	\$254.54	\$16,363.62

Jun 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	101648	AXON INTERVIEW - EXT WARRANTY - 5 YEARS	3	\$278.40	\$0.00	\$278.40
Year 5	50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	3	\$900.00	\$88.89	\$988.89
Year 5	50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	3	\$1,015.56	\$0.00	\$1,015.56
Year 5	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	\$700.00	\$69.11	\$769.11
Year 5	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	\$791.52	\$0.00	\$791.52
Year 5	50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	6	\$8,046.00	\$0.00	\$8,046.00
Year 5	50114	AXON INTERVIEW - CAMERA - COVERT SENSOR	4	\$142.40	\$14.07	\$156.47
Year 5	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	4	\$83.60	\$8.24	\$91.84
Year 5	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	2	\$41.80	\$4.12	\$45.92
Year 5	50218	AXON INTERVIEW - CAMERA - COVERT MAIN UNIT	4	\$280.00	\$27.65	\$307.65
Year 5	50258	AXON INTERVIEW - IO MODULE CABINET	1	\$89.00	\$8.79	\$97.79
Year 5	50265	AXON INTERVIEW - IO RED LED	3	\$21.00	\$2.08	\$23.08
Year 5	50267	AXON INTERVIEW - IO MODULE	1	\$78.80	\$7.79	\$86.59
Year 5	50298	AXON INTERVIEW - CAMERA - OVERT DOME	2	\$197.00	\$19.46	\$216.46
Year 5	50322	AXON INTERVIEW - TOUCH PANEL PRO	3	\$0.00	\$0.00	\$0.00
Year 5	50430	AXON INTERVIEW - INSTALLATION - IO MODULE CABINET 1 LED	1	\$200.00	\$0.00	\$200.00
Year 5	50431	AXON INTERVIEW - INSTALLATION - IO ADDITIONAL LED	2	\$200.00	\$0.00	\$200.00
Year 5	74056	AXON INTERVIEW - TOUCH PANEL WALL MOUNT	3	\$0.00	\$0.00	\$0.00
Year 5	74116	AXON INTERVIEW - COVERT ENCLOSURE	4	\$44.00	\$4.33	\$48.33
Year 5	85170	AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM)	3	\$3,000.00	\$0.00	\$3,000.00
Total				\$16,109.08	\$254.53	\$16,363.61

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

4/22/2026





**STATEMENT OF WORK FOR THE
IMPLEMENTATION OF AXON INTERVIEW ROOM
FOR SAN BRUNO POLICE DEPT. - CA ("SOW")**

Submitted By:

Axon Enterprise, Inc. (Axon) North 85th Street



1. PROJECT OVERVIEW:

1.1 SOFTWARE

The hardware and software detailed in this SOW includes, the listed functionality.

- ▶ Axon Interview Room

1.2 DEFINITIONS

TERM	DEFINITION
PARTIES	
Agency	San Bruno Police Dept. - CA who is identified within this SOW
End-Users	Specific Agency groups that will use the system
Professional Services	The services that Axon will provide within the scope of this SOW
SYSTEMS	
Axon Systems	Software solutions and Agency specific integrations developed by Axon
CJIS	The Federal Bureau of Investigation's Criminal Justice Information System
NCIC	National Crime Information Center
Product	The hardware and software solution being implemented as part of this SOW
Production Environment	The operational environment where the Product will be accessed
PROJECT & MILESTONES	
Project	Scope of this SOW as defined by the work to be completed described herein
Project Change Order (PCO)	Change order form outlined in Attachment B to be executed between Axon and Agency if a material change in scope is required to this SOW
ACCEPTANCE	
Blocker	Issue impacting 50% or more users
Functional Acceptance Testing	Testing the functionality of the system as configured for Agency



1.3 OUT OF PROJECT SCOPE

Axon is only responsible for performing the Professional Services described within this SOW. Any additional Professional Services that are not defined explicitly by this SOW shall be done so through a Project Change Order. The following are considered outside the scope of this Project:

- ▶ Administration, management, or support of any internal City, County, State, Federal or Agency IT network or infrastructure
- ▶ Third Party Products and Services costs related to the vendors or Agency's cost of implementing the vendors or Agency's side of the integration
- ▶ Changes made by Agency or Agency's vendors



2. PROFESSIONAL SERVICES:

2.1 GENERAL

- ▶ Axon will provide a project manager throughout entire project.

2.2 HARDWARE

2.2.1

- ▶ will supply Servers.
 - If agency grants access, Axon will unbox and rack servers.
 - Agency will ensure servers are powered on with Windows installed prior to Install date.
 - Agency may setup server per agencies standards for things such as, joining to the domain, antivirus, firewalls, etc, so long as they do not degrade operations of Interview Server(s)
 - Agency will provide onsite and remote access to Interview Server(s) as required by Axon installers. Axon will then configure the Interview Server(s).
- ▶ Agency will configure all network equipment.
- ▶ Agency will prepare all rooms prior to installation.
 - Removing all evidence from room.
 - Removal of existing video solution. Axon will work on installation timing with Agency to ensure an adequate number of rooms are available when possible.





2.3 INTERVIEW SOFTWARE

- ▶ Agency will ensure an appropriate resource is available to configure/troubleshoot network communications between onsite Interview Hardware. Agency will also assist in configure/troubleshoot connection to Axon Evidence.
- ▶ Agency may setup server per agencies standards for things such as, joining to the domain, antivirus, firewalls, etc, so long as they do not degrade operations of Interview Server(s)
- ▶ Axon will install Axon Interview Server Application, Agency may be required to provide appropriate permissions/credentials.
- ▶ Axon will install and configure Touch Panel Software.

2.4 READINESS

- ▶ Axon will supply Agency with copy of current QA/Testing Checklist.
- ▶ Axon will complete QA/Testing Checklist per room consisting of:
 - Hardware Wiring
 - Hardware Mounting
 - Hardware Functionality
 - Firmware Updates
 - Software Install and Configuration
 - Functional Test of all features

2.6 TRAINING

- ▶ Axon will provide training materials that may be used by agency. Training materials will be customized for agencies environment where applicable.
- ▶ Agency will provide facilities and equipment for conducting the Training.
- ▶ Train the Trainer: Axon will provide session(s), materials and support allowing Agency's in-house trainers to conduct their own Training. Agency is responsible for updating all Training materials after final acceptance.



3. PROJECT MANAGEMENT:

3.1 MANAGEMENT RESOURCES

- ▶ Both Parties will assign a Point of Contact, Project Manager, or Project Coordinator to ensure completion of deliverables.
- ▶ Axon's Project Coordinator will ensure all team members from Axon and Agency are continually updated on the status of the Project.

3.2 REQUIREMENTS PLANNING

- ▶ All Proposed Project timelines will be documented during Project Management Kickoff call.
- ▶ Once all requirements are agreed to, Axon's Project Coordinator will work with Agency's Project Manager to develop a Project plan for Axon's implementation.

3.3 CHANGE CONTROL

- ▶ If any changes in the Project cause a material increase or decrease in fees, as determined by Axon, an adjustment in the fees will be agreed upon and included in a signed PCO form.
- ▶ Agency acknowledges a proposed change request might have an impact on both scheduling and cost for the Project that will be outlined in the PCO form.



4. AGENCY COMMITMENTS:

- ▶ Ensure the reasonable availability for meetings, phone or email of knowledgeable staff and personnel to provide timely and accurate documentation and information to Axon.
- ▶ Identify holidays, non-workdays or major events that may impact the Project.
- ▶ Ensure Agency desktop or mobile systems and devices can access the Product.
- ▶ Make available relevant systems if needed for assessment by Axon (including making these systems available to Axon via remote access if possible).
- ▶ Technical Systems Requirements



5. SUPPORT:

- ▶ Axon will provide on-site installer/trainer support as part of project.
- ▶ The Product undergoes updates and enhancements which Agency will automatically receive.
- ▶ Axon will provide Agency's End Users access to the help.axon.com support portal to submit and review service tickets.
- ▶ For Technical Support assistance, Agency may contact a Technical Support representative at 800-978-2737, or via email at Support@Axon.com. Online, email-based support and remote-location troubleshooting are included on an ongoing basis as part of Agency's investment in the Axon ecosystem. Phone support is available 24/7.



6. TERMS AND CONDITIONS:

This SOW is governed by the Master Services and Purchasing Agreement executed by the Parties.

AXON ENTERPRISE, INC.

AGENCY

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



ATTACHMENT B - PROJECT CHANGE ORDER TEMPLATE

Date:
Axon Product or Service:
Change Order Details

AXON ENTERPRISE, INC.

AGENCY

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 9, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Hae Won Ritche, P.E., Acting Public Works Director
Angelica Ali, Management Analyst

SUBJECT: Hold Public Hearing and Consider Adoption of a Resolution Approving an Increase to Rates for Solid Waste Collection Services Provided by Recology San Bruno, Effective July 1, 2026

BACKGROUND:

City of San Bruno's (City's) current Franchise Agreement (Agreement), effective January 1, 2023, with Recology San Bruno (Recology) governs the collection, transportation, and disposal of solid waste for the City. The Agreement established a structured rate-setting methodology that includes Detailed Rate Year adjustments, which rely on a comprehensive cost-of-service analysis every three years, and Interim Rate Year adjustments, which are based on the Consumer Price Index (CPI) and the costs of disposal, in the other years. Previous adjustments on January 1, 2023, July 1, 2023, and July 1, 2024, were amounts set in the Agreement. The adjustment on July 1, 2025 was determined by applying the Interim Rate Year adjustment, plus a special adjustment related to the change of Recology's disposal site. The Agreement provides for the first detailed rate adjustment to be implemented July 1, 2026, which is year four of the Agreement.

Recology submitted proposed rate adjustments to be effective July 1, 2026, in accordance with the Agreement's cost-of-service methodology for Detailed Rate Years. Consistent with past practice, the City retained R3 Consulting Group, Inc. (R3) to conduct an independent review of the rate application on behalf of the City.

R3's review included an evaluation of compliance with the Agreement's rate-setting methodology, assessment of operational costs and reasonableness, verification of financial data and calculations, and identification of any necessary adjustments. Following completion of its review, R3 recommended reducing the initially proposed rate increase from 7.47% to 6.91%. Recology San Bruno reviewed and agreed to the revised rate adjustment. Table 1 reflects the adjusted proposed rates to be effective July 1, 2026.

Table 1: Proposed Rate Adjustments

Customer Type	Effective Date July 1, 2026	Example Increase
Residential	6.91%	\$2.89 monthly increase for a 32-gallon residential cart
Commercial & Debris Box	6.91%	\$8.10 monthly increase for a 64-gallon commercial cart

On April 14, 2026, the City Council set a Rate Hearing for the proposed rates to be effective July 1, 2026 and to initiate the property owner notice and protest process required by Proposition 218. A public hearing is being held at tonight’s City Council meeting to consider any protests and to end the protest period.

DISCUSSION:

Recology initially proposed an overall rate increase of 7.47% effective July 1, 2026, based on the cost-of-service methodology established in the Franchise Agreement for Detailed Rate Years. The proposed adjustment reflects increased costs associated with providing solid waste services, including labor, fuel, disposal, and regulatory compliance requirements.

Consistent with prior Detailed Rate Year adjustments, the City retained R3 Consulting Group, Inc. (R3) to conduct an independent review of Recology’s rate application. Following completion of its review, R3 recommended reducing the proposed increase from 7.47% to 6.91%. Recology San Bruno reviewed and agreed to the revised rate adjustment.

Proposition 218 notices mailed to residential and commercial customers referenced the originally proposed 7.47% increase. Table 2 below provides examples of the adjusted residential, commercial, and debris box rates reflecting the revised 6.91% rate increase proposed to become effective July 1, 2026.

Table 2: Sample Monthly Fee Changes

Type	Current Rate FY 2025-26	Proposed Rate 6.91% July 1, 2026	Change
Residential			
16-gallon toter	\$26.47	\$28.30	\$1.83
20-gallon toter	\$32.45	\$34.69	\$2.24
32-gallon toter	\$41.85	\$44.74	\$2.89
64-gallon toter	\$83.71	\$89.49	\$5.78
96-gallon toter	\$125.55	\$134.23	\$8.68
Commercial			
64-gallon toter, 1 per week	\$117.15	\$125.25	\$8.10
1-yard container, 1 per week	\$245.94	\$262.93	\$16.99

Rate Adoption by Resolution

The Municipal Code Section 10.08.020 *Rates, fines, penalties, and fees for special services* provides that “The city council shall adopt rates or charges for municipal services, as needed, by resolution or ordinance.” Any charge for disposal of garbage and rubbish is defined as a municipal service under Section 10.08.010.B. City staff recommend that Council adopt the garbage rate increase by Resolution to reduce administrative and publishing costs, and the time required for the required rate increase.

San Mateo County – City Disposal Rate Comparison Solid waste collection and disposal rates vary among San Mateo County cities as listed in Table 3. Costs for service can depend upon the frequency of recycling collection, organics composting, ratio of residential and commercial customers, and unique operational constraints in some jurisdictions. Table 3 lists current (adjustments may be pending) monthly rates in 15 of the 18 nearby cities for a residential 32-gallon toter compared to the FY2026-27 proposed rate for the City of San Bruno.

Table 3: Comparative Rates – San Mateo County Agencies, as of May 2026

City	32g Rate	Serviced By
Hillsborough	\$75.15	Recology
Atherton	\$66.08	Greenwaste
Menlo Park	\$58.64	Recology
San Carlos	\$52.53	Recology
Pacifica	\$51.58	Recology
Belmont	\$49.66	Recology
Millbrae	\$46.92	SSF Scavenger
Brisbane	\$46.71	SSF Scavenger
South San Francisco	\$45.14	SSF Scavenger
Montara	\$45.56	Recology
San Mateo	\$45.93	Recology
San Bruno (Proposed)	\$44.74	Recology
Foster City	\$42.64	Recology
El Granada	\$37.42	Recology
Burlingame	\$38.62	Recology
Colma	Increase not available by time of report	Allied
Daly City	Increase not available by time of report	Allied
Half Moon Bay	Increase not available by time of report	Allied
Average (based on available rate data at time of reporting)	\$49.82	

Based on the available data at the time of reporting, the average monthly residential 32-gallon toter rate among the 15 comparable jurisdictions listed is \$49.82. San Bruno’s proposed residential 32-gallon monthly rate of \$44.74 remains below the average of comparable San Mateo County jurisdictions.

Protest Period and Timeline to Implement New Rates

Proposition 218 requires that residential and commercial property owners receive notice at least 45 days prior to the public hearing for a proposed rate increase. Following the hearing, the City Council may approve the proposed rates unless written protests are received from a majority of affected property owners.

Notices were mailed on April 24, 2026, to initiate the Proposition 218 notice and protest period. As of June 3, 2026, the City Clerk received seventeen (17) written responses, well below the majority protest threshold required to prevent approval of the proposed rates.

FISCAL IMPACT:

Recology will reimburse the City for direct costs incurred to manage the rate adjustment process, estimated at approximately \$15,000. These costs include preparation and mailing of Proposition 218 notices, staff time to prepare reports and respond to public inquiries, and coordination of the rate implementation process.

ENVIRONMENTAL IMPACT:

City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION:

Consider Adoption of a Resolution Approving an Increase to Rates for Solid Waste Collection Services Provided by Recology San Bruno, Effective July 1, 2026.

ALTERNATIVES:

Take no action. No action on the rates triggers Section 4.5.6 "Failure to Adjust Rates" of the Agreement.

ATTACHMENTS:

1. Resolution

RESOLUTION NO. 2026 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO APPROVING AN INCREASE TO RATES FOR SOLID WASTE COLLECTION SERVICES PROVIDED BY RECOLOGY SAN BRUNO, EFFECTIVE JULY 1, 2026

WHEREAS, a Franchise Agreement for Solid Waste Collection Services (the “Agreement”) with Recology San Bruno became effective on January 1, 2023; and

WHEREAS, the Agreement provides for a rate adjustment effective July 1, 2026, as shown in Exhibit A (the “Rates”), attached to this Resolution; and

WHEREAS, the City identified the parcels upon which the proposed Rates would be imposed and calculated the amount of the proposed Rates; and

WHEREAS, on April 24, 2026, the City Clerk caused a notice of the time and place of a public hearing on the proposed Rates to be mailed as required by Section 6 of Article XIID of the California Constitution (“Proposition 218”); and

WHEREAS, each notice described the amount of proposed Rates, the basis upon which the amount of the proposed Rates was calculated, the reason for the proposed Rates, and the date, time, and location of a public hearing on the proposed rates; and

WHEREAS, on June 9, 2026, the City Council conducted a public hearing on the proposed Rates and heard and considered all objections and protests thereto and at the close of the public hearing, the City Council determined that written protests had not been presented by a majority of owners of the identified parcels.

NOW, THEREFORE, BE IT RESOLVED THAT the San Bruno City Council hereby adopts the Rates, effective July 1, 2026, as shown in Exhibit A.

Exhibit A: Rates Effective July 1, 2026

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - ____** was introduced and adopted by the San Bruno City Council at a regular meeting on June 9, 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Lupita Huerta, City Clerk

Exhibit A

**Recology San Bruno's
Solid Waste Rates
Effective July 1, 2026**

Description	Current Monthly Rate Effective 7/1/25	Monthly Rate Increase Effective 7/1/26
Residential (1-3 Units)		
Weekly Refuse and Recycling Services includes		
Bi weekly 96 Gallon Toter Waste Service		
Toter - 16 gallon	\$26.47	\$28.30
Toter - 20 gallon	\$32.45	\$34.69
Toter - 32 gallon	\$41.85	\$44.74
Toter - 64 gallon	\$83.71	\$89.49
Toter - 96 gallon	\$125.55	\$134.23
Low Income 32 gallon	\$31.40	\$33.57
Each additional 32 gallon	\$41.85	\$44.74
Additional 96 gallon green waste	\$12.65	\$13.52
Extra bag service	\$19.67	\$21.03
Bin Buddy Strap Replacement		
Multi-Unit Residential (4+ units)		
Weekly refuse and Specialized Recycling Services		
Bins, Cans & Carts (4-99 units)	\$41.85	\$44.74
Bins (100+ units)	\$39.76	\$42.51
Bin Rental - 1 yard	\$52.66	\$56.30
Bin Rental - 2 yard	\$61.08	\$65.30
Inside Pull-Out Service		
0-25 feet	\$13.22	\$14.13
Excess Disposal/Overflowing Container Penalty		
Service charge/penalty for excess disposal/overflowing container per occurrence		
	\$21.51	\$23.00
Key/Lock Service		
Additional monthly charges of the following will be applied on each use of a key (including key, keypad, combination lock, automatic door opener, or any other entry mechanism) that is required to open a lock or to enter or leave the premises:		
1 per week	\$15.12	\$16.16
2 per week	\$30.26	\$32.35
3 per week	\$45.40	\$48.54
4 per week	\$60.53	\$64.71
5 per week	\$75.66	\$80.89
Saturday	\$22.69	\$24.26

**Recology San Bruno's
Solid Waste Rates
Effective July 1, 2026**

Description	Current Monthly Rate Effective 7/1/25	Monthly Rate Increase Effective 7/1/26
Debris Boxes		
Delivery and pick up included		
4 yard mini (per day)	\$303.29	\$324.25
6 yard mini (per day)	\$383.14	\$409.61
7 yard debris (1-5 business days)	\$734.31	\$785.05
16 yard debris (1-5 business days)	\$814.06	\$870.31
20 yard debris (1-5 business days)	\$893.92	\$955.69
25 yard debris (1-5 business days)	\$1,117.34	\$1,194.55
30 yard debris (1-5 business days)	\$1,296.12	\$1,385.68
Debris Box Hold-overs (after 5th day)	<i>10% of rate/day</i>	<i>10% of rate/day</i>
Compacted Garbage (per Yard)	\$90.95	\$97.23
Saturday Pick-ups at 150% of rate		
Commercial - Regular Toters		
Weekly Refuse and Specialized Recycling Services		
32 gallon	\$58.61	\$62.66
64 gallon	\$117.15	\$125.25
96 gallon	\$175.76	\$187.91
Saturday Pick-ups at 150% of rate		
Commercial - Organics Toters		
Weekly Refuse and Specialized Recycling Services		
32 gallon	\$43.96	\$47.00
64 gallon	\$87.92	\$94.00
96 gallon	\$131.88	\$140.99
Saturday Pick-ups at 150% of rate		
Contaminated Commercial Organics and/or Recycling		
32 gallon	\$13.52	\$14.45
64 gallon	\$27.03	\$28.90
96 gallon	\$40.56	\$43.36
1 Yard	\$56.76	\$60.68
2 Yard	\$113.45	\$121.29
3 Yard	\$158.06	\$168.98
4 yard	\$194.70	\$208.15
6 yard	\$267.82	\$286.33
Overflow for commercial garbage (per yard)	\$56.76	\$60.68
Overflow for commercial organics	\$42.57	\$45.51
Contaminated Residential Organics and/or Recycling		
32 gallon	\$21.67	\$23.17
64 gallon	\$43.34	\$46.33
96 gallon	\$65.01	\$69.50

**Recology San Bruno's
Solid Waste Rates
Effective July 1, 2026**

Commercial Container Monthly Rates - Current Effective 7/1/25					
P/U per Week	1 yd	2 yd	3 yd	4 yd	6 yd
1 x per	\$245.94	\$491.69	\$685.15	\$843.64	\$1,160.74
2 x per	\$491.86	\$983.32	\$1,370.28	\$1,687.29	\$2,321.48
3 x per	\$737.81	\$1,475.02	\$2,055.42	\$2,530.89	\$3,482.19
4 x per	\$983.75	\$1,966.69	\$2,740.57	\$3,374.55	\$4,642.93
5 x per	\$1,229.67	\$2,458.38	\$3,425.70	\$4,218.18	\$5,803.67
Sat. p/u	\$368.90	\$737.50	\$1,027.69	\$1,265.45	\$1,741.10
Extra p/u	\$56.76	\$113.45	\$158.06	\$194.70	\$267.82
Bin Rental	\$58.01	\$67.30	\$73.43	\$78.78	\$84.58
Commercial Container Organics Monthly Rates - Current Effective 7/1/25					
P/U per Week	1 yd	2 yd	3 yd	4 yd	6 yd
1 x per	\$184.43	\$368.73	\$513.88	\$632.74	\$870.56
2 x per	\$368.93	\$737.48	\$1,027.74	\$1,265.50	\$1,741.10
3 x per	\$553.39	\$1,106.18	\$1,541.59	\$1,898.23	\$2,611.62
4 x per	\$737.82	\$1,474.91	\$2,055.46	\$2,530.98	\$3,482.15
5 x per	\$922.26	\$1,843.66	\$2,569.32	\$3,163.79	\$4,352.71
Sat. p/u	\$276.67	\$553.13	\$770.79	\$949.13	\$1,305.82
Extra p/u	\$42.57	\$85.08	\$118.56	\$146.02	\$200.89
Bin Rental	\$43.47	\$50.49	\$55.07	\$59.08	\$63.46

Commercial Container Monthly Rates - Effective 7/1/26					
P/U per Week	1 yd	2 yd	3 yd	4 yd	6 yd
1 x per	\$262.93	\$525.67	\$732.49	\$901.94	\$1,240.95
2 x per	\$525.85	\$1,051.27	\$1,464.97	\$1,803.88	\$2,481.89
3 x per	\$788.79	\$1,576.94	\$2,197.45	\$2,705.77	\$3,722.81
4 x per	\$1,051.73	\$2,102.59	\$2,929.94	\$3,607.73	\$4,963.76
5 x per	\$1,314.64	\$2,628.25	\$3,662.42	\$4,509.66	\$6,204.70
Sat. p/u	\$394.39	\$788.46	\$1,098.70	\$1,352.89	\$1,861.41
Extra p/u	\$60.68	\$121.29	\$168.98	\$208.15	\$286.33
Bin Rental	\$62.02	\$71.95	\$78.50	\$84.22	\$90.42
Commercial Container Organics Monthly Rates - Effective 7/1/26					
P/U per Week	1 yd	2 yd	3 yd	4 yd	6 yd
1 x per	\$197.17	\$394.21	\$549.39	\$676.46	\$930.72
2 x per	\$394.42	\$788.44	\$1,098.76	\$1,352.95	\$1,861.41
3 x per	\$591.63	\$1,182.62	\$1,648.11	\$2,029.40	\$2,792.08
4 x per	\$788.80	\$1,576.83	\$2,197.49	\$2,705.87	\$3,722.77
5 x per	\$985.99	\$1,971.06	\$2,746.86	\$3,382.41	\$4,653.48
Sat. p/u	\$295.79	\$591.35	\$824.05	\$1,014.71	\$1,396.05
Extra p/u	\$45.51	\$90.96	\$126.75	\$156.11	\$214.77
Bin Rental	\$46.47	\$53.98	\$58.88	\$63.16	\$67.85

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**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 9, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre

PREPARED BY: Brian Adam, Assistant to the City Manager

SUBJECT: Receive Report on the Fiscal Year 2026-27 San Bruno Community Foundation Operating Budget

BACKGROUND:

The San Bruno Community Foundation (SBCF) is the Not-for-Profit organization created by the San Bruno City Council to invest, manage and expend the restitution settlement of \$70 million in cash and real property that the City of San Bruno received from PG&E after the natural gas pipeline explosion in San Bruno's Crestmoor neighborhood.

Under Article XVI (section c) of the Foundation's Bylaws, approval of the SBCF's annual budget by the City Council is required.

DISCUSSION:

On June 3, 2026, the SBCF adopted their annual budget. The attached SBCF staff report and budget describes all of the line items in the SBCF budget including:

1. Foundation's Overall Financial Picture;
2. Foundation's Budgeting Principles;
3. Foundation's Fiscal Year 2026-27 Expenses; and,
4. Foundation's Fiscal Year 2026-27 Funds Available for Operations

At the June 9th City Council meeting, the SBCF Executive Director, Leslie Hatamiya, will provide a presentation to the City Council on the SBCF's proposed budget and will be available to answer any questions.

If approved, the San Bruno City Council will consider adoption of the budget at the June 23, 2026, City Council meeting.

FISCAL IMPACT:

There is no fiscal impact associated with receiving this report.

ENVIRONMENTAL IMPACT:

There is no environmental impact. The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION:

Receive Report on the Fiscal Year 2026-27 San Bruno Community Foundation Operating Budget.

ALTERNATIVES:

Provide direction to the SBCF regarding the budget line items.

ATTACHMENTS:

1. San Bruno Community Foundation Budget Staff Report and Budget

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Memorandum

DATE: May 28, 2026

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: SBCF Budget and Transfer from the Strategic Pool to the Liquidity Pool for Fiscal Year 2026-2027

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 2025-2026 fiscal year, I will present the 2026-2027 budget to the Board for approval at the June 3, 2026, Board meeting. If the Board approves the budget, I am scheduled to present the budget to the City Council at its regular meeting on June 9 and the City Council will take formal action of approval at its regular meeting on June 23.

More than a year ago, at its May 7, 2025, meeting, the Board updated the Foundation's program and investment strategies to spend down the bulk of the Foundation's remaining total net assets at the end of the current fiscal year in the near-to-mid-term on at least one large legacy project and wind down all other programs; identified a new Fire Station No. 52 as the Foundation's top choice for the legacy project to receive most of the total net assets earmarked for legacy projects; directed the discontinuation of all other programs, including the Crestmoor Scholarship and the Community Grants Fund, at the end of the current fiscal year; directed the Ad Hoc Committee on Strategic Planning to review the Foundation's Program Strategy Framework and recommend any needed updates to reflect these changes in strategy; directed the Investment Committee to review the Foundation's Investment Policy Statement and Investment Operating Plan and recommend any needed updates to both documents to reflect these changes in strategy; and directed the Executive Director to review staffing needs and begin trimming operating expenses, as appropriate, in the fiscal year 2025-2026 budget to reflect these changes in strategy. The fiscal year 2025-2026 budget that the Board and City Council approved in June 2025 incorporated the approved strategy changes and the associated adjustments in staffing needs and operating expenses.

The fiscal year 2026-2027 budget being presented to the Board at this time continues to follow the strategy decisions the Board approved in May 2025. The 2026-2027 budget is, in most respects, very similar to the 2025-2026 budget. In the past year, the Board has approved two sets of legacy projects: (1) \$1,952,400 in strategic grant funding for permanent lighting as part of the Crestmoor Fields Project, and (2) \$2 million transferred to the Quasi-Endowment

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earmarked for the San Bruno Park School District's Outdoor Education Program, with annual grants utilizing Quasi-Endowment payout to support the program beginning in the 2027-2028 fiscal year, and strategic grant funding of \$160,000 to fund the program in 2025-2026 and 2026-2027. As the City continues to work on acquiring its desired site for a new Fire Station No. 52, a 1.3-acre parcel currently owned by Caltrans, the Foundation Board has yet to formally approve any grant funding for that legacy project. The City has also expressed potential interest in seeking Foundation support for a small number of other possible legacy projects, including renovations at the San Bruno Senior Center. The 2026-2027 budget was created with the assumption that the Foundation will continue to function in roughly the same fashion and with the same level of staffing at least until all remaining final legacy projects are identified and approved.

1. SBCF's Overall Financial Picture

Before I provide a detailed account of the FY2026-2027 budget, I think it is instructive to review the overall financial health of the organization. The following chart provides a high-level 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)	
Total Initial Assets	\$70.5 million
Total Investment Value Added as of 4/30/2026	+\$25.5 million
Total Donations and Other Income as of 4/30/2026	+\$1.9 million
Total Funds Disbursed as of 4/30/2026	-\$64.6 million
Total Assets as of 4/30/2026	\$33.3 million
Total Liabilities as of 4/30/2026	-\$6.3 million
Total Net Assets as of 4/30/2025	\$27.0 million
Total Net Assets Not Including Outdoor Ed Quasi-Endowment as of 4/30/2026	\$24.9 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 previously transferred to the Foundation to cover our expenses from inception through May 2016. Total investment value added is the investment gains made by the investment portfolio (the funds managed by Sand Hill). Note that total investment value added fluctuates based on the current value of the Foundation's investment portfolio, and market volatility due to federal economic and tariff policies as well as the conflict in Iran has recently caused this number to fluctuate. Donations

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and other income have flowed through our operating accounts but are not reflected in our investment portfolio. Total funds disbursed include grant and scholarship payments disbursed thus far, as well as operating expenses paid out since the Foundation's creation. Total liabilities are operating and program expenses that the Foundation has incurred but not yet paid out. Total net assets equal total assets minus total liabilities. As the Board created a Quasi-Endowment designated specifically for the SBPSD Outdoor Education Program as a legacy project, total net assets not including the designated Quasi-Endowment is also presented.

Although we remain in a period of market volatility, the Foundation's overall financial health remains strong. As of April 30, 2026, the Foundation's total assets (including the Outdoor Education Quasi-Endowment) were \$33,250,967, with total liabilities of \$6,288,511, total net assets of \$26,962,456, and total net assets not including the Outdoor Education Quasi-Endowment of \$24,853,007.

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 investment portfolio, the Foundation's budget is expense-driven. Our budgeted "income" consists primarily of transfers from our investment assets to our operating budget to cover our cash needs during the fiscal year, along with a relatively small cohort of donations and other income. 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 funds available for operations (\$10,191,598) in the FY2026-2027 budget far exceed expenses (\$5,398,580) 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. FY2026-2027 Expenses

We have three main categories of expenses: Direct Program Expenses, Personnel Expenses, and Non-Personnel Support Costs. As a reminder, grant and scholarship commitments are recorded

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as expenses at the time grant agreements are executed and scholarships are awarded (but not necessarily paid out). We are currently projecting total expenses of \$5,398,580.

a. Direct Program Expenses

- Strategic Grants: This line is budgeted at \$5 million as a placeholder. Under the updated strategy to focus on a small number of legacy projects with the bulk of the Foundation's remaining net assets, these funds could be used to fund the first grant related to the Fire Station No. 52 project or another final legacy project, such as renovations to the Senior Center. It is also possible that strategic grants for the Fire Station project or other legacy projects could exceed \$5 million, as there is currently more than \$18 million remaining for such projects based on the current value of the Foundation's investment portfolio.

As a reminder, all strategic grants require specific Board approval, not just inclusion in the budget. Decisions on specific strategic grants will take place as proposals are vetted during the course of the year.

b. Direct Personnel Expenses

- Salaries & Wages: This line reflects the Executive Director's current salary. While the final legacy projects continue to be identified, researched, and approved, the Board intends to maintain the position as full-time. Although it may make sense to reduce the Executive Director position to part-time as part of the wind-down process and such reduction could take place before the end of FY2026-2027, the position is being budgeted as full-time.
- Payroll Taxes & Benefits: This line reflects payroll taxes, workers compensation insurance premiums, and employee benefits for the fiscal year. Benefits include retirement plan contributions, life insurance, and personal time off. This year, this line also includes funds that may be needed to cover a former employee's unemployment insurance claim recently filed with the California Employment Development Department, and this is the reason the budget for this line exceeds the projected year-end total for 2025-2026. Due to its nonprofit status, small staff size, and ample assets, SBCF elected to become a "reimbursable employer." As such, SBCF does not pay a regular state unemployment tax based on its taxable payroll and experience rating, and if and when a former employee successfully claims unemployment, the state bills SBCF for the exact dollar amount of those benefits.

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Although originally offered, the Executive Director has not received health insurance benefits from the Foundation since she was hired in 2015. Due to a recent change in her health insurance situation, the Board may consider adjusting her compensation package to include health insurance benefits in 2027. If she begins receiving health insurance benefits from the Foundation at some point during FY2026-2027, actual payroll taxes and benefits may exceed the budgeted amount.

Total Personnel Expenses are budgeted to slightly decrease (\$786) from the year-end projected level for 2025-2026, which included costs related to the phase out of the Program Manager position.

c. Non-Personnel Support Costs

The total budget for non-personnel support costs (\$135,162) is slightly lower than the FY2026-2027 budget (\$137,420) and higher than the projected year-end figure for the current fiscal year (\$116,048). Although we are likely to experience some decrease in operating costs as the Foundation continues its wind-down, some costs are nevertheless rising due to inflation. The budget estimates are based on FY2025-2026 actual costs and allow for some cushion, especially for those expenses where there can be some variance from year to year. For example, Legal Fees is the largest non-personnel support cost line item, yet it can be the most challenging to predict, as the need for the services of outside counsel can fluctuate widely depending on whether conflict of interest issues arise, there are legislative or regulatory changes that affect the Foundation, more complex grant arrangements require the assistance of counsel, or other unexpected legal issues develop.

- Occupancy: Under current audit standards, the expense for office rent is based on one year of the average monthly rent under the current office lease (\$1,290.25 per month). The current lease runs through March 31, 2030, which should roughly coincide with the wind down of the Foundation once all grant and scholarship payments are disbursed and final reporting obligations are completed.
- Insurance: This line is based on the Foundation's current commercial general liability, property, auto, cyber, directors and officers liability, and crime insurance policies, which have an annual renewal date of March 21. I have added an extra \$1,000 in case we experience any premium increases upon renewal in 2027.
- Telecommunications: This line includes continuation of cell phone expenses for the Executive Director (\$650), broadband Internet access for the office, and the office

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- landline (\$1,200 for Internet and landline combined). The transition from San Bruno CityNet Services to AT&T for Internet and landline services last summer resulted in a modest increase in rates (\$96 vs. \$88 per month), along with significantly increased Internet speeds.
- Postage & Shipping: This line includes office postage (\$780) as well as the projected postage required for the fall Annual Report mailing (nonprofit rate) to all San Bruno addresses (\$2,500). The budgeted postage costs for the Annual Report mailing are based on actual 2025 costs. Actual office postage costs typically come in under budget.
 - Marketing & Communications: The largest items in this line are the projected printing (\$12,000) and graphic design (\$650) costs associated with the Annual Report, with a small allowance for increased rates due to inflation. This line also includes website and e-newsletter costs (\$470) and holiday cards (\$300).
 - Office Supplies and Equipment: This line includes \$100 monthly for office supplies (down from \$120 per month in the 2025-2026 budget) and \$1,215 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 11 years).
 - Legal Fees: This line includes \$9,360 for our outside nonprofit counsel, NEO Law Group (budgeted at 1.2 hours per month at an increased rate vs. 1.5 hours per month in 2025-2026), and \$31,200 for our outside municipal law counsel, Shute, Mihaly & Weinberger, LLP (budgeted at eight hours per month, which is the same as in 2025-2026). We typically come in under budget on this line, but as mentioned above, I like to include a cushion in the event that any unexpected or particularly challenging issues requiring legal assistance arise.
 - Accounting & Payroll Fees: Payroll fees (\$1,200) are based on the current arrangement with our payroll vendor (Intuit QuickBooks). For audit and tax preparation services, \$11,700 is budgeted, per the Foundation's contract with Novogradac & Company. In addition to \$850 for QuickBooks accounting software, \$19,008 is included for the accounting consultant/full charge bookkeeper, which is 80 percent of the contract maximum, as our accounting needs have decreased with the wind down of the Crestmoor Scholarship and Community Grants Fund.

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- Other Consultants: This line includes \$3,775 (approximately two hours/month) for the IT consultant (based on significantly decreased usage and the terms of our professional services agreement). As we no longer offer the Community Grants Fund and the Crestmoor Scholarship, our IT support needs continue to be much lower than in 2024-2025 and earlier, and it is likely that this line will come in under budget.
- Travel, Meetings & Conferences: This line includes the expenses for 10 Board meetings in one-half of the RAC Community Room; although the Board is scheduled to meet monthly, it typically cancels at least two, if not more, meetings each year. (In 2025-2026, the Board met seven times.) This line also includes \$650 for one Zoom Pro subscription and one Zoom webinar subscription 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 Thrive: Alliance of Nonprofits and the California Association of Nonprofits), bank fees, online news subscriptions, Board and partner recognition, and government/agency taxes and fees.

Total Non-Personnel Support Costs are budgeted \$2,258 lower than the 2025-2026 budgeted amounts and \$19,114 higher than the 2025-2026 year-end projection. Budgeted amounts operate as ceilings, and I am very cost-conscious in all purchasing decisions, so that actual costs often turn out to be lower than the budget projections. Please note that in the current fiscal year (2025-2026), actual Non-Personnel Support Costs are projected to be 15.6% lower than the budgeted amount.

It is also worth noting that the FY2026-2027 budgeted expenses continue to reflect cost-savings in all three expense categories experienced in the current fiscal year as a result of the strategy changes the Board approved in May 2025 to wind down the Community Grants Fund and Crestmoor Scholarship programs and focus on a small number of final legacy projects. In FY2024-2025, the final year of offering Community Grants and Crestmoor Scholarships, Personnel and Non-Personnel Support Costs totaled \$439,981, compared with \$398,580 budgeted for FY2026-2027, a decrease of more than \$41,000.

4. FY2026-2027 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

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for the fiscal year. Cash needs for Personnel Expenses and Non-Personnel Support Costs are estimated at \$398,067, under the assumption that all budgeted Personnel Expenses and Non-Personnel Support Costs will be paid out during the fiscal year.¹ Projected cash needs for Program Disbursements (total of \$11,705,526) are as follows:

Crestmoor Scholarship	
2024 Scholars	\$30,000
2025 Scholars	\$30,000
Total Crestmoor Scholarship	\$60,000
Strategic Grants	
Narita Sister City Grants (year 3 payments)	\$28,000
RAC Startup Programming and Outreach Grant (budgeted year 2 payment)	\$1,165,126
Crestmoor Fields Project Grant (total approved amount, including lights)	\$5,352,400
Outdoor Education Grant (year 2 payment)	\$100,000
Miscellaneous Strategic Grants (budgeted)	\$5,000,000
Total Strategic Grants	\$11,645,526

Please note that cash needs for Strategic Grants are estimated as maximums and likely to come in below the budgeted amounts. With regard to the RAC Startup Programming and Outreach Grant, City staff have indicated that eligible expenses are likely to be substantially below the year 2 budgeted amount and that the City may request an extension of the grant period and/or an expansion of the grant purposes, so it is likely that the grant payment for that grant will be lower than budgeted. The timing of funds needed to make grant payments for the Crestmoor Fields Project is challenging to predict, and it is likely that cash needs will be below the budgeted amount. And even if additional legacy project grants are approved in 2026-2027 (budgeted at \$5 million), it is possible that only a portion of the grant awards would be paid out during the fiscal year.

Total cash needs for 2026-2027 are estimated at \$12,103,593. This figure, after adjustment for the residual 2025-2026 cash balance, drives the Foundation's Funds Available for Operations in 2026-2027 of \$10,191,598.

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

¹ The one exception is for office rent. The amount expensed is the average rent per month over the life of the lease times 12 months, or \$15,483. However, the amount that will be paid out from July 2026 to June 2027 is \$14,970.

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a. Operating Income

At this time, projected Operating Income is zero (\$0):

- Donations: There are no firm commitments for donations, but we may receive such donations during the year.
- Miscellaneous Income: Miscellaneous income is typically unexpected income that arises, such as the return of some or all of a grant payment that was expensed in a previous fiscal year.

b. Transfers from Investments

Since the Board's decision in June 2025 to redesignate all funds in the Quasi-Endowment to the Strategic Pool, the Foundation's available funds will primarily come from transfers from the Strategic Pool to the Liquidity Pool. The new Quasi-Endowment Pool, which was funded with \$2 million in March, is specifically earmarked for the San Bruno Park School District Outdoor Education Program and is not to be used to fund other program or support costs.

- Strategic Pool: All funds needed to cover the Foundation's cash needs in 2026-2027 (\$10,191,598) are budgeted to come from the Strategic Pool.
- Outdoor Education Quasi-Endowment Pool: When the Board approved a transfer of \$2,000,000 from the Strategic Pool to the Quasi-Endowment specifically earmarked for the SBPSD Outdoor Education program, it stated that the Foundation would award an annual grant of approximately \$100,000 adjusted for inflation from Quasi-Endowment payout beginning in FY2027-2028. The Board also approved an additional strategic grant to the San Bruno Education Foundation in an amount not to exceed \$160,000 to support the Outdoor Education program for the 2025-2026 and 2026-2027 school years. As a result, the 2026-2027 Outdoor Education grant will be paid out using funds transferred from the Strategic Pool, and there will be no payout from the Quasi-Endowment in FY2026-2027.

As in past years, the attached budget resolution would give the Executive Director the discretion to manage the transfer from the Strategic Pool account, including the discretion to divide the transfer 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 amount as circumstances may warrant. Thus, the Executive Director can wait to transfer funds from the

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Strategic Pool to cover any strategic grants until such grants are approved and/or grant payments are due.

5. Budget Resolution

The attached resolution, which I recommend the Board adopt, authorizes three actions. It: (a) approves the FY2026-2027 budget; (b) approves a transfer from the Strategic Pool to the Liquidity Pool as part of the FY2026-2027 budget; and (c) directs the Executive Director to submit the FY2026-2027 budget to the San Bruno City Council for consideration and approval. It also gives the Executive Director the discretion to manage the transfer from the Strategic Pool account, including the discretion to divide the transfer 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, based on the Foundation's cash flow needs.

Attachments:

1. Resolution (a) Approving Fiscal Year 2026-2027 Budget, (b) Approving Transfer from the Strategic Pool Investment Account to the Liquidity Account for Fiscal Year 2026-2027, and (c) Directing the Executive Director to Submit the Fiscal Year 2025-2026 Budget to the San Bruno City Council for Consideration and Approval
2. Exhibit A: 2026-2027 Proposed Budget

RESOLUTION NO. 2026-342

RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION (A) APPROVING FISCAL YEAR 2026-2027 BUDGET, (B) APPROVING TRANSFER FROM THE STRATEGIC POOL INVESTMENT ACCOUNT TO THE LIQUIDITY ACCOUNT FOR FISCAL YEAR 2026-2027, AND (C) DIRECTING THE EXECUTIVE DIRECTOR TO SUBMIT THE FISCAL YEAR 2026-2027 BUDGET TO THE SAN BRUNO CITY COUNCIL FOR CONSIDERATION AND APPROVAL

WHEREAS, the San Bruno Community Foundation's next fiscal year will begin on July 1, 2026, 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 2026-2027 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, 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 with investment adviser Sand Hill Global Advisors (SHGA), which provides pool-specific operating guidelines for payout or other withdrawals, 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 \$10,191,598 from the Strategic Pool to the Liquidity Pool may be needed to cover the Foundation’s operating expenses as well as its scholarship and grant obligations for the 2026-2027 fiscal year; and

WHEREAS, consistent with past practice, the Board recommends that the Executive Director have the discretion to manage the transfers from the Strategic Pool to the Liquidity Pool, 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 2026-2027 Foundation budget attached as Exhibit A.

FURTHER BE IT RESOLVED that the Board of Directors approves a transfer from the Strategic Pool account to the Liquidity Pool account of \$10,191,598 to cover operating expenses and scholarship and grant obligations for the 2026-2027 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 directs the Executive Director to submit the fiscal year 2026-2027 budget to the San Bruno City Council for consideration and approval.

Dated: June 3, 2026

ATTEST:



Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2026-342 was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 3rd day of June, 2026, by the following vote:

AYES: Board members: Netane-Jones, Ruane, Gomez, Inglima

NOES: Board members: None

ABSENT: Board members: Wong, Franzella, Perry

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2026-2027 Budget

	<u>2025-26 Budget</u>	Apr 2026 <u>Actual</u>	May-Jun 2026 <u>Projected</u>	Projected <u>2025-26</u>	<u>Proposed 2026-27 Budget</u>	Change vs. <u>2025-26 Actual</u>
INCOME						
1 Donations	-	101,940	1,000	102,940	-	(102,940)
2 Miscellaneous Income	-	-	-	-	-	-
3 Subtotal Operating Income	-	101,940	1,000	102,940	-	(102,940)
4 Transfers from Quasi Endowment - Outdoor Ed	-	-	-	-	-	-
5 Transfers from Strategic Pool	9,525,348	2,500,000	-	2,500,000	10,191,598	7,691,598
6 Subtotal Transfers from Investments	9,525,348	2,500,000	-	2,500,000	10,191,598	7,691,598
7 FUNDS AVAILABLE FOR OPERATIONS	9,525,348	2,601,940	1,000	2,602,940	10,191,598	7,588,658
EXPENSES						
8 Strategic Grants	5,000,000	160,000	1,952,400	2,112,400	5,000,000	2,887,600
9 Subtotal Direct Program Expenses	5,000,000	160,000	1,952,400	2,112,400	5,000,000	2,887,600
10 Salaries & Wages	226,207	189,839	36,368	226,207	218,207	(8,000)
11 Payroll Taxes & Benefits	33,058	31,416	6,581	37,997	45,211	7,214
12 Subtotal Direct Personnel Expenses	259,265	221,255	42,949	264,204	263,418	(786)
13 Occupancy	15,483	12,902	2,581	15,483	15,483	-
14 Insurance	13,590	10,065	1,745	11,810	11,471	(339)
15 Telecommunications	2,100	1,440	310	1,750	2,050	300
16 Postage & Shipping	3,040	2,863	120	2,983	3,280	297
17 Marketing & Communications	13,855	12,143	100	12,243	13,920	1,677
18 Office Supplies and Equipment	2,600	1,266	466	1,732	2,415	683
19 Legal Fees	41,332	26,847	4,950	31,797	41,560	9,763
20 Accounting & Payroll Fees	32,955	27,281	3,070	30,351	33,258	2,907
21 Other Consultants	3,775	472	1,000	1,472	3,775	2,303
22 Travel, Meetings & Conferences	6,140	2,822	1,750	4,572	5,150	578
23 Miscellaneous	2,550	1,555	300	1,855	2,800	945
24 Subtotal Non-Personnel Support Costs	137,420	99,656	16,392	116,048	135,162	19,114
25 TOTAL EXPENSES	5,396,685	480,911	2,011,741	2,492,652	5,398,580	2,905,928
26 NET SURPLUS	\$ 4,128,663	\$ 2,121,029	(2,010,741)	\$ 110,288	\$ 4,793,018	\$ 4,682,730



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Nick Pegueros, Chief Financial Officer
Ashley Crociani, Management Analyst
Ana Morales, Management Analyst

SUBJECT: Receive the Fiscal Year 2026-27 (FY27) City Manager's Recommended Budget and Provide Direction for Preparation of the City Council Adopted Budget Which is Scheduled for Final Approval on June 23, 2026

BACKGROUND:

San Bruno Municipal Code Section 2.12.060.H requires the City Manager to prepare and submit to the City Council an annual budget for their review and approval. With the City's fiscal year beginning July 1st, this agenda item formally transmits the Fiscal Year 2026-27 (FY27) City Manager's Recommended Budget (FY27 Recommended Budget) for presentation, discussion, and direction.

Overall, the General Fund is balanced and the overall budget, including all General, Special, Capital, Enterprise, and Internal Service Funds is a balanced \$281 million proposed spending plan for the coming year. At the conclusion of this review, City staff will compile the Draft City Council Adopted Budget reflecting any changes directed by the Council for final approval at their June 23, 2026 meeting following a public hearing.

DISCUSSION:

The FY27 Recommended Budget transmittal message was published on May 8 and has been updated since with complete operating and capital budgets. The document is available online on the City of San Bruno's website: <https://www.sanbruno.ca.gov/250/Finance>. A printed copy of the document is available for review at the San Bruno City Clerk's Office and Library.

The document reflects City Council input and direction provided at multiple public meeting agenda items, each serving as a critical building block to developing the balanced budget. Key FY27 Budget milestones are outlined in Table 1.

Table 1. Key FY27 Budget Milestones

Date	Action
1/27/26	Joint City Council/Planning Commission Session to Receive Introduction to the Land Use, Housing, and Economic Development Initiative (<i>Subsequently approved as a City Council Priority Initiative “Elevate San Bruno – Long Range Economic Development”</i>)
1/30/26	City Council Goal Setting Retreat: 1. Receive Preliminary General Fund Forecast 2. Update on FY26 and Carried Over Council Strategic Initiatives, FY26-Q3
2/10/26	1. City Council adoption of FY27 Budget Principles and Priority Initiatives 2. Ratification of Memorandum of Understanding with Fire Unit through December 31, 2028
2/19/26	Revenue Measure Oversight Committee Meeting - Staff recommended FY27 Measure G spending plan
2/24/26	1. Ratification of Memorandum of Understanding with Teamsters Miscellaneous Unit through December 31, 2028 2. Ratification of Memorandum of Understanding with Teamsters Mid-Management Unit through December 31, 2028 3. Receive the Fiscal Year 2025-26 General Fund Mid-Year Financial Update 4. Receive 2025 Technology Assessment Report
3/24/26	1. Study Session on City Council Priority Initiatives a. Downtown Beautification Planning b. Street Sweeping Program Analysis 2. City Council received input from the Revenue Measure Oversight Committee
4/14/26	1. Study Session on City Council Priority Initiative: Safe San Bruno – Traffic Safety and Crime Hotspot Improvement program (<i>Council removed this item from FY27 priority initiatives</i>) 2. Mid-Year Financial Update and Consider Adoption of a Resolution Amending the Fiscal Year 2025-26 Budget 3. Eligible Project List for Fiscal Year 2026-27 to 2030-31 for Development Impact Fee Funds and Affordable Housing Fund 4. Direction on City Council priority initiatives: a. Street Sweeping Program Review b. Downtown Improvement Initiative
4/28/26	Study Session - Receive the Fiscal Year 2026-27 Budget Preview and Forecast
5/8/26	Budget Transmittal Letter published
5/12/26	Ratification of Memorandum of Understanding with Police Unit through June 30, 2029
5/15/26	Budget Book published
5/22/26	CIP Budget published
5/26/26	California Assembly Bill 2561, Public Hearing Regarding the Status of Vacancies, Recruitment and Retention Efforts
6/3/26	City Manager’s Budget Workshop
6/9/26	Presentation to City Council on the City Manager’s Recommended FY27 Budget and provide direction for preparation of the City Council Adopted Budget
6/16/26	Planning Commission General Plan Conformance Adoption
6/23/26	Hold Public Hearing on the FY27 CIP budget and adopt enabling budget resolutions

FY27 Recommended Budget

The FY27 Recommended Budget reflects a balanced operating budget that aligns available resources with current service levels, City Council priorities, and organizational capacity. The overall FY27 Recommended Budget includes approximately \$281 million in proposed expenditures and transfers across all General, Special Revenue, Capital, Enterprise, and Internal Service Funds. The General Fund, which supports many of the City's core services including police and fire protection, parks and recreation programs, library services, senior services, street maintenance, and administrative functions, is balanced with approximately \$75.4 million in projected revenue and \$75.2 million in expenditures.

Development of the FY27 Recommended Budget occurred amid ongoing fiscal challenges and uncertainty surrounding external factors impacting local government revenues. As outlined in the FY27 Budget Transmittal, prior to budget balancing measures, the General Fund reflected an estimated \$3.0 million structural deficit largely associated with reductions to Property Tax In-Lieu of Vehicle License Fee (VLF) revenue. In response, staff undertook a series of budget balancing measures intended to maintain fiscal stability while preserving essential City services and minimizing impacts to the community where feasible.

The FY27 Recommended Budget incorporates operational efficiencies, expenditure controls, cost recovery opportunities, and organizational adjustments to align spending with available resources. Departments reviewed operating expenditures to identify efficiencies and opportunities to constrain non-personnel cost growth while maintaining service delivery levels where possible. Additional efforts focused on increasing cost recovery in service areas where appropriate and evaluating existing programs and operations to improve long-term sustainability. Notable actions reflected in the Recommended Budget include the transfer of Code Enforcement to the Community Development Department, which shifts a portion of program funding from the General Fund to the Community Development Special Revenue Fund; expanded recovery of fire inspection costs through the Deputy Fire Marshal's administration of the High Fire Hazard Severity Zone inspection program; and targeted reductions in non-essential operating expenditures in the Community Services and Police Departments.

The FY27 Recommended Budget also reflects staffing adjustments identified through the budget development process. Staff evaluated vacancies, operational capacity, and service impacts in developing recommendations intended to achieve a balanced budget while recognizing organizational limitations and workload demands. The Recommended Budget removes 8.0 vacant full-time equivalent (FTE) positions from the General Fund, including 1.0 Management Analyst in the City Manager's Office, 1.0 Management Analyst in Information Technology, 3.0 Firefighters, 1.0 Police Officer, and 2.0 Engineers. These decisions were made in consideration of current fiscal conditions, anticipated revenue risks, and the City's responsibility to maintain long-term financial stability. The removal of these positions presents long-term impacts that will be difficult to manage; however, each are considered necessary given the State's actions.

Not included in the FY27 Recommended Budget are vehicle replacements for General Fund departments, with the exception of one critical vehicle in Parks. City staff is currently working on a holistic 10-year forecast for fleet replacement given the ongoing needs for vehicle

replacements in an environment where annual contributions to a replacement reserve requires funding cuts to other General Fund program areas. Staff will return to Council with the analysis and recommended funding plan, which likely includes a substantial transfer from General Fund reserves, in September 2026.

Included in the FY27 Recommended Budget is a total of \$3.1 million in use of One-Time Revenue, outlined in Table 2. The City has utilized the One-Time Revenue Fund over the past several years to fund non-recurring General Fund expenditures. For FY27, the Recommended budget includes the following one-time revenue:

Table 2: One-Time Revenue Fund Uses – FY27

Item	FY27 Recommended Budget
City Council Priority Initiatives	\$560,000
Final Pension Obligation Bond payment	1,370,000
Police equipment	285,500
Parks vehicle	60,000
Capital Improvement Plan contribution	807,000
Total	\$3,082,500

In addition to balancing current year operations, the FY27 Recommended Budget continues efforts to position the City for long-term fiscal sustainability. The budget reflects ongoing work to strengthen the City’s financial foundation through economic development initiatives, strategic investment planning, operational improvements, and continued evaluation of service delivery models. The FY27 Recommended Budget recognizes both immediate fiscal realities and long-term organizational needs while maintaining flexibility to respond to changing economic conditions and future City Council direction.

Capital Improvement Program Budget (CIP)

The FY27 Recommended Budget includes a revised approach to the City’s Capital Improvement Program (FY27 CIP). As mentioned in the FY27 Budget Transmittal, this year, the proposed CIP was released separately from the Operating Budget to allow for a more focused review of capital priorities, prior-year appropriations, project delivery capacity, and recommended funding decisions.

The FY27 CIP reflects the City’s current fiscal and staffing constraints. The FY27 Recommended Budget identifies reduced Public Works capacity as a limiting factor in the City’s ability to advance the existing CIP backlog and initiate new projects. As a result, staff reviewed existing and proposed projects to better align the CIP with available resources, project readiness, funding restrictions, and prior City Council commitments.

For FY27 CIP, staff is recommending 10 new CIP projects. In addition, 68 existing CIP projects are proposed to carry over into FY27. This results in 78 total projects recommended for active programming in the FY27 CIP. As part of this review, staff also identified 33 unfunded projects totaling approximately \$937 million. These unfunded projects represent known capital needs that are not recommended for funding at this time due to limited available funding, staffing capacity, or other competing priorities. The recommendation to leave these projects unfunded in

FY27 also avoids approximately \$1,465,000 in General Fund appropriations that would otherwise be funded from the One-Time Revenue Reserve.

The FY27 CIP review also included an evaluation of projects that should be deferred or closed. City staff is recommending that 6 projects be deferred to a future year. Deferring these projects avoids approximately \$78,835,000 in near-term appropriations from restricted or dedicated funding sources, including the Wastewater Fund, Water Fund, Gas Tax (HUTA), Bayhill Development Impact Fee Fund, and Measure A, less the amounts encumbered and previously charged to the projects. Additionally, 24 projects were determined to be ready for closeout this fiscal year. Closing out completed or deprioritized projects will better define the City's active capital workload, reduce carryover of projects that no longer require active funding or staff resources, and allow staff to focus delivery efforts on projects that remain active.

Although the FY27 CIP takes a more restrained approach to new project programming, as mentioned in the FY27 Recommended Budget, the City will continue to preserve key capital commitments, including the Pavement Management Program and Fire Station replacement work funded by Measure Q, as well as existing Water and Sewer Enterprise-funded projects supported through utility rates. These projects remain a priority because they are tied to voter-approved funding, rate-supported infrastructure obligations, and core public service needs.

Overall, the FY27 CIP is intended to provide a more realistic and transparent capital spending plan. The recommended approach recognizes the City's substantial long-term capital needs while also acknowledging that available staffing and funding require prioritization. By recommending 10 new projects, carrying forward 68 existing projects, deferring 6 projects, closing out 24 projects, and identifying 33 unfunded projects, the FY27 CIP provides the City Council with a clearer basis for reviewing capital priorities and providing direction before final budget adoption on June 23, 2026.

FY27 CIP Updates

Since the CIP Budget's publication on May 22, City staff have identified four corrections which have no impact to the overall budget and will be incorporated into the final City Council Adopted FY27 Budget scheduled to be released in July:

- **New Facilities Project:** *Senior Center Renovation Project*. The recommended funding source will be updated from One-Time Revenue Reserve to Community Facilities Impact Fee. Additionally, staff is currently pursuing an additional \$1.9 million in outside funding that has yet-to-be finalized but will be secured before commencing the project.
- **Carryover Streets Project:** *San Bruno Avenue Transit Corridors Phase 1 - Pedestrian Improvements (CIP #60055)*. This project was not included in the published CIP budget and will be added as a carryover project.
- **Unfunded Streets Project:** *Illegal Dumping Deterrence Streetlighting Installation Project*. This project was determined to be unfunded for FY27 but not included in the published CIP budget. It will be added with an estimated cost of: \$500,000.
- **Deferred Streets Project:** *Bicycle & Pedestrian Improvement Program - Bayhill Drive & El Camino Real (CIP #60044)*. The estimated amount will be corrected to: \$285,000.

CIP Project Funding

Tables 3 and 4 summarize the City’s proposed capital investments for the upcoming fiscal year and explain how these projects will be funded. Capital projects include major improvements to streets, parks, facilities, water and wastewater systems, and stormwater infrastructure that are expected to serve the community for many years.

To fund these investments, the City relies on a mix of funding sources. These include one-time reserves set aside for capital needs, development impact fees paid by new development to offset the costs of new development to expand facilities, voter-approved local revenue measures, utility enterprise funds, and private contributions. Using multiple sources allows the City to match the type of funding with the type of project, protect ongoing operating budgets, and ensure that new development helps pay for the facilities it requires.

Table 3 shows each funding source and the total amount planned for capital projects. This “funding source” view gives a high-level picture of how the overall program is paid for. Table 4 lists the individual projects, their total budget, and the primary funding source so community members can see how dollars are directed to specific improvements such as street paving, sidewalk and ramp upgrades, park enhancements, and facility upgrades. Together, these tables are intended to provide a clear, easy-to-read overview of how the City is investing in long-term infrastructure while maintaining fiscal responsibility.

Table 3: FY27 Budget Request by Funding Source

Funding source	FY27 Budget Request
General Fund One-Time Revenue Reserve	\$ 2,560,659
Community Facilities Impact Fee	3,522,500
General Government Facilities Impact Fee	234,341
Transportation Development Impact Fee	87,500
Water Fund	237,500
Wastewater Fund	6,837,500
Measure Q	7,510,000
Measure A	500,000
Measure G	100,000
Measure W	100,000
Private Contribution	1,500,000
Total	\$ 23,190,000

Table 4: FY27 Budget Request by Project

Program Area	Project Title	FY27 Budget Request	Primary Funding Source
Facilities	City Hall HVAC Replacement Project	\$ 750,000	One-Time Revenue Reserve
Facilities	Senior Center Renovation Project	\$ 3,200,000	Community Facilities Impact Fee
Facilities	Municipal Services Center Master Plan	\$ 150,000	Community Facilities Impact Fee / Transportation Development Impact Fee / Water Fund / Wastewater Fund
Parks	Belle Air/Lions Field Park Plan	\$ 60,000	Community Facilities Impact Fee
Parks	City Park Drinking Fountain Upgrades Project	\$ 125,000	One-Time Revenue Reserve
Stormwater	Storm Drain System Improvements Project	\$ 1,000,000	Measure Q
Streets	2026-27 Clear Path Sidewalk Project	\$ 1,850,000	Measure A / Private Contribution
Streets	Downtown Improvement Initiative	\$ 350,000	One-Time Revenue Reserve / Transportation Development Impact Fee
Streets	We LOVE Paving - 2027-28 Slurry Seal Project	\$ 100,000	Measure W
Streets	We LOVE Paving - 2027-28 Street Pavement Project	\$ 400,000	Measure Q
Facilities	City Fleet EV Infrastructure Development and Implementation Project	\$ 120,000	One-Time Revenue Reserve
Facilities	City Offices Workspace Update	\$ 750,000	One-Time Revenue Reserve / General Government Facilities Impact Fee
Parks	Dog Park Project	\$ 225,000	Community Facilities Impact Fee
Parks	Park Pathways	\$ 150,000	One-Time Revenue Reserve
Parks	Playground Replacement Program	\$ 500,000	One-Time Revenue Reserve
Parks	Recreation and Aquatic Center Landscaping Improvement	\$ 200,000	One-Time Revenue Reserve / Measure G
Streets	Accessible Pedestrian Ramps at Various Locations	\$ 50,000	Measure A
Streets	We LOVE Paving - 2026-27 Slurry Seal Project	\$ 925,000	Measure Q
Streets	We LOVE Paving - 2026-27 Street Pavement Project	\$ 5,185,000	Measure Q
Streets	Pedestrian Safety and Traffic-Calming Program - Traffic-Calming Studies	\$ 100,000	Measure A
Wastewater	Wastewater Main Improvement and Replacement Program	\$ 3,300,000	Wastewater Fund
Wastewater	Water Quality Control Plant Upgrades	\$ 3,500,000	Wastewater Fund
Water	Water Pump Station Improvement and Replacement Program	\$ 200,000	Water Fund
Total		\$ 23,190,000	

Next Steps

City staff will update the budget book as outlined above, correct any clerical errors identified, and incorporate any direction from City Council. The update will return to City Council on June 23 for final adoption.

FISCAL IMPACT:

The FY27 Recommended Budget is presented with a balanced General Fund budget, continued funding for previously approved Capital Improvement Program projects, and new CIP projects. Changes directed by the City Council may have an impact on the budget requiring use of reserves or reductions to other line items.

ENVIRONMENTAL IMPACT:

The action is not a project subject to CEQA. City Council's action is not considered a "project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION:

Receive the Fiscal Year 2026-27 (FY27) City Manager's Recommended Budget and Provide Direction for Preparation of the City Council Adopted Budget Which is Scheduled for Final Approval on June 23, 2026.

ALTERNATIVES:

No action required.

ATTACHMENTS:

1. City Manager's Recommended FY2026-27 Budget: <https://city-san-bruno-ca-cleardoc.cleargov.com/23400/908023/d>