



"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**  
**March 24, 2026**  
**7:00 PM**

<p><b>IN PERSON* MEETING LOCATION</b></p> <p>San Bruno Recreation and Aquatic Center, Community Room 251 City Park Way San Bruno, CA 94066</p> <p>*Please turn off all electronic devices before the start of the meeting to prevent disruptions*</p>	<p><b>**Zoom Link</b> <a href="https://sanbruno-ca-gov.zoom.us/j/81890016124?pwd=X8ECMDkbZTDJKzQPHhGuf0i4jtz1yN.1">https://sanbruno-ca-gov.zoom.us/j/81890016124?pwd=X8ECMDkbZTDJKzQPHhGuf0i4jtz1yN.1</a> <b>Phone Line:</b> 1-646-558-8656 <b>Webinar ID:</b> 818 9001 6124 <b>Webinar Password:</b> 681751</p> <p>*Broadcast of the meeting is offered 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 the City Clerk. Public comment may also be emailed to [CityClerk@sanbruno.ca.gov](mailto: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](mailto: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](http://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. The Community Services Department will host the annual Spring Egg Hunt on Saturday, March 28th at San Bruno City Park. This free, family-friendly event features age-specific hunts for all children, an accessible hunt option, community booths, and opportunities to engage with local

Police and Fire personnel. The morning begins with a pancake breakfast hosted by the San Bruno Lions Club at 9am, followed by staggered egg hunt times, starting at 10am, to ensure a safe and enjoyable experience for all participants.

- b. We want to hear from you! Take our Community Survey to help shape how San Bruno responds to litter and illegal dumping. Survey is open through March 31<sup>st</sup>. Please visit [SanBruno.ca.gov/Survey](http://SanBruno.ca.gov/Survey) to share your thoughts.
- c. Interested in volunteering on a Commission, Board or Committee for the City of San Bruno? There are currently vacancies on Crime Prevention Committee, Culture & Arts Commission, and Emergency Preparedness Committee. Recruitment is open until April 9th at 5 pm. For more information, please visit [www.sanbruno.ca.gov/advisoryCBC](http://www.sanbruno.ca.gov/advisoryCBC) or contact the City Clerk's Office at (650) 616-7061
- d. The Spring Community Clean-Up Event with Recology is happening on Saturday, April 25th from 8:00 am -11:00 am at Skyline College Parking Lot N. San Bruno residents are invited to bring unwanted bulk items to this self-service drop-off event. Each household may dispose of up to 3 cubic yards of materials.
- e. The Spring Compost Giveaway with Recology is happening on Saturday, April 25th and Sunday, April 26th from 8:00 am -11:00 am at Lions Field. Residents are welcome to take home a free bucket of compost to help enrich their gardens.
- f. Proclamation Recognizing April 2026 as Autism Acceptance Month
- g. Update on Recreation and Aquatic Center Use and Financials

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 Meeting Minutes for February 24, 2026 and Regular Meeting Minutes for February 24, 2026
- b. Approve Accounts Payable for February 23, 2026, March 2, 2026, March 9, 2026, and March 16, 2026.
- c. Accept Payroll for February 22, 2026 and March 8, 2026
- d. Approve Investment Report Dated February 28, 2026
- e. Approve Reconciliation of General Ledger to Bank Report Dated January 31, 2026
- f. Consider Adoption of a Resolution Approving the Design of the Crestmoor Canyon Storm Repair Project; Authorizing the City Manager to Execute a Construction Contract with W.R. Forde Associates, Inc. for the Crestmoor Canyon Storm Repair Project in the amount not to exceed \$167,000; Appropriating \$100,000 from the Stormwater Fund to the Crestmoor Canyon Storm Repair Project; Approving a Total Project Budget in the Amount of \$300,000; Authorizing Remaining Project Funds as Construction Contingency; and Determining the Project is Exempt Under the California Environmental Quality Act.
- g. Consider Adoption of a Resolution Approving the Application from San Bruno Improvement Group to Install a Mural at 568 San Mateo Avenue, and Authorizing the City Manager to Negotiate and Execute, in Conjunction with the City Attorney, an Easement Agreement With

568 San Mateo Avenue Property Owner, Barry Gevertz, and an Artist Agreement with Muralist Julie Engelmann

- h. Consider Adoption of a Resolution Formally Recognizing the Decertification of the San Bruno Management Employees' Association, Amending the Unrepresented Compensation Plan, and Amending the City's Salary Schedule Effective January 12, 2026.
- i. Consider Adoption of Resolution: 1. Authorizing the Community Services Department to assume primary coordination and administration of the Posy Parade, with continued support and partnership from the San Bruno Lions Club and the San Bruno Police Department; and 2. Approving the temporary road closure of various streets, in conjunction with the Annual Posy Parade, subject to the Conditions of Approval.
- j. Consider Adoption of a Resolution Authorizing the City Manager to Execute a Memorandum of Understanding with the City of Millbrae to Establish a Partnership in Support of Programs and Events for the Residents of Both Cities, and Determining the Project is Exempt Under the California Environmental Quality Act (CEQA)
- k. Consider Adoption of a Resolution Adopting Revisions to the Revenue Measure Oversight Committee (Measure G) Bylaws
- l. Receive Input from the Revenue Measure Oversight Committee and Provide Direction to Include the Fiscal Year 2026-27 Measure G Revenue Spending Plan in the City Manager's Recommended Budget
- m. Consider Adoption of a Resolution Appointing Bill Mitchell as Interim Information Technology Manager Pursuant to California Government Code Section 21221(H)

**7. CONDUCT OF BUSINESS**

*Public comment will be requested after each topic in this section*

- a. Introduction of Ordinance entitled an Ordinance of the City Council of the City of San Bruno Amending Chapter 5.04 of the San Bruno Municipal Code regarding Nuisances, Amending Chapter 5.24 of the San Bruno Municipal Code regarding Maintenance of Distressed Vacant Properties, and Amending Chapter 10.20 of the San Bruno Municipal Code regarding Collection, Transport and Disposal of Garbage

**8. CLOSED SESSION**

- a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Paragraph (1) of subdivision (d) of Section 54956.9)  
Name of case: Lozano v. Clay, et al. (San Mateo County Superior Court Case No. 23-CIV-00529)
- b. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION  
(Paragraph (1) of subdivision (d) of Section 54956.9)  
Name of case: San Bruno v. California Department of Tax and Fee Administration, et al. (San Mateo County Superior Court Case No. 23-CIV-05021)
- c. CONFERENCE WITH LABOR NEGOTIATORS  
Agency designated representatives: City Manager  
Employee Organizations: Teamsters Local 856, IBT Police; Teamsters Local 856, IBT Public Safety Mid-Management; and Unrepresented Employees

**9. COUNCIL COMMITTEE REPORT OUT**

10. **COMMENTS FROM COUNCIL MEMBERS**

11. **ADJOURNMENT** – The next Regular City Council Meeting will be held on April 14, 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 March 20, 2026, by 5:00 pm.



Alissa Leonardini, Deputy 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**  
**February 24, 2026**  
**5:30 PM**

**1. CALL TO ORDER**

The meeting was called to order at 5:30 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 reportable action was taken.

**b. CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representatives: City Manager

Employee Organizations: Teamsters Local 856, IBT Police; Teamsters Local 856, IBT Public Safety Mid-Management; and Unrepresented Employees

No reportable action was taken.

City Council went into closed session at 5:31 pm and returned to open session at 6:27 pm. Council to reconvene closed session after the regular meeting.

City Council reconvened the closed session at 8:58 pm and returned to open session at 10:03 pm.

No reportable action was taken.

**4. STUDY SESSION**

**a. Receive the Fiscal Year 2025-26 General Fund Mid-Year Financial Update**

**CFO and Director of Administrative Services Nick Pegueros** presented the item to the City Council and answered questions

**City Manager Alex McIntyre** answered questions

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

**Item 6a.**

No reportable action was taken.

City Council recessed at 7:00 pm.

5. **ADJOURNMENT**

This meeting adjourned at 10:03 pm to the next Regular City Council Meeting on March 10, 2026 at 7:00 pm.

These meeting minutes were prepared by Alissa Leonardini, Deputy City Clerk, and presented to the City Council for approval at the regular meeting of March 24, 2026.

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Alissa Leonardini  
Deputy City Clerk

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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 February 24, 2026 7:00 PM

#### 1. CALL TO ORDER

The meeting was called to order at 7:04 pm.

#### 2. ROLL CALL

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

#### 3. PLEDGE OF ALLEGIANCE

Mayor M. Medina led the pledge.

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

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

- Thomy Ledesma
- Marriane Lindblom
- Dave Stamer
- Joan Skinner
- Lee G.
- Sadana Traxler

City Council recessed at 7:23 pm and returned at 7:27 pm

#### 5. ANNOUNCEMENTS/PRESENTATIONS

- Join us for a community town hall to welcome our new Police Chief Matt Lethin on Tuesday, March 3rd from 6:00 pm to 7:00 pm at the Bay Area Entrepreneur Center located at 458 San Mateo Avenue
  - Proclamation Recognizing March as National Women's History Month
- No members of the public wished to speak under Announcements/Presentations

#### 6. CONSENT CALENDAR

- Approve the Draft Special Meeting Minutes for February 10, 2026 and Regular Meeting Minutes for February 10, 2026
- Approve Accounts Payable for February 9, 2026 and February 17, 2026
- Accept Payroll for February 8, 2026
- Approve Investment Report dated January 31, 2026

- e. Approve Reconciliation of General Ledger to Bank Report Dated December 31, 2025
- f. Consider Adoption of a Resolution Approving the Tentative Agreement Between the City of San Bruno and Teamsters Local 856 IBT Miscellaneous Unit for the Term January 1, 2026 through December 31, 2028 and Authorizing Execution by the City Manager
- g. Consider Adoption of a Resolution Approving the Tentative Agreement Between the City of San Bruno and Teamsters Local 350, IBT Mid-Management Unit for the Term January 1, 2026 through December 31, 2028, and Authorizing Execution by the City Manager
- h. Consider Adoption of a Resolution Approving Publicly Available Pay Schedule Effective January 12, 2026
- i. Consider Adoption of a Resolution Approving the Selection of Artist Maxwell Emcays and the Sculpture Proposal “Pulse of Connection” for Installation at Posy Park, and Authorizing the City Manager, in Conjunction with the City Attorney, to Negotiate and Execute an Agreement with Maxwell Emcays in an Amount Not to Exceed \$75,000

No items were pulled for a separate vote.

No items were pulled for comments or questions

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

- Matt Jones

**M/S Salazar / M. Medina** to approve consent. Motion passed unanimously 5-0.

## 7. STUDY SESSION

- a. Hold a Study Session to Consider and Provide Direction on the Creation of a Community Services Commission by Merging the Culture and Arts Commission into the Parks and Recreation Commission and Adding Library Services to the Commission’s Advisory Role

**Community Services Director Travis Karlen** presented the item to the City Council and answered questions

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

- Stephen Seymour
- Matt Jones
- Nicole Hanhan
- Mario Guitron
- Linda Mason

No reportable action was taken.

City Council directed staff to pause the merger at this time and potentially bring back the item once foundational issues are addressed and to reassess library inclusion

City Council recessed at 8:21 pm and returned at 8:27 pm

## 8. CONDUCT OF BUSINESS

- a. Receive and File the 2026 Technology Assessment Report

**CFO and Director of Administrative Services Nick Pegueros** introduced the item and introduced **Administrative Services Special Assistant Jeff Gershaneck** who presented the item to the City Council and both answered questions

No reportable action was taken.

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

9. **COUNCIL COMMITTEE REPORT OUT**

The following members of the City Council provided comments:

- Mayor R. Medina

10. **COMMENTS FROM COUNCIL MEMBERS**

The following members of the City Council provided comments:

- Councilmember Hamilton
- Councilmember M. Medina
- Mayor R. Medina

11. **ADJOURNMENT**

This meeting was adjourned in honor of Dena Gunning at 8:57 pm to the next Regular City Council Meeting on March 10, 2026 at 7:00 pm.

These meeting minutes were prepared by Alissa Leonardini, Deputy City Clerk, and presented to the City Council for approval at the regular meeting of March 24, 2026.

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Alissa Leonardini  
Deputy City Clerk

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Rico E. Medina  
Mayor



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** March 24, 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 3 inclusive for checks dated February 23, 2026, and/or claims numbered from 222339 through 222445 inclusive, totaling \$3,125,169.53, 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.

<b>Fund</b>	<b>Fund Name</b>	<b>Amount</b>
001	General Fund	\$248,099.47
003	One-Time Revenue	\$3,346.54
005	Measure G District Sales Tax	\$30,766.49
111	Police Asset Forfeiture	\$281.01
121	Federal/State Grants	\$5,604.90
133	Restricted Revenues	\$8,967.98
137	Developer Project Contributions	\$260,661.91
141	Community Development	\$35,581.64
142	Recreation & Aquatics Center (RAC)	\$2,262.43
201	Parks and Facilities Capital	\$74,948.86
203	Street Improvement Projects	\$229,124.26
611	Water Fund	\$79,777.35
621	Stormwater Fund	\$50.46
631	Wastewater Fund	\$1,747,016.25
641	CityNet Services Fund	\$8,231.37
651	Parking Fund	\$60,189.54
701	Central Garage	\$3,712.17
702	Facility Maintenance Fund	\$16,799.36
703	General Equipment Revolving	\$33,359.16
707	Technology Development	\$19,948.02
711	Self-Insurance	\$256,440.36
<b>TOTAL FOR APPROVAL</b>		<b>\$3,125,169.53</b>

Respectfully submitted,

DocuSigned by:  
  
 8783E2EF5A30407  
 Chief Financial Officer

3/4/2026  
 \_\_\_\_\_  
 Date

apPosPay

## Positive Pay Listing

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2/23/2026 12:09:09PM

City of San Bruno

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount	
0107878	4LEAF, INC.	222339	2/23/2026	34,782.14
0096852	ABAG PLAN CORPORATION	222340	2/23/2026	256,440.36
0110783	ALEX MCINTYRE	222404	2/23/2026	881.34
0111869	AM SIGNAL, LLC	222341	2/23/2026	573.95
0096700	ANDY'S WHEELS & TIRES	222342	2/23/2026	1,130.15
0109246	AQUA METRIC SALES, CO.	222343	2/23/2026	7,969.45
0016123	AT&T	222344	2/23/2026	5,138.32
0098916	AT&T	222345	2/23/2026	88.45
0015110	AT&T MOBILITY	222346	2/23/2026	883.18
0018465	AT&T MOBILITY	222347	2/23/2026	648.90
0017431	BAY AREA AIR QUALITY MANAGEMENT DISTRICT	222419	2/23/2026	1,129.00
0112419	BE STRONG STAY FIT	222348	2/23/2026	3,099.88
0108691	BEARCLOUD	222349	2/23/2026	7,000.00
0109646	BIO CAR CARE	222350	2/23/2026	675.00
0018000	BOUND TREE MEDICAL LLC	222351	2/23/2026	2,472.32
0116291	BRANDED BILLS, LLC	222352	2/23/2026	991.23
0106106	CBT NUGGETS, LLC	222353	2/23/2026	1,737.00
0017284	CHEMSEARCHFE	222354	2/23/2026	939.98
0018573	CHRISP COMPANY	222355	2/23/2026	41,597.03
0016324	CINTAS CORPORATION #464	222356	2/23/2026	885.59
0013595	CITY OF SAN BRUNO	222357	2/23/2026	714.00
0000386	CITY OF SOUTH SAN FRANCISCO	222358	2/23/2026	1,664,919.65
0112426	COMCAST	222360	2/23/2026	188.92
0108798	CONSOLIDATED CM, INC.	222362	2/23/2026	20,849.00
0109788	CORE & MAIN LP	222364	2/23/2026	14,055.95
0015857	COUNTY OF SAN MATEO	222365	2/23/2026	246.76
0018129	COUNTY OF SANTA CLARA	222366	2/23/2026	508.00
0002012	CPS HR CONSULTING	222367	2/23/2026	15,430.00
0018331	CSG CONSULTANTS INC.	222368	2/23/2026	135,432.50
0111344	DATAWORKS PLUS, LLC	222369	2/23/2026	932.50
0018188	DAU PRODUCTS	222370	2/23/2026	2,473.86
0110590	DENISE ZERON	222445	2/23/2026	281.01
0111921	DEVIL MOUNTAIN WHOLESALE NURSERY, LLC	222442	2/23/2026	99.98
0111914	E-IKON, LLC	222371	2/23/2026	6,525.00
0110181	EILEEN O. GOODWIN	222372	2/23/2026	6,072.08
0013683	F. FERRANDO & CO.	222375	2/23/2026	9,153.00
0106349	F.A. POLI, INC.	222376	2/23/2026	1,130.50
0107206	F.S.O.C. LLC	222377	2/23/2026	33,359.16
0106348	FAST AGGREGATES PRODUCTS, INC.	222378	2/23/2026	1,805.34
0106234	FASTRAK INVOICE PROCESSING DEPT.	222396	2/23/2026	17.00
0107401	FERGUSON ENTERPRISES, LLC#686	222379	2/23/2026	65.54
0112395	FIREMEX SOLUTIONS, INC.	222380	2/23/2026	7,703.94
0109510	FIRST ALARM	222381	2/23/2026	166.07
0001782	FLOWERS ELECTRIC & SVC.CO.INC.	222382	2/23/2026	6,965.00
0018117	FLYERS ENERGY, LLC	222383	2/23/2026	9,574.65
0110185	GBL INFRASTRUCTURE SOLUTIONS	222384	2/23/2026	24,694.41
0016363	GCS ENVIRONMENTAL & EQUIPMENT SVC.	222373	2/23/2026	916.39
0111210	GHIRARDELLI ASSOCIATES, INC.	222385	2/23/2026	185,656.38
0102989	GOT POWER INC.	222386	2/23/2026	6,936.34
0000162	GRAINGER	222387	2/23/2026	87.27
0095966	GREAT AMERICA FINANCIAL SVC.	222388	2/23/2026	294.76
0109502	HAULAWAY STORAGE CONTAINERS, INC.	222435	2/23/2026	255.36
0111486	HD SUPPLY, INC.	222389	2/23/2026	1,958.53

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Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0096946 HDR ENGINEERING, INC.	222390	2/23/2026	12,867.06
0018544 HEART OF SAN MATEO COUNTY	222391	2/23/2026	13,535.00
0110891 HONEY BUCKET	222392	2/23/2026	60.00
0017323 HOWARD ROME MARTIN&RIDLEY LLP	222393	2/23/2026	996.60
0112186 INGRAM LIBRARY SERVICES, LLC	222394	2/23/2026	359.98
0103045 INTERACTIVE RESOURCES, INC.	222395	2/23/2026	6,475.50
0112387 JANELLA MARGARITA PECSON JUAN	222398	2/23/2026	5,604.90
0110372 JENNIFER LEAVER	222400	2/23/2026	119.00
0110998 LAZ PARKING ASSOCIATES LLC	222399	2/23/2026	60,189.54
0017026 LYNX TECHNOLOGIES, INC.	222401	2/23/2026	3,675.00
0112357 MARINA LANDSCAPE, INC.	222402	2/23/2026	31,381.82
0109532 MATRIX HG, INC.	222403	2/23/2026	6,234.00
0116283 MCK AMERICAS, INC.	222405	2/23/2026	6,708.39
0001709 MILLBRAE LOCK	222406	2/23/2026	183.10
0014878 MOTOROLA SOLUTIONS INC.	222407	2/23/2026	310.72
0109226 NATIX, INC.	222408	2/23/2026	8,868.00
0112042 NORTHERN TOOL COMMERCIAL ACCT.	222410	2/23/2026	903.18
0110243 ODP BUSINESS SOLUTIONS, LLC	222411	2/23/2026	154.57
0105812 OLIVER REICH	222423	2/23/2026	563.50
0097567 ONE HOUR DRY CLEANING	222412	2/23/2026	1,219.75
0109702 OUTDOOR SUPPLY HARDWARE	222413	2/23/2026	217.70
0000012 PACIFIC GAS & ELECTRIC	222414	2/23/2026	24,933.51
0106110 PACIFIC OFFICE AUTOMATION	222415	2/23/2026	1,102.56
0106829 PACIFIC OFFICE AUTOMATION INC.	222416	2/23/2026	548.33
0116267 PERMITECH SOLUTIONS CORP.	222417	2/23/2026	5,115.00
0111229 PINPOINT TALENT, LLC	222418	2/23/2026	1,530.00
0106653 POLICE EXECUTIVE RESEARCH FORUM	222374	2/23/2026	270.00
0013981 QUILL CORPORATION	222420	2/23/2026	37.31
0000175 RECOLOGY SAN BRUNO	222421	2/23/2026	113.45
0107432 RED WING BRANDS OF AMERICA,INC	222422	2/23/2026	291.72
0013581 ROVI GUIDES, INC.	222425	2/23/2026	446.35
0116282 SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT	222361	2/23/2026	34,168.89
0018597 SAN MATEO DAILY JOURNAL	222426	2/23/2026	2,052.00
0018461 SERRAMONTE FORD, INC.	222427	2/23/2026	704.56
0102917 SFPUC FINANCIAL SERVICES	222428	2/23/2026	550.00
0097626 SHARP ELECTRONICS CORP.	222429	2/23/2026	285.07
0018962 SHOE DEPOT INC.	222430	2/23/2026	415.32
0017508 SOUTH CITY LUMBER AND SUPPLY	222431	2/23/2026	139.70
0102921 ST. FRANCIS ELECTRIC, LLC	222432	2/23/2026	5,985.00
0105711 STEPFORD	222433	2/23/2026	1,100.00
0017857 STERICYCLE, INC.	222434	2/23/2026	373.80
0116246 TCE SOLUTIONS, INC	222436	2/23/2026	1,120.00
0015671 TECHNOLOGY, ENGINEERING & CONSTRUCTION, INC.	222363	2/23/2026	5,594.20
0017928 THE EDCCO GROUP, INC.	222437	2/23/2026	1,575.00
0111669 TODD JONES	222397	2/23/2026	675.00
0110140 TRUE NORTH COMPLIANCE SERVICES, INC	222409	2/23/2026	287.50
0110714 UNDERGROUND REPUBLIC WATER WORKS, INC.	222424	2/23/2026	1,994.12
0018618 UNITED SITE SERVICES INC.	222438	2/23/2026	325.93
0095749 VERIZON WIRELESS	222439	2/23/2026	411.22
0096767 WEST COAST ARBORISTS, INC.	222440	2/23/2026	93,903.51
0105955 WEST COAST CODE CONSULTANTS, INC.	222359	2/23/2026	6,946.25
0104660 WEST YOST ASSOCIATES, INC.	222441	2/23/2026	10,122.00
0096893 WILSEY HAM	222443	2/23/2026	222,942.80
0018034 WIZARD PLUMBING AND DRAIN, INC	222444	2/23/2026	9,950.00

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**Positive Pay Listing**  
City of San Bruno

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**Document group:** komalley      **Bank:** apbank      432000438

**GrandTotal:**      3,125,169.53

**Total count:**      107



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** March 24, 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 March 2, 2026, and/or claims numbered from 222446 through 222536 inclusive, totaling \$1,583,737.52, 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.

<b>Fund</b>	<b>Fund Name</b>	<b>Amount</b>
001	General Fund	\$140,792.25
003	One-Time Revenue	\$14,137.12
111	Police Asset Forfeiture	\$92.79
133	Restricted Revenues	\$1,351.01
137	Developer Project Contributions	\$142,876.79
141	Community Development	\$7,232.00
142	Recreation & Aquatics Center (RAC)	\$2,955.00
201	Parks and Facilities Capital	\$358,210.98
203	Street Improvement Projects	\$30,391.20
611	Water Fund	\$571,779.75
621	Stormwater Fund	\$28,397.60
631	Wastewater Fund	\$141,161.44
641	CityNet Services Fund	\$62.19
701	Central Garage	\$1,750.00
702	Facility Maintenance Fund	\$11,623.32
707	Technology Development	\$104,187.87
711	Self-Insurance	\$26,736.21
<b>TOTAL FOR APPROVAL</b>		<b>\$1,583,737.52</b>

Respectfully submitted,

DocuSigned by:  
  
 \_\_\_\_\_  
 Chief Financial Officer

3/4/2026  
 \_\_\_\_\_  
 Date

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Positive Pay Listing  
City of San Bruno

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0106896 A-1 RHINO LININGS	222446	3/2/2026	1,750.00
0109212 ABEL CALDERON	222456	3/2/2026	136.25
0000163 AIRPORT AUTO PARTS INC.	222447	3/2/2026	455.55
0106427 AK & COMPANY	222448	3/2/2026	2,875.00
0111159 ASHLEY CROCIANI	222468	3/2/2026	2,340.00
0017191 AT&T	222450	3/2/2026	62.19
0018465 AT&T MOBILITY	222451	3/2/2026	242.60
0018020 BARKER BLUE DIGITAL IMAGING	222452	3/2/2026	230.00
0109137 BRYCE CONSULTING	222455	3/2/2026	380.00
0107369 CALIFORNIA BANK OF COMMERCE	222457	3/2/2026	25,538.62
0018048 CALLANDER ASSOCIATES LANDSCAPE ARCHITECTURE, I	222495	3/2/2026	22,539.60
0017679 CDW GOVERNMENT, INC	222459	3/2/2026	4,440.32
0116296 CELINE LIU	222498	3/2/2026	59.79
0018272 CENGAGE LEARNING INC.	222460	3/2/2026	33.39
0106644 CHRIS KAJIOKA	222494	3/2/2026	101.56
0018573 CHRISP COMPANY	222461	3/2/2026	10,584.14
0116290 CHURRERIA SF, LLC.	222462	3/2/2026	2,955.00
0013595 CITY OF SAN BRUNO	222463	3/2/2026	681.36
0109639 CLAREMONT BEHAVIORAL SVCS, INC.	222464	3/2/2026	753.75
0000508 CLEARLITE TROPHIES	222465	3/2/2026	306.55
0113671 COMCAST	222466	3/2/2026	88,461.82
0111723 CRI	222467	3/2/2026	133,313.71
0018331 CSG CONSULTANTS INC.	222469	3/2/2026	130,283.00
0111842 DAN ZUNIGA	222536	3/2/2026	103.30
0111244 DEE SPENCER	222470	3/2/2026	1,200.00
0000197 DEMCO SUPPLY INC.	222472	3/2/2026	875.04
0094204 DEPARTMENT OF CONSUMER AFFAIRS	222473	3/2/2026	180.00
0093479 DEPARTMENT OF JUSTICE	222474	3/2/2026	631.00
0110123 DUNNIGAN PSYCHOLOGICAL& THREAT ASSESSMENTS, L	222526	3/2/2026	650.00
0110442 ELISEO AMAYA	222449	3/2/2026	92.00
0106214 ERIK PARTIDA	222514	3/2/2026	40.69
0000944 FEDEX	222477	3/2/2026	168.89
0109337 FLOCK SAFETY	222478	3/2/2026	50,000.00
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	222479	3/2/2026	28,038.00
0018117 FLYERS ENERGY, LLC	222480	3/2/2026	5,385.85
0105998 GHD, INC.	222481	3/2/2026	28,327.60
0111210 GHIRARDELLI ASSOCIATES, INC.	222482	3/2/2026	10,082.83
0102989 GOT POWER INC.	222483	3/2/2026	6,880.35
0111486 HD SUPPLY, INC.	222484	3/2/2026	2,423.82
0096946 HDR ENGINEERING, INC.	222485	3/2/2026	2,173.20
0112186 INGRAM LIBRARY SERVICES, LLC	222486	3/2/2026	499.16
0018557 INTERSTATE SALES	222487	3/2/2026	731.15
0000581 IRVINE & JACHENS INC.	222488	3/2/2026	110.89
0104708 JEREMY BRANDENBURG	222454	3/2/2026	1,087.49
0103342 JMB CONSTRUCTION, INC.	222489	3/2/2026	485,233.88
0116269 JOANNE DELA CRUZ	222471	3/2/2026	998.00
0000771 JT2 INTEGRATED RESOURCES	222490	3/2/2026	19,682.73
0018376 JT2 INTEGRATED RESOURCES	222491	3/2/2026	7,053.48
0018050 KAISER FOUNDATION HEALTH PLAN	222493	3/2/2026	5,729.43
0116297 LAUREL MORALES	222506	3/2/2026	5.63
0110309 LOOKINGPOINT, INC.	222499	3/2/2026	9,401.60
0094583 LYNN OLIVAR	222509	3/2/2026	4,500.00
0109097 M-GROUP	222502	3/2/2026	20,450.00

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**Positive Pay Listing**  
City of San Bruno

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0112309 MATT LETHIN	222497	3/2/2026	425.00
0116283 MCK AMERICAS, INC.	222501	3/2/2026	110,946.46
0092285 MICROMARKETING LLC	222503	3/2/2026	84.09
0016863 MIDWEST TAPE, LLC	222504	3/2/2026	121.14
0106447 MOORE,IACOFANO, GOLTSMAN, INC.	222505	3/2/2026	25,017.91
0014878 MOTOROLA SOLUTIONS INC.	222507	3/2/2026	9,817.85
0116295 NASSIM MAHZOON	222500	3/2/2026	23.78
0110243 ODP BUSINESS SOLUTIONS, LLC	222508	3/2/2026	262.83
0104416 OVERDRIVE, INC.	222510	3/2/2026	2,014.58
0000012 PACIFIC GAS & ELECTRIC	222511	3/2/2026	20,894.99
0106110 PACIFIC OFFICE AUTOMATION	222512	3/2/2026	286.16
0106829 PACIFIC OFFICE AUTOMATION INC.	222513	3/2/2026	283.48
0111229 PINPOINT TALENT, LLC	222515	3/2/2026	1,173.00
0000285 PREFERRED ALLIANCE, INC.	222516	3/2/2026	423.40
0013981 QUILL CORPORATION	222517	3/2/2026	346.88
0106293 ROBERT HALF	222518	3/2/2026	7,922.08
0108012 SALAS O'BRIEN	222519	3/2/2026	3,751.25
0017871 SCHOEN SIGNS	222520	3/2/2026	153.66
0106068 SCOTT'S PPE RECON, INC.	222521	3/2/2026	6,290.67
0104548 SLOAN SAKAI YEUNG & WONG LLP	222522	3/2/2026	8,523.52
0110326 SNG & ASSOCIATES, INC.	222523	3/2/2026	8,135.00
0111327 SOUTH CENTRAL PLANNING& DEVELOPMENT COMMISSI	222475	3/2/2026	1,188.33
0106866 STEPHEN KADASH	222492	3/2/2026	200.00
0111232 STRATEGIC CULTURE	222524	3/2/2026	13,868.25
0101086 T-MOBILE	222527	3/2/2026	280.36
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATES	222476	3/2/2026	548.00
0106372 TERRACON CONSULTANTS INC.	222525	3/2/2026	8,214.71
0105869 TREVOR LAVEZZO	222496	3/2/2026	134.10
0104336 TRISHA BEOUGHER	222453	3/2/2026	115.37
0108413 UNITED CALIFORNIA FIRE PROTECTION	222458	3/2/2026	3,092.00
0102744 UNIVERSAL BUILDING SERVICES	222529	3/2/2026	2,204.00
0115009 VAN DERMYDEN MAKUS LAW CORP.	222530	3/2/2026	3,264.00
0116298 VANQUEST GEAR, INC.	222531	3/2/2026	4,319.27
0112358 VICTOR MATEO TORRES	222528	3/2/2026	188.95
0111362 WATERWORKS INDUSTRIES, INC.	222532	3/2/2026	199,905.18
0104660 WEST YOST ASSOCIATES, INC.	222533	3/2/2026	15,947.25
0110001 WHITE BRENNER LLP	222534	3/2/2026	1,824.50
0096893 WILSEY HAM	222535	3/2/2026	285.31
<b>GrandTotal:</b>			<b>1,583,737.52</b>
<b>Total count:</b>			<b>91</b>



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** March 24, 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 3 inclusive for checks dated March 9, 2026, and/or claims numbered from 222537 through 222663 inclusive, totaling \$774,899.95, have been checked in detail and approved by the proper officials, and in my opinion, represent fair and just charges against the City in accordance with their respective amounts. The table below summarizes the total paid by Fund.

<b>Fund</b>	<b>Fund Name</b>	<b>Amount</b>
001	General Fund	\$168,849.12
005	Measure G District Sales Tax	\$18,856.00
121	Federal/State Grants	\$4,903.50
133	Restricted Revenues	\$8,810.55
137	Developer Project Contributions	\$2,796.50
141	Community Development	\$42,163.69
142	Recreation & Aquatics Center (RAC)	\$48,939.42
201	Parks and Facilities Capital	\$109,854.92
203	Street Improvement Projects	\$115,655.00
207	Technology Capital	\$66,000.00
611	Water Fund	\$55,016.19
621	Stormwater Fund	\$5,186.88
631	Wastewater Fund	\$65,433.25
701	Central Garage	\$10,755.46
702	Facility Maintenance Fund	\$27,776.78
707	Technology Development	\$23,902.69
<b>TOTAL FOR APPROVAL</b>		<b>\$774,899.95</b>

Respectfully submitted,

DocuSigned by:  
  
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 Chief Financial Officer

3/10/2026  
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 Date

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City of San Bruno

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Vendor Code & Name	Check #	Check Date	Amount
0106896 A-1 RHINO LININGS	222537	3/9/2026	12,763.60
0116281 ABOUSUFIAN MERZAYEE	222605	3/9/2026	218.40
0116313 AIR ONE BALLOONS LLC	222538	3/9/2026	1,499.79
0097137 ALERT DOOR SERVICE INC	222539	3/9/2026	400.00
0017459 ALL CITY MANAGEMENT SVC.INC.	222540	3/9/2026	3,883.73
0018976 ALPHA ANALYTICAL LAB. INC.	222541	3/9/2026	7,525.00
0104542 ALTA LANGUAGE SERVICES, INC.	222542	3/9/2026	138.00
0111887 ALVARO PEREZ	222620	3/9/2026	87.00
0116317 ANDREA JIMENEZ	222586	3/9/2026	15.41
0106225 ARIES INDUSTRIES, INC.	222543	3/9/2026	1,409.28
0116304 ARTUR LOSHATETSKIY	222600	3/9/2026	88.99
0116303 ASHLEY JONES	222588	3/9/2026	89.00
0016123 AT&T	222544	3/9/2026	2,105.84
0015110 AT&T MOBILITY	222545	3/9/2026	560.34
0110761 BACKFLOW PREVENTION SPECIALISTS, INC.	222626	3/9/2026	364.00
0106606 BAILEY FENCE COMPANY, INC.	222546	3/9/2026	5,356.00
0110745 BETTERHELP, INC.	222547	3/9/2026	255.00
0102359 BRENT SCHIMEK	222636	3/9/2026	476.00
0116318 BRIAN YEN	222662	3/9/2026	76.83
0108665 BUBBA'S FIRE EXTINGUISHER CO.	222548	3/9/2026	240.00
0018048 CALLANDER ASSOCIATES LANDSCAPE ARCHITECTURE, I	222594	3/9/2026	401.80
0110323 CAPF	222549	3/9/2026	944.00
0116254 CARLOS VEGA	222656	3/9/2026	34.14
0018272 CENGAGE LEARNING INC.	222550	3/9/2026	33.61
0097472 CHANDRA DAS	222563	3/9/2026	50.00
0016324 CINTAS CORPORATION #464	222551	3/9/2026	245.71
0016324 CINTAS CORPORATION #464	222552	3/9/2026	534.33
0112215 CITY OF SAN BRUNO	222553	3/9/2026	234.00
0000386 CITY OF SOUTH SAN FRANCISCO	222554	3/9/2026	10,828.72
0109639 CLAREMONT BEHAVIORAL SVCS,INC.	222555	3/9/2026	753.75
0000508 CLEARLITE TROPHIES	222556	3/9/2026	4,856.48
0112426 COMCAST	222558	3/9/2026	545.79
0113671 COMCAST	222559	3/9/2026	19,719.02
0109788 CORE & MAIN LP	222560	3/9/2026	5,142.24
0105811 CSAC EXCESS INSURANCE AUTHORITY	222566	3/9/2026	14,347.15
0106011 CWEA-SFBS	222561	3/9/2026	4,480.00
0111471 DANILET FANDINO	222562	3/9/2026	6,043.40
0111687 EMILY DEWOLFE	222564	3/9/2026	2,434.90
0018899 EOA INC.	222565	3/9/2026	2,842.00
0106234 FASTRAK INVOICE PROCESSING DEPT.	222585	3/9/2026	8.50
0102627 FASTRK VIOLATION PROCESSING DEPT.	222659	3/9/2026	19.00
0000944 FEDEX	222567	3/9/2026	42.19
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	222569	3/9/2026	4,377.59
0018117 FLYERS ENERGY, LLC	222570	3/9/2026	5,779.53
0110185 GBL INFRASTRUCTURE SOLUTIONS	222571	3/9/2026	21,480.56
0111754 GENERAL CODE, LLC	222572	3/9/2026	1,845.00
0016154 GOETZ BROTHERS SPORTING GOODS	222573	3/9/2026	318.28
0108425 GOOD CITY COMPANY	222574	3/9/2026	1,770.00
0110360 GOT GOPHERS, INC.	222575	3/9/2026	1,800.00
0102989 GOT POWER INC.	222576	3/9/2026	4,470.00
0000162 GRAINGER	222577	3/9/2026	4,411.76
0111185 GRANICUS LLC	222578	3/9/2026	8,810.55
0000541 GRANITE ROCK COMPANY	222579	3/9/2026	725.20

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Positive Pay Listing  
City of San Bruno

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Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount	
0095966	GREAT AMERICA FINANCIAL SVC.	222580	3/9/2026	649.14
0105210	GYM PRECISION, INC.	222581	3/9/2026	295.00
0109121	INFORMATION PROFESSIONALS, INC.	222582	3/9/2026	480.00
0112186	INGRAM LIBRARY SERVICES, LLC	222583	3/9/2026	524.35
0112239	INTRADO LIFE & SAFETY, INC.	222584	3/9/2026	9,450.94
0116315	J.ENNIS KIRKLAND CREATIVE SERVICES	222592	3/9/2026	550.00
0116306	JAMIL KHALIFA	222591	3/9/2026	50.00
0112387	JANELLA MARGARITA PECSON JUAN	222589	3/9/2026	4,903.50
0112307	JASON JIMENEZ	222587	3/9/2026	233.10
0116302	JUAN LUNA FLORIANO	222568	3/9/2026	84.00
0116307	KATHIE SEMENZA	222639	3/9/2026	50.00
0109500	LAMPO INVESTIGATIONS-POLYGRAPH	222593	3/9/2026	2,000.00
0116314	LAZY PIG LLC	222595	3/9/2026	5,837.00
0109978	LINDE GAS & EQUIPMENT INC.	222598	3/9/2026	219.06
0017924	LORAL LANDSCAPING INC.	222599	3/9/2026	2,100.00
0018177	LOWE'S	222601	3/9/2026	1,096.58
0017026	LYNX TECHNOLOGIES, INC.	222602	3/9/2026	2,325.00
0109097	M-GROUP	222607	3/9/2026	630.00
0109532	MATRIX HG, INC.	222603	3/9/2026	7,581.00
0112309	MATT LETHIN	222596	3/9/2026	476.00
0016041	METROMOBILE COMMUNICATIONS	222606	3/9/2026	390.00
0092285	MICROMARKETING LLC	222608	3/9/2026	16.59
0001709	MILLBRAE LOCK	222609	3/9/2026	193.93
0111055	O'REILLY AUTO PARTS	222614	3/9/2026	57.13
0110243	ODP BUSINESS SOLUTIONS, LLC	222611	3/9/2026	554.21
0105812	OLIVER REICH	222632	3/9/2026	68.11
0097567	ONE HOUR DRY CLEANING	222613	3/9/2026	1,173.45
0018701	ORKIN PEST CONTROL	222615	3/9/2026	1,070.15
0109702	OUTDOOR SUPPLY HARDWARE	222616	3/9/2026	298.67
0104998	OWEN EQUIPMENT COMPANY	222617	3/9/2026	572.17
0000012	PACIFIC GAS & ELECTRIC	222618	3/9/2026	100,470.00
0095210	PAVEMENT ENGINEERING INC.	222619	3/9/2026	115,655.00
0106229	PET FOOD EXPRESS	222621	3/9/2026	148.13
0103618	PETERSON POWER SYSTEMS, INC.	222622	3/9/2026	223.04
0111229	PINPOINT TALENT, LLC	222623	3/9/2026	1,530.00
0105947	PLACEWORKS	222624	3/9/2026	18,019.40
0112304	POINT ONE ELECTRICAL SYSTEMS, INC.	222612	3/9/2026	1,276.00
0000285	PREFERRED ALLIANCE, INC.	222625	3/9/2026	502.70
0116308	PRINT COPY XPRESS	222627	3/9/2026	1,963.59
0097558	PURCHASE POWER	222628	3/9/2026	216.96
0013981	QUILL CORPORATION	222629	3/9/2026	72.59
0001363	RAINBOW WINDOW & GLASS	222630	3/9/2026	1,253.27
0000175	RECOLOGY SAN BRUNO	222631	3/9/2026	13,500.00
0110332	RICHARDS,WATSON & GERSHON	222634	3/9/2026	26.10
0113581	RICO MEDINA	222604	3/9/2026	163.56
0018597	SAN MATEO DAILY JOURNAL	222635	3/9/2026	864.00
0106068	SCOTT'S PPE RECON, INC.	222637	3/9/2026	130.75
0111549	SCP DISTRIBUTORS LLC	222638	3/9/2026	4,419.25
0116305	SHERINE VILLEGAS	222658	3/9/2026	50.00
0018962	SHOE DEPOT INC.	222640	3/9/2026	464.78
0109953	SHRED CITY	222641	3/9/2026	63.72
0018214	SIGILLO SUPPLY INC.	222642	3/9/2026	523.84
0017508	SOUTH CITY LUMBER AND SUPPLY	222643	3/9/2026	61.61
0116261	SPRYPOINT SERVICES, INC.	222644	3/9/2026	66,000.00

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**Positive Pay Listing**  
City of San Bruno

Document group: komalley      Bank: apbank      432000438

Vendor Code & Name	Check #	Check Date	Amount
0109977      STEVE BLANC INVESTIGATIONS	222646	3/9/2026	9,500.00
0096932      TASC	222648	3/9/2026	47.63
0018073      TEAMSTERS LOCAL 350	222649	3/9/2026	3,621.00
0015691      TEAMSTERS LOCAL 856	222650	3/9/2026	12,108.00
0000241      THE ADAM-HILL COMPANY	222651	3/9/2026	506.13
0113663      THE INSIDE SOURCE, INC.	222652	3/9/2026	105,427.02
0106243      THOMAS TANGATAEVAHA	222647	3/9/2026	195.70
0111543      TIMOTHY STABBE	222645	3/9/2026	99.04
0106660      TRIDENT K9 CONSULTING INC.	222653	3/9/2026	550.00
0110140      TRUE NORTH COMPLIANCE SERVICES, INC	222610	3/9/2026	172.50
0110714      UNDERGROUND REPUBLIC WATER WORKS, INC.	222633	3/9/2026	250.05
0102744      UNIVERSAL BUILDING SERVICES	222654	3/9/2026	20,407.78
0096844      USA BLUE BOOK	222655	3/9/2026	703.30
0095749      VERIZON WIRELESS	222657	3/9/2026	9,523.66
0113970      VICTOR LIN	222597	3/9/2026	1,050.00
0113630      WEI KANG	222590	3/9/2026	48.15
0105955      WEST COAST CODE CONSULTANTS, INC.	222557	3/9/2026	22,744.75
0013841      WITMER-TYSON IMPORTS INC	222660	3/9/2026	900.00
0108261      WOODARD & CURRAN	222661	3/9/2026	47,542.50
0112343      ZONAR SYSTEMS	222663	3/9/2026	93.96
<b>GrandTotal:</b>			<b>774,899.95</b>
<b>Total count:</b>			<b>127</b>



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** March 24, 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 3 inclusive for checks dated March 16, 2026, and/or claims numbered from 222664 through 222777 inclusive, totaling \$843,084.70, 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.

<b>Fund</b>	<b>Fund Name</b>	<b>Amount</b>
001	General Fund	\$148,448.72
005	Measure G District Sales Tax	\$70,906.68
121	Federal/State Grants	\$42,000.00
133	Restricted Revenues	\$250.00
137	Developer Project Contributions	\$55,944.22
141	Community Development	\$16,940.99
201	Parks and Facilities Capital	\$113,497.78
203	Street Improvement Projects	\$21,868.51
302	Lease Debt Service	\$1,828.50
611	Water Fund	\$125,753.70
621	Stormwater Fund	\$31,813.29
631	Wastewater Fund	\$65,400.34
651	Parking Fund	\$68,004.64
701	Central Garage	\$8,060.65
702	Facility Maintenance Fund	\$21,530.92
707	Technology Development	\$9,429.65
711	Self-Insurance	\$41,406.11
<b>TOTAL FOR APPROVAL</b>		<b>\$843,084.70</b>

Respectfully submitted,

DocuSigned by:  
  
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 Chief Financial Officer

3/18/2026  
 \_\_\_\_\_  
 Date

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Positive Pay Listing

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City of San Bruno

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0107770 A & D AUTOMATIC GATE COMPANY	222664	3/16/2026	898.40
0106435 ACTION TOWING & ROAD SVC. INC.	222665	3/16/2026	192.50
0116321 AFTERMATH SERVICES LLC	222666	3/16/2026	476.80
0001170 AIRGAS USA, LLC	222667	3/16/2026	1,148.14
0000163 AIRPORT AUTO PARTS INC.	222668	3/16/2026	616.43
0097137 ALERT DOOR SERVICE INC	222669	3/16/2026	11,748.00
0018976 ALPHA ANALYTICAL LAB. INC.	222670	3/16/2026	20,556.00
0000187 ALPHA PRESS INC.	222671	3/16/2026	3,161.10
0109246 AQUA METRIC SALES, CO.	222672	3/16/2026	50,207.44
0109778 ASSOCIATED RIGHT OF WAY SERVICES, INC.	222749	3/16/2026	3,343.75
0016123 AT&T	222673	3/16/2026	1,819.49
0015110 AT&T MOBILITY	222674	3/16/2026	101.08
0018465 AT&T MOBILITY	222675	3/16/2026	32.91
0110761 BACKFLOW PREVENTION SPECIALISTS, INC.	222739	3/16/2026	225.00
0100526 BAY ALARM COMPANY	222676	3/16/2026	827.88
0017431 BAY AREA AIR QUALITY MANAGEMENT DISTRICT	222741	3/16/2026	652.00
0101767 BELL PLUMBING OF SAN MATEO	222677	3/16/2026	3,000.00
0112364 BENDER ROSENTHAL, INC.	222678	3/16/2026	500.00
0109646 BIO CAR CARE	222679	3/16/2026	1,075.00
0114014 BRIGHTVIEW LANDSCAPE SERVICES, INC.	222719	3/16/2026	50,721.00
0000098 BRODART CO.	222680	3/16/2026	106.93
0112880 CASUBA GLOBAL RECRUITMENT ENTERPISES	222702	3/16/2026	4,050.00
0016324 CINTAS CORPORATION #464	222681	3/16/2026	1,109.74
0016324 CINTAS CORPORATION #464	222682	3/16/2026	276.48
0000227 CITY OF SAN BRUNO-UTILITY	222683	3/16/2026	133.11
0112426 COMCAST	222686	3/16/2026	193.29
0113671 COMCAST	222687	3/16/2026	150.61
0109788 CORE & MAIN LP	222689	3/16/2026	604.32
0110941 CORODATA RECORDS MANAGEMENT, INC.	222744	3/16/2026	146.30
0094204 DEPARTMENT OF CONSUMER AFFAIRS	222691	3/16/2026	180.00
0103088 DUNN-EDWARDS CORP.	222692	3/16/2026	40.51
0110123 DUNNIGAN PSYCHOLOGICAL& THREAT ASSESSMENTS, L	222765	3/16/2026	750.00
0111914 E-IKON, LLC	222694	3/16/2026	7,650.00
0105820 EAST BAY TIRE CO	222693	3/16/2026	739.75
0110181 EILEEN O. GOODWIN	222695	3/16/2026	2,296.38
0018899 EOA INC.	222697	3/16/2026	10,349.53
0116327 ERIK LO	222721	3/16/2026	84.00
0106234 FASTRAK INVOICE PROCESSING DEPT.	222711	3/16/2026	8.50
0109510 FIRST ALARM	222698	3/16/2026	1,757.64
0109337 FLOCK SAFETY	222699	3/16/2026	42,000.00
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	222700	3/16/2026	47,360.65
0018117 FLYERS ENERGY, LLC	222701	3/16/2026	6,850.08
0102989 GOT POWER INC.	222703	3/16/2026	1,509.82
0000162 GRAINGER	222704	3/16/2026	468.34
0095966 GREAT AMERICA FINANCIAL SVC.	222705	3/16/2026	1,241.59
0096946 HDR ENGINEERING, INC.	222706	3/16/2026	19,755.84
0017323 HOWARD ROME MARTIN&RIDLEY LLP	222707	3/16/2026	1,358.13
0018838 INFOSEND, INC.	222708	3/16/2026	6,323.67
0112186 INGRAM LIBRARY SERVICES, LLC	222709	3/16/2026	919.44
0015531 INTERSTATE BATTERY SYS. OF SF	222710	3/16/2026	193.79
0018852 JAMES CACCIA PLUMBING INC.	222712	3/16/2026	7,000.00
0000771 JT2 INTEGRATED RESOURCES	222714	3/16/2026	22,450.43
0093434 JT2 INTEGRATED RESOURCES	222715	3/16/2026	9,932.50

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City of San Bruno

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Vendor Code & Name	Check #	Check Date	Amount	
0093434	JT2 INTEGRATED RESOURCES	222716	3/16/2026	9,023.18
0018050	KAISER FOUNDATION HEALTH PLAN	222717	3/16/2026	5,729.43
0110252	KRISSELLE ZEVADA	222776	3/16/2026	175.00
0110998	LAZ PARKING ASSOCIATES LLC	222720	3/16/2026	48,202.58
0018777	LEXISNEXIS RISK DATA MANAGEMENT	222750	3/16/2026	274.00
0105907	MARGARITA SOYFERTIS	222757	3/16/2026	6,375.00
0116283	MCK AMERICAS, INC.	222722	3/16/2026	22,705.32
0111960	MES SERVICE COMPANY, LLC	222724	3/16/2026	2,384.19
0116310	MICHAEL EDWIN STEWART	222759	3/16/2026	250.00
0092285	MICROMARKETING LLC	222725	3/16/2026	82.88
0016863	MIDWEST TAPE, LLC	222726	3/16/2026	416.64
0116326	MILES NUTI-FASSETT	222727	3/16/2026	94.00
0110164	MISCOWATER	222728	3/16/2026	1,139.75
0108142	NATHANIEL MENDOZA	222723	3/16/2026	295.00
0111055	O'REILLY AUTO PARTS	222731	3/16/2026	734.65
0097567	ONE HOUR DRY CLEANING	222730	3/16/2026	480.50
0109702	OUTDOOR SUPPLY HARDWARE	222732	3/16/2026	19.23
0000012	PACIFIC GAS & ELECTRIC	222733	3/16/2026	5,233.93
0000012	PACIFIC GAS & ELECTRIC	222734	3/16/2026	3,038.63
0106829	PACIFIC OFFICE AUTOMATION INC.	222735	3/16/2026	264.85
0092223	PENINSULA CORRIDOR JOINT POWERS BOARD	222690	3/16/2026	13,408.51
0111229	PINPOINT TALENT, LLC	222736	3/16/2026	1,377.00
0000294	PITNEY BOWES	222737	3/16/2026	330.08
0018130	PITNEY BOWES INC.	222738	3/16/2026	100.30
0112304	POINT ONE ELECTRICAL SYSTEMS, INC.	222729	3/16/2026	750.00
0110333	QUALITY AUTOMOTIVE SHOP	222740	3/16/2026	2,082.00
0096045	R.F. MACDONALD CO. INC.	222742	3/16/2026	2,350.00
0000175	RECOLOGY SAN BRUNO	222743	3/16/2026	15,165.16
0110321	REED ANIMAL HOSPITAL	222745	3/16/2026	258.75
0110332	RICHARDS,WATSON & GERSHON	222747	3/16/2026	55,414.91
0103531	RICOH USA, INC.	222748	3/16/2026	1,985.31
0106293	ROBERT HALF	222751	3/16/2026	594.75
0018461	SERRAMONTE FORD, INC.	222752	3/16/2026	675.52
0018962	SHOE DEPOT INC.	222753	3/16/2026	277.42
0016458	SIADAT ENTERPRISES INC.	222754	3/16/2026	419.25
0113157	SILVERFOX ELECTRIC, INC.	222755	3/16/2026	62,347.78
0105745	SMELLY MEL'S PLUMBING	222756	3/16/2026	47,048.00
0109977	STEVE BLANC INVESTIGATIONS	222758	3/16/2026	1,900.00
0108772	STEVEN CLEGG	222684	3/16/2026	200.00
0101086	T-MOBILE	222766	3/16/2026	1,049.99
0110995	T2 SYSTEMS CANADA INC.	222760	3/16/2026	9,062.72
0110995	T2 SYSTEMS CANADA INC.	222761	3/16/2026	1,882.05
0015671	TECHNOLOGY, ENGINEERING & CONSTRUCTION, INC.	222688	3/16/2026	2,925.00
0002025	TELECOMMUNICATIONS ENGINEERING ASSOCIATES	222696	3/16/2026	3,514.17
0110353	TERI BLACK AND COMPANY, LLC	222763	3/16/2026	13,110.17
0000241	THE ADAM-HILL COMPANY	222764	3/16/2026	68.23
0106243	THOMAS TANGATAEVAHA	222762	3/16/2026	500.00
0111669	TODD JONES	222713	3/16/2026	200.00
0017133	TURBO DATA SYSTEMS INC	222767	3/16/2026	8,857.29
0109746	TWINING, INC.	222768	3/16/2026	9,709.19
0018313	U.S. BANK	222769	3/16/2026	1,828.50
0110714	UNDERGROUND REPUBLIC WATER WORKS, INC.	222746	3/16/2026	6,306.61
0115009	VAN DERMYDEN MAKUS LAW CORP.	222770	3/16/2026	1,022.00
0116320	VNR LLC	222771	3/16/2026	6,741.96

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**Positive Pay Listing**  
City of San Bruno

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<u>Vendor Code &amp; Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
0096767      WEST COAST ARBORISTS, INC.	222772	3/16/2026	36,597.19
0105955      WEST COAST CODE CONSULTANTS, INC.	222685	3/16/2026	22,544.85
0104660      WEST YOST ASSOCIATES, INC.	222773	3/16/2026	42,046.00
0106798      WFCA: THE DAILY DISPATCH	222774	3/16/2026	575.00
0116312      YAT SING LAI	222718	3/16/2026	2,000.00
0109122      ZERO TURN POWER WASHING	222775	3/16/2026	9,363.00
0112343      ZONAR SYSTEMS	222777	3/16/2026	282.99
		<b>GrandTotal:</b>	<b>843,084.70</b>
		<b>Total count:</b>	<b>114</b>



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** March 24, 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 February 27, 2026 is recommended. The Labor Summary report reflecting the total payroll amount of \$2,213,895.97 for bi-weekly pay period ending February 22, 2026, by funds are shown below:

<b>Fund</b>	<b>Amount</b>
Fund: 001 - GENERAL FUND	1,644,678.87
Fund: 005 - MEASURE G	6,542.79
Fund: 121 - FEDERAL/ STATE GRANTS	1,899.96
Fund: 122 - SOLID WASTE/RECYCLE	4,584.85
Fund: 132 - AGENCY ON AGING	8,976.94
Fund: 133 - RESTRICTED REVENUES	8,185.63
Fund: 137 - DEVELOPER PROJECT CONTRIBUTIONS	2,966.93
Fund: 141 - COMMUNITY DEVELOPMENT	78,691.88
Fund: 142 - RECREATION AND AQUATICS CENTER	68,120.46
Fund: 201 - PARKS AND FACILITIES CAPITAL	494.17
Fund: 203 - STREET IMPROVE. PROJECTS	9,926.58
Fund: 207 - TECHNOLOGY CAPITAL	9,268.31
Fund: 611 - WATER FUND	127,154.14
Fund: 621 - STORMWATER FUND	41,672.25
Fund: 631 - WASTEWATER FUND	91,510.70
Fund: 641 - CITYNET SERVICES FUND	1,438.88
Fund: 701 - CENTRAL GARAGE	19,201.46
Fund: 702 - FACILITY MAINT.FUND	53,763.20
Fund: 707 - TECHNOLOGY DEVELOPMENT	26,906.44
Fund: 711 - SELF INSURANCE	7,911.53
<b>Total:</b>	<b>2,213,895.97</b>

DocuSigned by:

*Nick Pegueros*

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3/4/2026

Nick Pegueros, CFO / Administrative Services Director

Date



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** March 24, 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 March 13, 2026 is recommended. The Labor Summary report reflecting the total payroll amount of \$2,239,085.77 for bi-weekly pay period ending March 8, 2026, by funds are shown below:

<b>Fund</b>	<b>Amount</b>
Fund: 001 - GENERAL FUND	1,598,510.43
Fund: 005 - MEASURE G	6,159.93
Fund: 121 - FEDERAL/ STATE GRANTS	5,154.76
Fund: 122 - SOLID WASTE/RECYCLE	5,101.19
Fund: 132 - AGENCY ON AGING	9,975.75
Fund: 133 - RESTRICTED REVENUES	8,729.39
Fund: 137 - DEVELOPER PROJECT CONTRIBUTIONS	4,107.99
Fund: 141 - COMMUNITY DEVELOPMENT	86,653.38
Fund: 142 - RECREATION AND AQUATICS CENTER	74,175.12
Fund: 201 - PARKS AND FACILITIES CAPITAL	2,036.51
Fund: 203 - STREET IMPROVE. PROJECTS	10,892.02
Fund: 207 - TECHNOLOGY CAPITAL	5,161.91
Fund: 611 - WATER FUND	142,861.69
Fund: 621 - STORMWATER FUND	48,167.76
Fund: 631 - WASTEWATER FUND	107,898.77
Fund: 641 - CITYNET SERVICES FUND	835.20
Fund: 701 - CENTRAL GARAGE	22,111.73
Fund: 702 - FACILITY MAINT.FUND	59,540.99
Fund: 707 - TECHNOLOGY DEVELOPMENT	33,390.19
Fund: 711 - SELF INSURANCE	7,621.06
<b>Total:</b>	<b>2,239,085.77</b>

DocuSigned by:

*Nick Pegueros*

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3/16/2026

Nick Pegueros, CFO / Administrative Services Director

Date



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** March 24, 2026

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Nick Pegueros, Administrative Services Director & CFO

**PREPARED BY:** Esther Garibay, Finance Manager

**SUBJECT:** Month End Investment Report – February 2026

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

<b>Investment Type</b>	<b>Total Book Value</b>
TriCounties Bank	\$18,177,491
Wells Fargo Bank /Sweep Money Market	31,300,519
CalTrust Liquid Money Market Fund	18,724,259
CalTrust Medium Term Fund	21,663,987
Local Agency Investment Fund	68,654,790
Government Agency Investments	55,760,861
Municipal Bonds	17,401,606
Money Market Investments	35,741,334
<b>Total Investments</b>	<b>\$267,424,849</b>

All securities held by the City of San Bruno as of February 2026 are in compliance with the City’s Investment Policy adopted on April 8, 2025.

Respectfully submitted,

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 \_\_\_\_\_  
 Administrative Services Director & CFO

3/10/2026  
 \_\_\_\_\_  
 Date



City of San Bruno  
567 El Camino Real  
San Bruno, CA 94066

**CITY OF SAN BRUNO**  
**Portfolio Summary**  
**February 28, 2026**

Investments	Coupon Rate	CUSIP	Book Value	Market Value	YTM	Maturity Date	% of Portfolio
<b>Short Term Investments</b>							
TriCounties Bank Cash Balance			18,177,491	18,177,491	2.90%	N/A	7%
Wells Fargo General Acct /Sweep Money Market			31,300,519	31,300,519	3.56%	N/A	12%
CalTrust Liquidity Money Market Fund			18,724,259	18,724,259	3.84%	N/A	7%
CalTrust Medium Term Fund			21,663,987	21,663,987	3.88%	N/A	8%
<b>Total CalTrust</b>			<b>40,388,247</b>	<b>40,388,247</b>			<b>15%</b>
<b>Pooled Investments</b>							
Local Agency Investment Fund			64,894,367	64,894,367	3.87%	NA	24%
Glenview Fire Local Agency Investment Fund			3,760,423	3,760,423	3.87%	NA	1%
<b>Total LAIF</b>			<b>68,654,790</b>	<b>68,654,790</b>			<b>26%</b>
<b>US Bank Portfolio/Securities</b>							
<b>Money Market Investments</b>							
U.S. Government Money Market		31846V567	35,741,334.32	35,741,334	3.57%	NA	13%
<b>Total Money Market and US Treas. Bills Investments</b>			<b>35,741,334</b>	<b>35,741,334</b>			<b>13%</b>
<b>Total Short Term Investments</b>			<b>194,262,381</b>	<b>194,262,381</b>			
<b>Municipal Bonds</b>							
California St Taxable Various GOB	2.65%	13063DMA3	1,068,690	998,950	1.07%	April 1, 2026	0%
Pasadena USD non-callable GOB	2.07%	702282QD9	1,043,920	997,370	1.09%	May 1, 2026	0%
Los Angeles Unified SD non-callable	1.46%	544547FC9	2,009,340	1,985,220	1.35%	July 1, 2026	1%
Southern California St Public Pwer Auth	1.26%	842475P82	1,555,751	1,575,976	1.77%	July 1, 2026	1%
San Jose CA Redev Agy Successor Agy Tax Allocation	3.18%	798170AJ5	1,405,984	1,323,162	1.51%	August 1, 2026	1%
San Jose CA Redev Agy Successor Agy Tax Allocation	3.18%	798170AJ5	1,223,083	1,151,035	2.09%	August 1, 2026	0%
Cupertino UHSD Taxable non-callable GOB	2.15%	231237P28	1,057,240	993,580	0.96%	August 1, 2026	0%
Santa Monica CCD taxable non-callable GOB	1.04%	802385RR7	755,235	741,930	0.90%	August 1, 2026	0%
Los Angeles Calif Comm Coll Dist GOB Unlimited Tax	1.17%	54438CYL0	998,010	989,850	1.22%	August 1, 2026	0%
San Dieguito CA Union High Sch Dist	1.86%	797508HF8	987,050	992,360	2.17%	August 1, 2026	0%
California St Taxable BID non-callable	2.38%	13063DRD2	736,400	696,503	1.28%	October 1, 2026	0%
California St Taxable BID non-callable	2.38%	13063DRD2	743,022	702,767	1.37%	October 1, 2026	0%
California St Univ Revenue	1.14%	13077DQE5	949,640	983,630	1.14%	November 1, 2026	0%
Los Angeles CA Dept of ARPTS ARPT Revenue	1.10%	544445TW9	991,001	1,090,946	3.74%	May 15, 2027	0%
University Calif Rgts Med Center Poold Rev Taxable Srs M	2.56%	913366JB7	1,877,240	1,975,740	4.68%	May 15, 2027	1%
<b>Total Municipal Bonds Investments</b>			<b>17,401,606</b>	<b>17,199,019</b>			<b>7%</b>



**CITY OF SAN BRUNO**  
**Portfolio Summary**  
**February 28, 2026**

Investments	Coupon Rate	CUSIP	Book Value	Market Value	YTM	Maturity Date	% of Portfolio
<b>US Treasuries &amp; Agencies</b>							
U.S. Treasury Notes	0.51%	91282CBQ3	1,966,172	2,000,000	0.85%	February 28, 2026	1%
U.S. Treasury Notes	4.63%	91282CGR6	2,001,328	2,000,580	4.58%	March 15, 2026	1%
U.S. Treasury Notes	0.75%	91282CBT7	1,884,859	1,895,516	0.91%	March 31, 2026	1%
Federal Farm Credit Bank	4.63%	3133EP7C3	1,986,960	2,001,200	4.98%	April 1, 2026	1%
U.S. Treasury Notes	0.75%	91282CBW0	1,987,813	1,990,260	0.88%	April 30, 2026	1%
U.S. Treasury Notes	1.63%	912828R36	1,456,000	1,394,120	0.80%	May 15, 2026	1%
Federal Home Loan Bank	0.88%	3130AN4T4	1,148,747	1,140,973	0.90%	June 12, 2026	0%
U.S. Treasury Notes	0.63%	91282CCP4	992,773	987,640	0.77%	July 31, 2026	0%
U.S. Treasury Notes	0.75%	91282CCW9	1,997,813	1,971,680	0.77%	August 31, 2026	1%
U.S. Treasury Notes	1.63%	912828YG9	1,034,219	988,470	0.92%	September 30, 2026	0%
U.S. Treasury Notes (WIT)	0.88%	91282CCZ2	997,227	984,240	0.93%	September 30, 2026	0%
U.S. Treasury Notes	4.63%	91282CJC6	988,477	1,006,020	5.04%	October 15, 2026	0%
U.S. Treasury Notes (WIT)	1.13%	91282CDG3	995,391	983,048	1.22%	October 31, 2026	0%
U.S. Treasury Notes (WIT)	1.13%	91282CDG3	996,367	984,012	1.20%	October 31, 2026	0%
U.S. Treasury Notes (WIT)	1.25%	91282CDK4	1,501,684	1,474,320	1.23%	November 30, 2026	1%
U.S. Treasury Notes	1.25%	91282CDQ1	1,647,422	1,619,046	1.28%	December 31, 2026	1%
U.S. Treasury Notes	4.00%	91282CJT9	3,968,125	4,015,480	4.34%	January 15, 2027	1%
U.S. Treasury Notes	1.25%	912828Z78	1,995,685	1,963,320	1.55%	January 31, 2027	1%
U.S. Treasury Notes	4.13%	91282CKA8	2,004,260	2,010,800	4.03%	February 15, 2027	1%
U.S. Treasury Notes	1.88%	91282CEC1	1,982,500	1,967,800	2.06%	February 28, 2027	1%
U.S. Treasury Notes	2.50%	91282CEF4	1,475,156	1,484,175	2.86%	March 31, 2027	1%
Federal Hom Loan Bank	4.75%	3130B0TY5	1,014,063	1,013,060	4.07%	April 9, 2027	0%
U.S. Treasury Notes	0.50%	912828ZN3	1,326,680	1,449,495	2.86%	April 30, 2027	0%
U.S. Treasury Notes	4.13%	91282CFM8	2,006,875	2,021,260	4.00%	September 30, 2027	1%
U.S. Treasury Notes	4.13%	91282CFU0	999,564	1,011,210	4.14%	October 31, 2027	0%
U.S. Treasury Notes	4.00%	91282CGP0	1,998,364	2,023,040	4.03%	February 29, 2028	1%
U.S. Treasury Notes	4.38%	91282CHK2	2,033,125	2,046,880	3.91%	August 31, 2028	1%
U.S. Treasury Notes	4.63%	91282CJA0	1,014,219	1,030,430	4.20%	September 30, 2028	0%
Federal Farm Credit Bank	4.63%	3133EPC45	1,294,557	1,337,258	4.72%	November 13, 2028	0%
U.S. Treasury Notes	4.38%	91282CJN2	1,005,859	1,025,510	4.21%	November 30, 2028	0%
Federal Home Loan Bank	4.50%	3130AVBD3	1,986,480	2,062,140	4.65%	March 29, 2029	1%
U.S. Treasury Notes	4.63%	91282CKP5	2,059,531	2,072,260	3.90%	April 30, 2029	1%
Federal Home Loan Bank	4.20%	3130B3CP6	3,000,000	3,003,930	4.20%	October 9, 2029	1%
Federal Hom Loan Bank	4.50%	3130ATUT2	1,012,568	1,036,520	4.21%	December 14, 2029	0%
<b>Total U.S. Treasuries &amp; Agencies</b>			<b>55,760,861</b>	<b>55,995,693</b>			<b>21%</b>
<b>TOTAL PORTFOLIO</b>			<b>267,424,849</b>	<b>267,457,093</b>	<b>3.403%</b>		<b>100%</b>

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

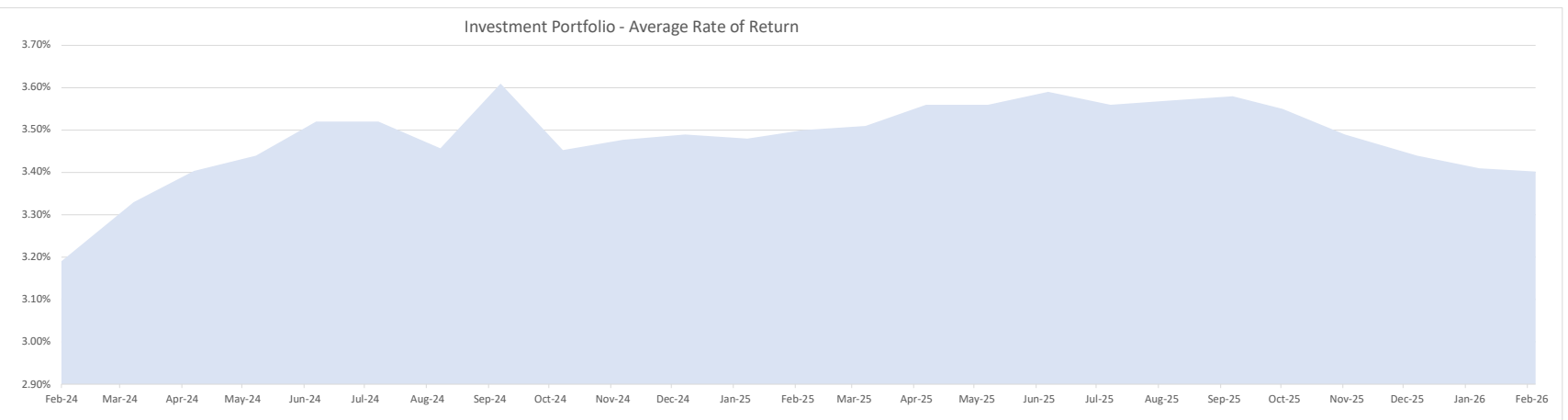
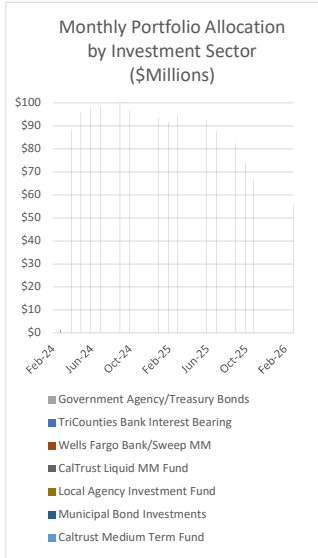
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**CITY OF SAN BRUNO**  
**Portfolio Summary Metrics**  
**February 28, 2026**

Monthly Portfolio Allocation by Investment Sector (\$Millions)	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26
TriCounties Bank Interest Bearing	\$13.2	\$14.7	\$18.8	\$17.6	\$19.1	\$10.2	\$13.9	\$13.7	\$8.1	\$16.9	\$9.5	\$8.1	\$14.8	\$17.2	\$13.0	\$13.0	\$10.2	\$13.9	\$17.3	\$13.1	\$10.3	\$14.2	\$13.2	\$9.6	\$18.2
Wells Fargo Bank/Sweep MM	\$20.9	\$22.1	\$27.7	\$23.9	\$26.7	\$21.4	\$19.3	\$19.9	\$37.3	\$24.3	\$25.3	\$28.9	\$25.3	\$27.8	\$38.0	\$38.0	\$43.8	\$26.6	\$22.5	\$23.4	\$24.8	\$26.3	\$43.7	\$37.8	\$31.3
CalTrust Liquid MM Fund	\$12.1	\$22.1	\$22.2	\$25.3	\$25.4	\$15.5	\$11.6	\$11.6	\$11.7	\$17.8	\$17.8	\$17.9	\$18.0	\$18.0	\$18.0	\$18.0	\$18.2	\$18.3	\$18.4	\$18.4	\$18.5	\$18.5	\$18.6	\$18.7	\$18.7
Caltrust Medium Term Fund	-	-	-	-	-	\$20.1	\$20.3	\$20.4	\$20.3	\$20.3	\$20.4	\$20.4	\$20.6	\$20.7	\$20.7	\$20.7	\$21.0	\$21.0	\$21.2	\$21.3	\$21.3	\$21.4	\$21.5	\$21.5	\$21.7
Local Agency Investment Fund	30.2	15.2	15.5	15.5	15.5	15.7	15.6	15.7	25.9	25.9	41.4	41.7	41.7	41.7	42.1	42.1	42.1	42.6	42.6	52.6	53.1	53.1	53.1	68.7	68.7
San Mateo County Pool	41.9	36.8	32.7	28.7	25.2	22.5	22.6	20.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Government Agency/Treasury Bonds	90.5	88.6	95.9	98.4	98.4	101.9	99.9	96.9	89.9	95.8	93.7	91.7	94.7	92.7	92.7	92.7	87.8	82.4	82.4	74.5	67.0	65.7	58.8	58.8	55.8
Municipal Bond Investments	25.7	27.6	27.6	27.6	27.6	27.6	26.5	26.5	26.5	24.9	24.9	24.9	24.9	24.9	22.4	22.4	20.9	20.9	18.9	18.9	18.9	17.4	17.4	17.4	17.4
Certificates of Deposit	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
US Bank - Money Market	<u>12.1</u>	<u>17.2</u>	<u>5.4</u>	<u>7.2</u>	<u>11.7</u>	<u>8.4</u>	<u>11.6</u>	<u>14.9</u>	<u>16.5</u>	<u>12.7</u>	<u>14.9</u>	<u>17.2</u>	<u>14.4</u>	<u>12.7</u>	<u>15.6</u>	<u>15.6</u>	<u>22.6</u>	<u>28.2</u>	<u>30.4</u>	<u>29.0</u>	<u>37.0</u>	<u>30.0</u>	<u>37.3</u>	<u>32.4</u>	<u>35.7</u>
<b>Total</b>	<b>\$247.0</b>	<b>\$244.7</b>	<b>\$246.3</b>	<b>\$244.7</b>	<b>\$250.2</b>	<b>\$243.8</b>	<b>\$241.8</b>	<b>\$240.1</b>	<b>\$236.6</b>	<b>\$238.6</b>	<b>\$247.9</b>	<b>\$250.9</b>	<b>\$254.4</b>	<b>\$255.7</b>	<b>\$262.5</b>	<b>\$262.5</b>	<b>\$266.6</b>	<b>\$253.8</b>	<b>\$253.6</b>	<b>\$251.1</b>	<b>\$250.9</b>	<b>\$246.7</b>	<b>\$263.6</b>	<b>\$264.9</b>	<b>\$267.4</b>
<b>Average Rate of Return</b>	<b>3.19%</b>	<b>3.33%</b>	<b>3.40%</b>	<b>3.44%</b>	<b>3.52%</b>	<b>3.52%</b>	<b>3.46%</b>	<b>3.61%</b>	<b>3.45%</b>	<b>3.48%</b>	<b>3.49%</b>	<b>3.48%</b>	<b>3.50%</b>	<b>3.51%</b>	<b>3.56%</b>	<b>3.56%</b>	<b>3.59%</b>	<b>3.56%</b>	<b>3.57%</b>	<b>3.58%</b>	<b>3.55%</b>	<b>3.49%</b>	<b>3.44%</b>	<b>3.41%</b>	<b>3.40%</b>



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City of San Bruno

Through period: 7

Through January 2026

	Cash	Investments	Fund Total	
001	GENERAL FUND	30,804,858.32	67,125.67	30,871,983.99
002	GENERAL FUND RESERVE	12,603,341.60	0.00	12,603,341.60
003	ONE-TIME REVENUE	9,353,429.15	0.00	9,353,429.15
004	CAP IMPROV/ONE-TIME INITIATIVE RSRV	10,839,918.65	0.00	10,839,918.65
005	MEASURE G DISTRICT SALES TAX	2,438,853.39	0.00	2,438,853.39
006	AMERICAN RESCUE PLAN ACT	0.00	0.00	0.00
009	PARKING FUND	0.00	0.00	0.00
101	GAS TAX	2,027,507.64	0.00	2,027,507.64
102	MEASURE A TRANSPORTATION TAX	1,822,460.73	0.00	1,822,460.73
103	STREET SPECIAL REVENUE	159,333.51	0.00	159,333.51
104	MEASURE W TRANSPORTATION TAX	1,430,138.59	0.00	1,430,138.59
111	POLICE ASSET FORFEITURE	465,032.52	0.00	465,032.52
113	POLICE SPECIAL REVENUE	466,405.40	0.00	466,405.40
121	FEDERAL/STATE GRANTS	(388,074.49)	0.00	(388,074.49)
122	SOLID WASTE/RECYCL.	466,288.51	0.00	466,288.51
130	IMPACT FEES	0.90	0.00	0.90
131	IN-LIEU FEES	4,068,252.59	0.00	4,068,252.59
132	AGENCY ON AGING	(815,458.65)	0.00	(815,458.65)
133	RESTRICTED REVENUES	2,940,426.69	0.00	2,940,426.69
136	EMERGENCY DISASTER RESERVE	253,592.92	0.00	253,592.92
137	DEVELOPER PROJECT CONTRIBUTIONS	587,293.13	0.00	587,293.13
138	AFFORDABLE HOUSING IMPACT FEES	10,886,256.60	0.00	10,886,256.60
140	DEVELOPER IN-LIEU UNDERGROUNDING	0.00	0.00	0.00
141	COMMUNITY DEVELOPMENT	5,653,483.61	0.00	5,653,483.61
142	RECREATION & AQUATICS CENTER (RAC)	(3,641,777.03)	0.00	(3,641,777.03)
151	SUCCESSOR AGENCY TO THE SB RDA - OPS	0.00	0.00	0.00
152	CITY OF SB AS SUCCESSOR HOUSING AGENC'	700,648.55	0.00	700,648.55
153	RDA OBLIGATION RETIREMENT FUND	757,627.72	4.76	757,632.48
160	COMMUNITY FACILITIES IMPACT FEE	4,127,904.13	0.00	4,127,904.13
161	PUBLIC SAFETY FACILITIES IMPACT FEE	25,205.02	0.00	25,205.02
162	GENERAL GOVERNMENT FACILITIES IMPACT F	254,383.45	0.00	254,383.45
163	TRANSPORTATION FACILITIES IMPACT FEE	6,368,367.03	0.00	6,368,367.03
164	UTILITIES FACILITIES IMPACT FEE	388,365.93	0.00	388,365.93
165	BAYHILL SPECIFIC PLAN AREA DEVELOPMENT	5,107,045.76	0.00	5,107,045.76
166	COMMUNITY BENEFIT FUND	11,055,396.56	0.00	11,055,396.56
190	DISASTER RECOVERY FUND	0.00	0.00	0.00
201	PARKS AND FACILITIES CAPITAL	7,457,252.66	0.00	7,457,252.66
203	STREET IMPROVE. PROJECTS	6,711,652.94	0.00	6,711,652.94
207	TECHNOLOGY CAPITAL	2,025,522.80	0.00	2,025,522.80
302	LEASE DEBT SERVICE	(124,153.54)	1,965.82	(122,187.72)
611	WATER FUND	59,147,632.90	172.97	59,147,805.87
621	STORMWATER FUND	2,823,260.87	0.00	2,823,260.87
631	WASTEWATER FUND	53,458,581.93	59,666.88	53,518,248.81
641	CITYNET SERVICES FUND	9,703,100.20	0.00	9,703,100.20
651	PARKING FUND	2,248,525.73	0.00	2,248,525.73
701	CENTRAL GARAGE	(768,060.63)	0.00	(768,060.63)
702	FACILITY MAINT.FUND	(465,609.92)	0.00	(465,609.92)
703	GENERAL EQUIPMENT REVOLVING	1,574,940.86	0.00	1,574,940.86
707	TECHNOLOGY DEVELOPMENT	63,577.02	0.00	63,577.02
711	SELF INSURANCE	(1,483,244.87)	91,118.50	(1,392,126.37)
891	RECOLOGY SAN BRUNO	0.00	0.00	0.00
<b>Grand Total:</b>	<b>263,579,487.38</b>	<b>220,054.60</b>	<b>263,799,541.98</b>	

\* Reconciliation of Pooled Cash & Investments to Portfolio Book Value

Investment Portfolio Value	255,139,949.99
Cash on hand - Checking Account	9,588,215.85
Payroll and Accounts Payable Outstanding Checks	(2,206,941.76)
Deposits in Transit	1,058,263.30
General Ledger Cash Balance as of January 31, 2026	263,579,487.38

Totals are through period: 7

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**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

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**DATE:** March 24, 2026

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Alex D. McIntyre, City Manager

**PREPARED BY:** Matthew Lee, P.E., Public Works Director  
Camila Arcayena, P.E., Associate Civil Engineer

**SUBJECT:** Consider Adoption of a Resolution Approving the Design of the Crestmoor Canyon Storm Repair Project; Authorizing the City Manager to Execute a Construction Contract with W.R. Forde Associates, Inc. for the Crestmoor Canyon Storm Repair Project in the amount not to exceed \$167,000; Appropriating \$100,000 from the Stormwater Fund to the Crestmoor Canyon Storm Repair Project; Approving a Total Project Budget in the Amount of \$300,000; Authorizing Remaining Project Funds as Construction Contingency; and Determining the Project is Exempt Under the California Environmental Quality Act.

**BACKGROUND:**

Crestmoor Canyon is a steep, vegetated area that is owned and maintained by the City and is bound by City streets and residential properties. Crestmoor Canyon is utilized as a drainage discharge area. Due to the steep topography of the area, the Canyon is susceptible to soil displacements and occasional landslides. Crestmoor Canyon has experienced erosion events over the years. Past mitigations efforts include the installation of a retaining wall in 2020.

Despite these improvements, further erosion of the slope may occur during winter rain events. Continued erosion could potentially cause the manhole and the storm drainpipe located north of San Bruno Avenue, between Glenview Drive and Crestmoor Drive, to shift or be pulled downslope. To mitigate this risk, the manhole will be anchored to the existing retaining wall and secured by drilling into the existing ground.

**DISCUSSION:**

The Crestmoor Canyon Storm Repair Project design, which consists of plans and specifications on file with the Public Works Department, was completed in October 2025. The design documents were prepared by William Tucker Associates, the firm that designed the retaining wall referenced above, due to the proximity of the manhole to the wall.

In October 2025, staff issued a notice inviting bids for the construction of the Crestmoor Canyon Storm Repair Project. Notice to bidders was posted on the City’s website and provided to construction distribution advertisement centers. The project was also advertised twice in the San Mateo Times newspaper on October 13 and October 20, 2025. Staff held a mandatory pre-bid meeting at the project location on October 22, 2025.

A total of one (1) bid was received and opened on January 20, 2026. Staff contacted other contractors who attended the mandatory pre-bid meeting. They did not bid due to site conditions and schedule conflicts. A summary of the bid results is provided below.

<b>Contractor</b>	<b>Bid Total</b>
1. W.R. Forde Associates, Inc.	\$167,000
Engineer’s Estimate	\$138,000

Staff reviewed the bid materials and determined W.R. Forde Associates, Inc.’s bid to be responsive and W.R. Forde Associates, Inc. to be a responsible bidder. Based on the bid results, the bid received was above the engineer’s estimate due to site conditions and limited contractor availability.

Staff recommends awarding the contract to W.R. Forde Associates, Inc., which has offices located in Richmond, CA. W.R. Forde Associates, Inc. has successfully completed utility construction work for public agencies in the Bay Area including Marin, San Mateo, and San Rafael. Based on their experience and performance, staff have determined that W.R. Forde Associates, Inc. meets the qualifications to perform the work for the Crestmoor Canyon Storm Repair Project as specified in the contract documents.

The City will retain a firm to provide material testing services which are required to ensure materials used on the project meet the relevant standards.

Construction impacts to residents within the project vicinity include temporary roadway closures, parking, noise, and dust. Construction will be limited to the hours of 8:00 am to 5:00 pm Monday through Friday, excluding holidays.

**FISCAL IMPACT:**

The FY 2025-26 CIP budget includes an allocation of \$200,000 from the Stormwater Fund to complete the design, bid and construction phases for the Crestmoor Canyon Storm Repair Project (Project #21016). The estimated project cost is \$300,000 and exceeds the total budget. An additional \$100,000 is needed to fund the project and staff recommends appropriating \$100,000 from the Stormwater Fund to Project 21016.

The estimated project costs are as follows:

Design Contracts Services (William Tucker Associates)	\$23,700
Geotechnical Engineering Services (Cotton Shires and Associates, Inc.)	\$5,000

Honorable Mayor and Members of the City Council

March 24, 2026

Page 3 of 3

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Staff Project Management	\$24,000
Construction Contract (W.R. Forde Associates, Inc.)	\$167,000
Contingency (15%)	\$25,050
Construction Management and Inspection (In-house)	\$17,000
Material Testing	\$20,000
<b>Total (Rounded)</b>	<b>\$300,000</b>

**ENVIRONMENTAL IMPACT:**

The proposed project falls within the Categorical Exemption set forth in CEQA Guidelines, Section 15302(c), which exempts the replacement or reconstruction of existing utility systems.

**RECOMMENDATION:**

Consider adopting a Resolution:

- Approving the Design of the Crestmoor Canyon Storm Repair Project;
- Authorizing the City Manager to Execute a Construction Contract with W.R. Forde Associates, Inc. for the Crestmoor Canyon Storm Repair Project in the amount not to exceed \$167,000;
- Appropriating \$100,000 from the Stormwater Fund to the Crestmoor Canyon Storm Repair Project;
- Approving a Total Project Budget in the Amount of \$300,000;
- Authorizing Remaining Project Funds as Construction Contingency; and
- Determining the Project is Exempt Under the California Environmental Quality Act

**ALTERNATIVES:**

1. Reject all bids and direct staff to re-advertise the project. This action could result in higher bids or no bids and will delay the completion of the Crestmoor Canyon Storm Repair Project.
2. Do not award the construction contract and do not complete the project.

**ATTACHMENTS:**

1. Resolution
2. Location Map

**RESOLUTION NO. 2026 - \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO APPROVING THE DESIGN OF THE CRESTMOOR CANYON STORM REPAIR PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH W.R. FORDE ASSOCIATES, INC. FOR THE CRESTMOOR CANYON STORM REPAIR PROJECT IN THE AMOUNT NOT TO EXCEED \$167,000; APPROPRIATING \$100,000 FROM THE STORMWATER FUND TO THE CRESTMOOR CANYON STORM REPAIR PROJECT; APPROVING A TOTAL PROJECT BUDGET IN THE AMOUNT OF \$300,000; AUTHORIZING REMAINING PROJECT FUNDS AS CONSTRUCTION CONTINGENCY; AND DETERMINING THE PROJECT IS EXEMPT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**WHEREAS**, the Crestmoor Canyon Storm Repair Project is a capital improvement project to anchor the existing storm drain manhole into the existing ground and wall; and

**WHEREAS**, the Crestmoor Canyon Storm Repair Project (“Project”) Design, which consists of plans and specifications on file with the Public Works Department, was completed in October 2025; and

**WHEREAS**, a total of one (1) bid was received and opened on January 20,2026; and

**WHEREAS**, W.R. Forde Associates, Inc. submitted a base bid in the amount of \$167,000; and

**WHEREAS**, the bid received was above the engineer’s estimate due to site conditions and limited contractor availability; and

**WHEREAS**, staff reviewed the bid materials and determined W.R. Forde Associates, Inc’s bid to be responsive and W.R. Forde Associates, Inc. to be a responsible bidder; and

**WHEREAS**, staff recommends awarding the base bid in the amount of \$167,000 to W.R. Forde Associates, Inc.; and

**WHEREAS**, the FY 2025-26 CIP budget includes an allocation of \$200,000 from the Stormwater Fund for the Crestmoor Canyon Storm Repair Project; and

**WHEREAS**, the estimated project cost is \$300,000 and exceeds the total budget; and

**WHEREAS**, an additional \$100,00 is needed to fund the project and staff recommends appropriating \$100,000 from the Stormwater Fund to the Crestmoor Canyon Storm Repair Project; and

**WHEREAS**, this project falls within the Categorical Exemption set forth in CEQA Guidelines, Section15302(c), which exempts the rehabilitation and replacement of existing utility systems.

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

1. Approves the Design of the Crestmoor Canyon Storm Repair Project;
2. Authorizes the City Manager to Execute a Construction Contract with W.R. Forde Associates, Inc. for the Crestmoor Canyon Storm Repair Project in the amount not to exceed \$167,000;

3. Approves appropriating \$100,000 from the Stormwater Fund to the Crestmoor Canyon Storm Repair Project;
4. Approves a Total Project Budget in the Amount of \$300,000;
5. Authorizes Remaining Project Funds as Construction Contingency; and
6. Determines the Project is Exempt Under the California Environmental Quality Act

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I hereby certify that foregoing **Resolution No. 2026 - \_\_\_**  
was introduced and adopted by the San Bruno City Council at a regular meeting on  
March 24, 2026, by the following vote:

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

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Alissa Leonardini, Deputy City Clerk

**ATTACHMENT 2 – PROJECT LOCATION**





**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

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**DATE:** March 24, 2026

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Alex D. McIntyre, City Manager

**PREPARED BY:** Travis M. Karlen, Community Services Director  
Tim Wallace, Community Services Superintendent

**SUBJECT:** Consider Adoption of a Resolution Approving the Application from San Bruno Improvement Group to Install a Mural at 568 San Mateo Avenue, and Authorizing the City Manager to Negotiate and Execute, in Conjunction with the City Attorney, an Easement Agreement With 568 San Mateo Avenue Property Owner, Barry Gevertz, and an Artist Agreement with Muralist Julie Engelmann

**BACKGROUND:**

At its regular meeting on October 14, 2025, the San Bruno City Council approved the establishment of a citywide Mural Program. The Mural Program provides a clear and consistent process for proposing, approving, installing and maintaining murals on both City-owned and private property.

The intent of the Mural Program is to encourage high-quality public art that enhances the visual environment, contributes to community identity, and supports the general health and welfare of the community. Following adoption of the program, staff developed an online application process for mural proposals on private property.

**DISCUSSION:**

The first completed application submitted under the City's Mural Program was received on February 24, 2026, from the San Bruno Improvement Group (SBIG). SBIG proposes to commission muralist Julie Engelmann to install a mural on the south-facing wall of a privately owned building at 568 San Mateo Avenue. The property owner, Barry Gevertz, has provided written consent for the installation of the mural and has agreed to enter into a mural easement with the City, consistent with program requirements.

The proposed mural, titled *San Bruno's Natural History*, is, according to the applicant, intended to celebrate the city's natural landscape and history through imagery informed by community input. According to the application, the design incorporates native plants, butterflies, and subtle historical references, with the goal of creating a welcoming and reflective visual experience in the downtown area.

Upon initial review, the staff assessment is that the application substantially meets the Mural Program's submittal and eligibility requirements as outlined in the program's guidelines. Staff forwarded the application to the Culture and Arts Commission for consideration at its March 19, 2026, regular meeting. The Commission was asked to provide a recommendation to the City Council regarding whether the proposed mural should be approved.

The Commission was asked to evaluate the application in its entirety, including the final mural rendering, the artist's qualifications and portfolio, the concept statement, and proposed funding approach. Specifically, the Commission was asked to evaluate the proposal using the following criteria listed in the Mural Program:

- **Concept of Art** - Strength, originality, craftsmanship of proposed artwork, and appropriateness of imagery for all audiences without political, religious, sexual, violent, or commercial content.
- **Scale** - Appropriateness of the mural's scale relative to the wall, surrounding environment, and anticipated viewing audience.
- **Context** - The extent to which the artwork creatively responds to the site and reflects the character of the San Bruno Community.
- **Feasibility** - Adequacy of the proposed budget, materials, surface preparation, and protective coatings to ensure durability over the intended lifespan of the mural.
- **Artist Qualifications** - Demonstrated experience with similar projects, ability to complete the work in a timely manner, and willingness to collaborate with City staff and the Commission

Following deliberation, the Commission voted to recommend that the City Council approve the proposed mural as presented in the application. The recommendation reflects the Commission's determination that the proposal is consistent with the City's mural program and met all necessary criteria for the installation of a mural at the chosen location.

**FISCAL IMPACT:**

The San Bruno Improvement Group will fully fund the design and installation of the proposed mural and is not requesting the use of any City funds for the project. No direct fiscal impact to the City is anticipated for installation. Any future maintenance costs, which are expected to be minor, would be addressed by the City in accordance with the terms of the easement agreement.

**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:**

Staff recommends that the City Council adopt the resolution approving the application from San Bruno Improvement Group to install a mural at 568 San Mateo Avenue, and authorize the City Manager to negotiate and execute, in conjunction with the City Attorney, an easement agreement with 568 San Mateo Avenue property owner, Barry Gevertz, and an artist agreement with Muralist Julie Engelmann.

**ALTERNATIVES:**

Decline to approve the recommended action, resulting in no mural being installed at 568 San Mateo Avenue.

**ATTACHMENTS:**

1. Resolution
2. Renderings of Proposed Mural
3. San Bruno Improvement Group Mural Application
4. Current Photo of the South Wall of 568 San Mateo Avenue
5. Artist Portfolio

RESOLUTION NO. 2026- \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO APPROVING AN APPLICATION FROM THE SAN BRUNO IMPROVEMENT GROUP TO INSTALL A MURAL AT 568 SAN MATEO AVENUE; AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE, IN CONJUNCTION WITH THE CITY ATTORNEY, AN EASEMENT AGREEMENT WITH 568 SAN MATEO AVENUE PROPERTY OWNER, BARRY GEVERTZ, AND AN ARTIST AGREEMENT WITH MURALIST JULIE ENGELMANN**

**WHEREAS**, on October 14, 2025, the City Council approved the establishment of a Mural Program to provide a clear and consistent process for proposing, reviewing, installing, and maintaining murals on both City-owned and private property; and

**WHEREAS**, on February 24, 2026, the San Bruno Improvement Group submitted an application under the City's Mural Program proposing the installation of a mural titled *San Bruno's Natural History* on the south-facing wall of a privately owned building at 568 San Mateo Avenue; and

**WHEREAS**, the proposed mural would be created by muralist Julie Engelmann and is intended to celebrate the City's natural landscape and history through imagery informed by community input; and

**WHEREAS**, the property owner of 568 San Mateo Avenue, Barry Gevertz, has provided written consent for the installation of the mural and has agreed to enter into a mural easement with the City, consistent with the requirements of the Mural Program; and

**WHEREAS**, the San Bruno Improvement Group will fully fund the design and installation of the proposed mural and is not requesting the use of City funds for the project; and

**WHEREAS**, staff reviewed the application and determined that it substantially meets the Mural Program's submittal and eligibility requirements; and

**WHEREAS**, on March 19, 2026, the Culture and Arts Commission reviewed the mural application and voted to recommend that the City Council approve the proposed mural; and

**WHEREAS**, the City Council has reviewed the application materials and the recommendation of the Culture and Arts Commission.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of San Bruno hereby approves the application submitted by the San Bruno Improvement Group for the installation of a mural at 568 San Mateo Avenue, as described in the application materials presented to the City Council and Authorizes the City Manager, in Conjunction with the City Attorney, to Negotiate and Execute an Easement Agreement with Barry Gevertz, 568 San Mateo Avenue Property Owner, and an Artist Agreement with Muralist Julie Engelmann.

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - \_\_\_**  
was introduced and adopted by the San Bruno City Council at a regular meeting on  
March 24, 2026, by the following vote:

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

---

Alissa Leonardini, Deputy City Clerk

**Attachment 2 - Renderings of Proposed Mural**

Design concept:



# Street view from San Mateo Ave sidewalk



# Street view from Mastick Ave parking lot



## Mural Explanation

The overall theme of this mural represents San Bruno's natural history. I created the mural in such a way where the natural ecology of San Bruno frames and transitions to a modern version, to illustrate the historical urban development of the area. Much of the ecology represented is still found on the well-preserved San Bruno Mountain. The centerpiece of this mural showcases San Bruno's downtown area on San Mateo Ave, where the mural is located. The mural also showcases the historical and locally renowned business, Lullaby Lane. The road in the center fades into the background and transitions into a cityscape of San Francisco, a view one would see at the top of San Bruno Mountain, to represent San Bruno as the gateway to the big city.



# Mural Explanation, left side

## **Red tailed hawk—**

A common and vital part of the San Bruno ecosystem and their historical importance as messengers and protectors in Native American culture.

## **Callippe silverspot—**

An endangered species with a key population on San Bruno Mountain, a critical habitat in the San Francisco Bay Area.

## **Mission blue butterfly—**

San Bruno Mountain is considered an epicenter for the endangered Mission Blue butterfly.



## **Coast iris—**

A native beautiful flower found commonly on San Bruno Mountain Watch.

**Mules ear—** Common and native wildflowers on San Bruno Mountain. They are a key nectar source and habitat plant for native pollinators, including the Mission Blue butterfly.

**Seaside daisies—** A significant native wildflower for San Bruno Mountain, providing beauty and ecological value.

## Mural Explanation, right side

**Brush rabbit**— Crucial to San Bruno Mountain's ecosystem, serving as prey for predators (coyotes, hawks) and dispersing seeds.

**Allen's hummingbird**— San Bruno Mountain hosts one of the largest remaining populations of this species and provides critical, increasingly rare coastal habitat.

**California quail**— California's state bird, symbolizing its natural beauty, providing food for predators, spreading seeds, and offering aesthetic enjoyment and a connection to nature for people.

**Bay checkerspot**— Historically had a colony on San Bruno Mountain, but it disappeared due to habitat loss, fires, and invasive plants, though restoration efforts aim to bring them back.



**California poppy**— The California poppy is a beloved symbol of the Golden State, representing its history, natural beauty, and resilience.

**Baby blue eyes**— A beloved native California wildflower documenting its presence in the 1890s San Francisco Bay Area, fitting the profile of the region's rich floral tapestry before development.

**Giant rye grass**— native California bunchgrass found on San Bruno Mountain, valued for its drought tolerance, and use in restoration, offering food/habitat for wildlife and historically used by Native peoples.

**Attachment 3 - San Bruno Improvement Group Mural Application**

JotformSIGN Document ID: 260551569010047



Tuesday, February 24, 2026

**Mural Program Application**

Address Location of Mural Site 568 San Mateo Ave

**Applicant Information**

Name Sadana Traxler

Organization Name (if applicable) San Bruno Improvement Group Inc.

Address

Phone Number

Email Address

Is the applicant also the artist?  No

**Artist Information**

Name Julie Engelmann

Address

Phone Number

Email Address

Is the applicant also the property owner?  No

**Property Owner Information**

Name Barry Gevertz

Address

Phone Number

Email Address

Property Owner Consent (required if applicant is not the property owner)  I am the property owner and consent to this mural proposal.

Date Tuesday, February 24, 2026

Property Owner Consent Signature



## Mural Proposal Information

Mural Title/Working Title San Brunos Natural History

Artist Name(s) Julie Engelmann

Artist Resume/Portfolio Upload (max 5 MB)





<b>Proposed Location (wall, fence, etc.)</b>	Wall
<b>Dimensions (height x width)</b>	25x75
<b>Medium / Materials to be Used</b>	Exterior house paint and spray paint. Clear coat and anti graffiti coating. Spray gun, rollers, brushes buckets, towels. Prep materials such as plastic sheets, tarps or cardboard roll to cover ground, tape.
<b>Proposed Duration of Artwork</b>	4-5 weeks weather permitting
<b>Proposed Installation Dates</b>	Feb 1st

## Concept & Design

### Concept Statement (attach up to 1-2 pages if needed, max 2000 characters)

Our concept is inspired directly by the voices of our community. Through an open survey shared with residents, families, and local businesses, we asked what themes they felt best represented San Bruno and what they wanted to see reflected in there downtown. The most requested theme was San Bruno's natural history-a reminder of the beauty, life and quite resilience that have always been part of this area.

With that guidance, our mural concept will highlight a soft, peaceful landscape that feels welcoming to all who pass by. The design will incorporate elements of San Bruno's native environment, including local plant/animal life and native butterflies that symbolize transformation, movement and renewal.

Layered into the landscape of the mural will be a subtle storytelling element that honors one of the most meaningful tributes the Heart of San Bruno, illuminated by sun rays-symbolizing hope.

Other tributes included will be a nod to Lullaby Lane, a beloved part of our city's past that still carries deep emotional significance for long-time residents.

Another key element will be the image of a gateway - a visual reminder that San Bruno stands as a proud gateway city to San Francisco. More than a point of entry, the gateway symbolizes opportunity and

connection.

The goal of the mural is to create a sense of warmth, belonging and pride. It will stand a permanent reflection of who we are: a community rooted in history, shaped by nature and strengthened by our shared stories. By combining community input, natural beauty and history tributes, this mural becomes more than art - it becomes a reminder that San Bruno's identity lives in both our landscape and our memories, carried forward for future generations to see.

**Preliminary Design Image(s) Upload (scaled drawing or digital mock-up of the proposed mural, max 5 MB)**



## Feasibility & Maintenance

**Detailed Funding Source/Budget Plan (max 500 characters)**

The San Bruno Improvement Group has successfully raised and secured the full funding for the mural project through grassroots efforts and strong community partnership. Financial support has come from T-shirt sales community led fundraising events and direct donations from residents.

In addition, we received generous grant support and sponsorship from local businesses. Key contributors include San Bruno Rotary Club, Embarc, Artichoke Joe's and numerous small businesses throughout downtown.

**Estimated Cost of Project** 13,500

**Maintenance Plan (describe who will maintain and how, max 200 characters)**

The City of San Bruno will own the mural and per the artist's contract, will be responsible for all maintenance to preserve the artwork.

**Protective Coatings (UV, graffiti, etc.)**

Yes

## Agreements & Rights

**Check Off Each Statement That You Agree To (must agree to all 5 statements below)**

- I agree that the mural will not contain political, religious, sexual, violent, or commercial content.
- I agree to grant the City of San Bruno rights to the mural artwork, including waiving rights under CAPA and VARA.
- I agree to enter into a mural easement with the City as the property owner (or confirm the owner will do so).
- I understand that the mural becomes the property of the City of San Bruno.
- I agree to collaborate with City staff and the Culture and Arts Commission during the review and approval process.

**Date** Tuesday, February 24, 2026

**Applicant Signature**



**Date**

Tuesday, February 24, 2026

**Artist Signature (if applicant is not the artist)**



**Date**

Tuesday, February 24, 2026

**Property Owner Signature (if applicant is not the property owner):**



**Attachment 4 - Current Photo of the South Wall of 568 San Mateo Avenue**



Attachment 5 - Artist Portfolio

# Corresponding Image List



This mural represents gold mining history, agriculture, and the natural beauty of Placerville, CA. Completed in 2024.



Commissioned by the City of Half Moon Bay, CA, representing the history and distinctiveness of the city. Created in 2022.



Comissioned by non-profit IDES Portuguese society to celebrate their heritage, story, and history. Created in 2025



Comissioned by the Town of Colma, CA to celebrate the Town's centennial. The mural stretches 180 feet long, representing the history, culture, overall aesthetic of the Town. Created in 2024.



Comissioned by Daly City, CA to represent all department of Daly City. All departments encircle a "remixed" city seal. Created in 2024.



Comissioned by a local business to represent the local marine environment in Northern California. Completed in 2024.



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** March 24, 2026

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Alex D. McIntyre, City Manager

**PREPARED BY:** Nick Pegueros, Administrative Services Director & CFO

**SUBJECT:** Consider Adoption of a Resolution Formally Recognizing the Decertification of the San Bruno Management Employees' Association, Amending the Unrepresented Compensation Plan, and Amending the City's Salary Schedule Effective January 12, 2026.

### **BACKGROUND:**

On July 9, 2024, the City Council adopted the Unrepresented Compensation Plan (Plan) as a pilot program, covering positions in the City Manager's Office, City Clerk's Office, Human Resources, and the Administrative Services Director & CFO and Assistant Administrative Services Director classifications. The Plan introduced several new tools to attract and retain talent, including a modified workweek that has since been extended to the full non-public safety workforce as part of the most recently negotiated contacts with the Mid-Management and the Miscellaneous bargaining units.

On March 25, 2025, the City Council received the 2025 Compensation Guidelines, which established the City's framework for total compensation, reaffirmed the City's goal to provide competitive salary ranges, and pay equity among jobs with similar scope and responsibilities through job leveling and standard salary differentials. Job leveling is a framework that groups classifications into clear levels based on responsibilities, skills, and experience, promoting consistent compensation across departments, transparent career progression, and alignment with market and internal equity objectives. Job leveling also addresses the impacts such as compactions with subordinates by introducing differentials between levels of responsibility.

In early 2026, the City ratified three-year successor labor agreements with the Fire, Miscellaneous, and Mid-Management Units, providing general wage increases of 3.75–4.0% in January 2026, 4.5% in January 2027, and 5.0% in January 2028, along with targeted market-based adjustments for classifications significantly below market median wage. These agreements set an important benchmark for how unrepresented ranges should be adjusted to maintain internal alignment.

On January 29, 2026, the California Public Employment Relations Board (PERB) certified the decertification of the San Bruno Management Employees' Association (SBMEA) as the recognized bargaining unit for most department heads. As of that date, the Police Chief, Fire Chief, Community Development Director, Community Services Director, and Public Works Director no longer had a current MOU defining their compensation structure.

**DISCUSSION:**

The recommended actions are:

- (1) formally recognize SBMEA's decertification and incorporate former SBMEA classifications into the Unrepresented Compensation Plan (Plan);
- (2) transition unrepresented classifications to a job-leveled salary structure anchored to the Police Chief classification;
- (3) adjust unrepresented salary ranges to maintain internal alignment with recently negotiated labor agreements;
- (4) implement cost containment measures that tie movement within ranges to performance rather than tenure; and
- (5) update certain non-salary provisions of the Plan.

1. Incorporation of Former SBMEA Classifications into the Unrepresented Plan. With SBMEA's decertification, staff recommend formally recognizing the change and updating the Plan to include the following classifications as unrepresented, Unrep-1: Police Chief, Fire Chief, Community Development Director, Community Services Director, and Public Works Director. This action ensures these department head roles are covered by a current, City Council adopted compensation plan in the absence of a Memorandum of Understanding.
2. Transition to Job Leveling and Structured Salary Ranges. Historically, the City has adjusted salary ranges for individual classifications primarily through market surveys of comparable positions in neighboring jurisdictions, a common practice among public agencies. While this market-only approach helps align San Bruno's salaries with external competitiveness at a point in time, it has produced significant shortcomings when viewed across the organization, including salary compaction between supervisors and subordinates and inconsistent pay bands for roles with similar scope and responsibility. These outcomes indicate that the current approach is no longer sufficient and that the City would benefit from a more structured, job-leveling-based framework that balances market data with internal equity and clear, predictable relationships between job levels.

Table 1, below, illustrates how this legacy, position-by-position method has shaped the current executive and senior management salary structure: public safety chiefs are not consistently aligned with one another, department directors are paid at different levels despite occupying the same "department head" tier, non-department-head roles such as Police Captain and Fire Battalion Chief sit very close to department head pay, and assistant/deputy directors are scattered across multiple salary points instead of being grouped in a common band. Taken together, these patterns make it difficult to see how pay systematically reflects scope of responsibility and decision-making authority and underscore the need for a modernized, leveled salary framework.

While the absence of a structure exists across the organization, currently, staff recommend fixing these inconsistencies by transitioning unrepresented classifications to a structured salary schedule using principles of job leveling, a principle outlined in the 2025 Compensation Guidelines. Under this framework, classifications are grouped into defined levels based on scope, responsibility, and required competencies, and salary ranges are tied to those levels rather than adjusted on a classification-by-classification basis. This approach promotes internal equity by treating substantially similar levels of responsibility consistently across departments; provides a clear, documented basis for salary relationships

between positions, reducing arbitrary disparities; and supports career progression by making the hierarchy of roles and corresponding pay opportunities more transparent.

**Table 1. Current Salary Structure – Executives and Senior Management**

City Manager	345,280
Assistant City Manager	305,000
Police Chief	300,268
Fire Chief	280,624
Police Captain*	258,182
Administrative Services Director & CFO	254,998
Public Works Director	250,472
Community Services Director	245,618
Community Development Director	244,253
Fire Battalion Chief*	221,984
Deputy Public Works Director - Engineering	214,620
Asst. Administrative Services Director	211,729
Asst. Community Development Director	204,853
Deputy Public Works Director - Operations	203,122
Deputy Director - Community Services	188,128

\*Salary range for these classifications are currently under negotiation

The job-leveled salary structure for unrepresented classifications is built around a benchmark classification, with the Police Chief serving as the primary benchmark. The Police Chief role is one of the most consistently defined senior management positions across California cities, public safety is a core City priority, and there is robust comparator data from San Mateo County and neighboring jurisdictions to support a reliable, market-based benchmark. Using the Police Chief maximum salary as the benchmark, the proposed structure establishes standard percentage differentials above and below that benchmark to create a salary grade system. The City Manager and Assistant City Manager are positioned above the Police Chief, reflecting broader organizational responsibility, while department heads, division managers, and professional/administrative classifications are placed at levels below the benchmark based on span of control, complexity, and required competencies. The resulting maximum salary ranges by grade are shown in Table 2.

**Table 2. Recommended Salary Structure**

Grade	Classification(s)	Differential Basis	Max Salary
10	City Manager (set by contract)	115% of Grade 9	386,854
9	Assistant City Manager	105% of Grade 8	336,395
8	Police and Fire Chiefs	Benchmark	320,376
7	Administrative Services, Community Development, Community Services, Public Works Directors, Principal Special Projects Manager	90% of Grade 8	288,338
6	Assistant Administrative Services Director, Senior Special Projects Manager	80% of Grade 7	230,670
5	Human Resources Manager, Special Projects Manager	80% of Grade 6	184,536
4	Assistant to the City Manager, City Clerk, Senior Administrative Analyst	90% of Grade 5	166,082
3	Executive Assistant to the City Manager, Administrative Analyst II, Senior Administrative Technician	90% of Grade 4	149,474
2	Administrative Analyst I, Administrative Technician II	90% of Grade 3	134,527
1	Deputy City Clerk, Administrative Technician I	85% of Grade 2	114,348

3. Adjust unrepresented salary ranges to maintain internal alignment. Transitioning from the current compensation structure to the structure outlined in Table 2 requires several considerations, including how benchmarks are set and how changes impact other classifications in the Plan.
  - a. **Police and Fire Chiefs.** To keep the City's public safety executive pay structure both competitive and consistent, staff reviewed market survey data and recent changes to the Police Chief and Fire Chief salary ranges. Prior to June 2025, the two positions shared a common maximum salary of \$280,624. In June 2025, the Police Chief recruitment process necessitated an increase in the salary range to a maximum of

\$300,268, while the Fire Chief range remained unchanged. In the salary survey of Plan classifications, the Police Chief classification was found to be 7% below market comparables at the current maximum of \$300,268, and the Fire Chief classification was found to be 25% below the market median at the current maximum of \$280,624. In light of the City's operational structure and fiscal limitations, however, staff recommend using the Police Chief classification, rather than the Fire Chief classification, as the benchmark for the updated salary structure. Based on the Police Chief market survey data, the proposed maximum salary for Grade 8 is \$320,376. This recommendation does not automatically impact the current Police Chief's salary range due to the Plan's performance-based salary adjustment methodology, which governs movement within open ranges. The City is currently in negotiations for its next Fire Chief.

- b. **Non-Public Safety Department Heads.** For non-public safety department heads, the proposed structure sets their maximum salary at 90 percent of Grade 8, reflecting differences in span of control, operational risk, and labor market conditions between public safety and non-public safety departments. This change represents a range adjustment between current range maximums and Grade 7 differently, depending on the classification. Similar to the Police Chief, classifications in Grade 7 will not receive an automatic pay increase as a result of this action. Increases will continue to be provided based on performance as evaluated by the City Manager, consistent with the Plan's performance-based approach for management classifications.
  - c. **Other Unrepresented Classifications.** The remaining unrepresented classifications are assigned to Grades 1 through 6 using job-leveling criteria such as scope of responsibility, complexity of work, and supervisory duties. Staff also recommend applying these criteria to the Principal Special Projects Manager classification, which previously had a broad salary range to reflect that the role could operate at various levels within the organization. With job leveling in place, it is now appropriate to establish a Special Projects Manager job series that differentiates levels of complexity in assignments ranging from department-specific initiatives to organization-wide transformational efforts. Two new classifications result from this action: Senior Special Projects Manager and Special Projects Manager.
  - d. **Future Range Adjustments and Merit-Based Salary Growth.** To maintain alignment with represented groups, the recommendation is to increase salary ranges for all unrepresented classifications by 4.5% in January 2027 and 5.0% in January 2028, mirroring the wage increases in the Fire, Miscellaneous, and Mid-Management labor agreements. For management and executive classifications, the Plan provides open ranges (minimum and maximum only), and ongoing movement within those ranges will be based on performance through the City's evaluation process rather than automatic step increases. Administrative professional classifications will remain on a step structure and continue to receive salary adjustments consistent with step increases and the Plan.
4. Cost Containment Measures.  
The shift to performance-based salaries requires a mechanism to ensure that overall pay increases remain within budget. To contain costs and keep unrepresented pay growth within the City's financial capacity, staff recommend establishing a budgetary cap on

unrepresented merit increases. One percent of salary for unrepresented employees totals \$31,660. For calendar year 2026, rather than providing a guaranteed wage increase like those in labor agreements, the Plan establishes a merit increase “bucket” equal to 7 percent of unrepresented payroll, or \$220,000, to fund performance-based wage adjustments for classifications in the Plan. Individual employees may receive a wage adjustment up to the maximum of their range, based on performance, at any point in 2026, provided the total of all such adjustments does not exceed the authorized bucket. This methodology will carry forward to calendar years 2027 and 2028.

5. Other Updates to the Unrepresented Compensation Plan. In addition to incorporating former SBMEA classifications into the Plan, and updating the salary scheduled to reflect job leveling, staff recommend the following Plan updates:
  - a. Section I. C. Expand eligibility for the bilingual incentive of \$1,690 to Executives (Unrep-1); align Unrep-3 deferred compensation plan to match the benefit provided to Unrep-2.
  - b. Section I.D. Extend the 36-hour workweek pilot program for all classifications covered by the Plan through December 31, 2028.
  - c. Section II.G.1. Modify cashout upon conversion to the Plan to allow impacted employees time to draw down their balances as opposed to cashing out.
  - d. Section II.G.2. Move the General Leave cash-out process from June to November to align with other bargaining units and increase the maximum annual cash-out from 72 hours to 144 hours. The maximum cash-out allowed under the former SBMEA agreement was 180 hours between vacation and management leaves.
  - e. Section II.J. Add the public safety retirement pension plans.
  - f. Section II.L. Add a uniform allowance for the Police Chief and Fire Chief.

These changes align the Plan’s benefits and work-schedule provisions with current City practices and support recruitment, retention, and internal consistency for unrepresented employees.

**FISCAL IMPACT:**

The economic impact of this change to the Unrepresented Compensation Plan exceeds the City’s forecast budget of 4% annual wage growth for the second half of fiscal year 2025-26. An additional \$0.06 million is needed for fiscal year 2025-26 which is expected to be funded through salary savings (vacancies). Beginning in 2026-27, the budget will include a request for performance-based increases.

**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 a resolution formally recognizing the decertification of the San Bruno Management Employees’ Association, amending the unrepresented compensation plan, and amending the City’s salary schedule effective January 12, 2026.

**ALTERNATIVES:**

Provide alternative direction.

**ATTACHMENTS:**

1. Resolution
2. Amended Unrepresented Compensation Plan
3. Amended Salary Schedule

**RESOLUTION NO. 2026-\_\_\_\_\_**

**RESOLUTION FORMALLY RECOGNIZING THE DECERTIFICATION OF  
THE SAN BRUNO MANAGEMENT EMPLOYEES' ASSOCIATION,  
AMENDING THE UNREPRESENTED COMPENSATION PLAN, AND  
AMENDING THE CITY'S SALARY SCHEDULE EFFECTIVE JANUARY 12,  
2026**

**WHEREAS**, the San Bruno Management Employees' Association decertified as a recognized bargaining unit representing the City's department heads effective January 29, 2026, through a ballot process administered by the California Public Employment Relations Board; and

**WHEREAS**, the Association's decertification formally leaves the classifications of Community Development Director, Community Services Director, Fire Chief, Police Chief, and Public Works Director as unrepresented employees; and

**WHEREAS**, unrepresented employees, as defined in San Bruno Municipal Code section 2.36.020, are not represented by a labor group and hold positions in an at-will employment status, largely exempt from the Fair Labor Standards Act (FLSA); and

**WHEREAS**, the City Council adopted the Unrepresented Compensation Plan (Plan) on July 9, 2024, which provides a modern compensation structure designed to retain and attract quality employees and promotes San Bruno as an employer of choice in the region; and

**WHEREAS**, the City now desires to amend the Plan to add classifications formerly represented by the San Bruno Management Employees Association and make other changes to bring internal consistency to the Plan document and align the Plan with benefits administration practices for other City employees; and

**WHEREAS**, the City has evaluated its salary structure and found that the current system lacks consistency in pay levels for employees performing substantially similar levels of work; and

**WHEREAS**, the Plan was scheduled to sunset on June 30, 2026, and the City desires to extend the Plan through December 31, 2028; and

**WHEREAS**, the City Council must adopt a revised salary schedule, incorporating the changes to positions and salary ranges, to implement the amended Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of San Bruno as follows:

1. The City Council hereby recognizes the decertification of the Association, effective January 29, 2026.
2. The City Council hereby amends the Plan as provided in Exhibit A, attached hereto.
3. The City Council adopts the amended salary schedule, effective January 12, 2026, incorporating salary range adjustments and additional or changed position titles, as provided in Exhibit B, attached hereto.
4. The City Manager or designee is authorized to take any necessary administrative actions to implement the provisions of this Resolution and to make such changes to the Plan as the City Manager deems necessary or useful to carry out its intent.

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - \_\_\_**  
was introduced and adopted by the San Bruno City Council at a regular meeting on  
March 24, 2026, by the following vote:

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

\_\_\_\_\_  
Alissa Leonardini, Deputy City Clerk

EXHIBIT A

Unrepresented Pilot Program Compensation Plan

(see attached)

EXHIBIT B  
Salary Schedule  
(see attached)



## Unrepresented Compensation Plan

### Pilot Program

September 1, 2024 – ~~June 30,~~  
~~2026~~December 31, 2028<sup>1</sup>

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<sup>1</sup> Unless otherwise approved as an ongoing compensation plan, terms will revert back to the compensation plan effective as of August 30, 2024.

# City of San Bruno

## Unrepresented Compensation Plan

A. The following are highlights of changes to the proposed unrepresented compensation plan:

~~1. Section I. – Groups of Unrepresented Classifications – Classifications are grouped into three benefit tiers:~~

- ~~a. Unrep 1 = Unrepresented Executives~~
- ~~b. Unrep 2 = Unrepresented Mid-Managers~~
- ~~c. Unrep 3 = Unrepresented Administrative Professionals~~

~~Currently, Unrepresented benefits are tied to other MOUs which creates a conflict when supporting negotiations. The recommendation to establish Groups of Unrepresented Classification eliminates the link to represented employees and sets the basis for this comprehensive compensation plan for unrepresented employees. Section I also introduces new classification. First is the Principal Special Projects Manager. Second is the establishment of the Administrative Technician and Administrative Analyst series. The series is intended to provide a career ladder within Unrepresented group of employees for generalists.~~

~~2. Section II.A.1. – Salary Transitions Unrep 1 and Unrep 2 classifications from a step-based salary system to open ranges. Open ranges provide flexibility to the City Manager in setting compensation based on performance.~~

~~3. Section II.A.2. – Work Week and Standard Day Length – The standard full-time work schedule for employees in this plan shall change from a forty (40) hour work week to a thirty-six (36) hours and four (4) working days in a seven (7) day period without loss of salary.~~

~~4. Section II.A.3. – Performance evaluations – Only a performance evaluation triggers a change in pay for Unrep 1 and Unrep 2 classifications; Unrep 3 classifications retain step progression at specified intervals.~~

~~5. Section II.A.4 – Recruitment and Retention Bonus Program – Non-PERSable, non-performance based bonus intended to retain employees; subject to budgetary appropriations.~~

~~6. Section II.F – Holidays – Eliminates the Day After Thanksgiving as a paid holiday; increases the hours of paid holiday from 8 hours to 9 hours per holiday.~~

~~Personal leave – 28 hours of current accruals used to offset 1) increase from 8 hours to 9 hours for holidays, 2) Winter closure.~~

~~7. Section II.G – General Leave – Combines vacation and sick leave into one bi-weekly accrual based on years of service.~~

- ~~8. Section II.H – Winter Closure – Adds two holidays for use during business days between the observance of Christmas Day and New Year’s Day.~~
- ~~9. Section II.K – Deferred Compensation Match – Adds a second tier of deferred compensation match based on CalPERS formula to provide more equitable retirement compensation for service provided by similar positions.~~
10. The City shall satisfy any meet and confer requirements, if any under the MMBA for represented employees in this plan prior to implementation of any of the proposed changes.

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# I. Eligible Employees and Benefit Summary

## A. Eligible Employees

Eligible employees covered by this plan include City employees in classifications that are appointed by the City Manager to classifications designated as unrepresented. These classifications are in an at-will employment status, are largely exempt from the Fair Labor Standards Act (FLSA) and are not represented by a collective bargaining unit.

Eligible employees comprise those positions with exemptions to competitive service requirements in San Bruno Municipal Code section 2.36.020.

A benefit structure for unrepresented employees is implemented, establishing a structure that groups classifications together based on factors including span of control, level of supervision, and specialized education. The tier structure identifies relative requirements and differentiates the benefit amounts provided to each. The classifications are listed below in their respective tier columns:

Unrep-1: Executives	Unrep-2: Mid-Management	Unrep-3: Administrative Professionals
<ul style="list-style-type: none"> <li>• Administrative Services Director/CFO</li> <li>• <u>Assistant City Manager</u></li> <li>• <u>Community Development Director</u></li> <li>• <u>Community Services Director</u></li> <li>• <u>Fire Chief</u></li> <li>• <u>Police Chief</u></li> <li>• <u>Public Works Director</u></li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Administrative Services Director</li> <li>• Assistant to the City Manager</li> <li>• City Clerk</li> <li>• Human Resources Manager</li> <li>• Administrative Analyst II/Senior</li> <li>• <del>Principal</del> Special Projects Manager / <del>Senior/Principal</del></li> <li>• <del>Human Resources Director/Chief People Officer*</del></li> </ul>	<ul style="list-style-type: none"> <li>• Deputy City Clerk</li> <li>• Executive Assistant to the City Manager</li> <li>• Administrative Analyst I</li> <li>• Administrative Technician I/II/Senior</li> </ul>
<p><del>* Position retained temporarily through Administrative Services transition</del></p>		

## B. 36-hour Standard Workweek Program

This plan is a program for a standard workweek of a thirty-six (36) hour workweek with four standard business days of Monday through Thursday for nine (9) hours per day. This transition will impact all benefits associated with the standard workday or workweek.

## C. Benefit Summary

Benefits included in this plan are described in greater detail throughout the document. To increase accessibility, key non-salary components are summarized below, with amounts representing an annual amount (or maximum in the case of reimbursements).

Benefit	Plan Section Ref.	Unrep-1	Unrep-2	Unrep-3
Auto allowance	II.C1	\$5,408	n/a	n/a
Professional development	II.C2	\$2,000	\$500	\$0
Bilingual	II.C3	<del>n/a</del> \$1,690	\$1,690	\$1,690
Acting	II.C4	n/a	5%-10%	5%-10%
Special Circumstance	II.C5	n/a	3.5%-10%	3.5%-10%
Education Reimbursement	II.C6	\$5,500	\$5,500	\$5,500
Management Leave	II.H	100 hours	80 hours	n/a
Deferred Compensation (Classic)	II.K	1%	0.5%	<del>0.5%</del> \$300
Deferred Compensation (PEPRA)	II.K	5%	4.5%	<del>4.5%</del> \$2,700
<u>Uniform Allowance (Sworn)</u>	<u>II.L</u>	<u>\$950</u>	<u>n/a</u>	<u>n/a</u>

## D. Pilot nature of program

The pilot program begins as soon as practicable following City Council adoption and no earlier than September 1, 2024, and automatically expires ~~in the last full pay period of Fiscal Year 2025-26~~ December 31, 2028. City Council retains the right to extend or terminate the pilot program at any time. If the pilot program terminates, this plan will adjust to a standard workweek of forty (40) hour workweek with five standard business days of Monday through Friday for eight (8) hours per day.

## II. Employee Compensation

### A. Salary

#### 1. Base Salary

The City Council adopts and publishes a salary schedule for all authorized classifications. The City Manager has the authority to set employee salaries at any point in the City Council adopted open range. Salaries for employees in the Unrep-1 and Unrep-2 categories and covered by this plan do not automatically adjust when the City Council amends the salary schedule, except in the case of employees at the minimum salary for a range. Open ranges set a minimum amount at step 1 and maximum amount at step 5. Salary ranges for employees in the Unrep-3 category adjust within the employee's salary range and on an annual basis based on their date of hire.

#### 2. Work Week and Standard Day Length

The standard full-time work schedule for employees in this plan is thirty-six (36) hours and four (4) working days in a seven (7) day period. Employees covered by this compensation plan will maintain their annual salary however will not work on Fridays.

### 3. Performance Evaluations

Employees shall receive periodic evaluations to assess and document performance and expectations. Upon completion of an employee’s periodic performance evaluation, the City Manager, or designee, may award a merit-based salary increase within the City Council adopted salary schedule and commensurate with the employee’s performance.

#### Unrep-3 Classifications

Employees in Unrep-3 Classifications will receive their performance evaluations on a schedule set by appointment date as outlined in the schedule below.

Time after appointment*	Action	Description
0 months	Appointment	Employee’s initial appointment to position
6 months	Merit review	Initial merit review based on performance to date
18 months	Merit review	Second merit review based on prior 12 months’ performance
30 months	Merit review	Third merit review based on prior 12 months’ performance
42 months	Merit review	Fourth merit review based on prior 12 months’ performance

\* Illustrative for employees advancing through all steps; employees who reach top step by appointment or promotion are no longer eligible for step increases.

### 4. Retention and Recruitment Bonus Program

Subject to annual budget appropriations, the City Manager may award one-time recruitment or retention bonus to employees in an amount not to exceed \$5,000 per employee per fiscal year. Employees receiving a recruitment bonus are eligible for a retention bonus beginning the July 1<sup>st</sup> after their first three full fiscal years of employment with the City. Example – If an employee receives a recruitment bonus of \$2,500 and starts on April 1, 2024, then the employee is eligible for a retention bonus on or after July 1, 2028, subject to budget appropriations and at the City Manager’s discretion.

### 5. Salary Administration

Employees in Unrep-1 and Unrep-2 Classifications covered by the Plan are salaried employees, exempt from the Fair Labor Standards Act (FLSA), and are not eligible for overtime pay. The City’s payroll cycle distributes pay on a biweekly basis and includes twenty-six (26) pay periods each calendar year. Employees in Unrep-3 Classifications are non-exempt employees under the FLSA and are eligible to receive overtime pay or compensatory time off.

#### A. Overtime Worked

FLSA Exempt Positions: Employees occupying Unrep-1 and Unrep-2 Classifications are ineligible for overtime payments for time worked in excess of what otherwise would be considered as a normal workday or work week for other employees. However, no deduction from leave balances is made when such an employee is absent for less than one regular workday as long as

the employee has their supervisor's approval. Nothing in this policy precludes an alternative work schedule, which may include an absence of a full nine-hour day, when thirty-six hours have been worked in the same seven-day work period.

FLSA Non-Exempt Positions: Employees occupying Unrep-3 Classifications are eligible for overtime or compensation time, at their discretion, for the time worked in excess of 36 hours per week and as authorized by their supervisor. Nothing in this policy precludes an alternative work schedule, which may include an absence of a full nine-hour day, where thirty-six hours have been worked in the same seven-day period. For example, if an employee works two 10-hour days and two 8-hour days, overtime applies after the 36<sup>th</sup> hour worked.

### **B. Compensatory Time Off**

At the Unrep-3 employee's discretion, compensatory time (CTO) may be granted for overtime worked at the rate of time and one-half for each hour worked in lieu of compensation in cash. CTO may be earned for up to 72 hours per calendar year. Any CTO earned exceeding 72 hours will be paid at the rate of time and one-half. Any unused CTO remaining at the end of the calendar year will be paid at the rate of time and one-half.

## **B. Health and Wellness**

### **1. Health & Welfare Plan**

For purposes of providing health and welfare benefits for all full-time unrepresented employees in this Plan, the City shall contribute an agreed-upon amount to the "Teamsters Local Union No. 856 Health and Welfare Fund" on a monthly basis on behalf of each eligible employee for actual costs incurred by such Fund to provide and maintain at existing levels of hospital coverage, medical care, dental care, prescription drugs, vision care, and retiree health benefits.

The City will pay 75% and the employee will pay 25% of the health and welfare benefit premium increase over the prior plan year.

Employees of this Plan who demonstrate possession of comparable health coverage may elect to "opt out" of the City health benefit program. The employee will receive a 15% monthly payment based on the medical premium composite rate with the 'no co-pay' prescription plan. The City will contribute 35% of the monthly medical premium composite rate with the 'no co-pay' prescription plan.

An eligible employee with respect to whom monthly contributions are required shall mean any employee on the payroll on the first day of any calendar month who has been on the payroll of the City eighty (80) hours or more during the preceding calendar month. Said contribution shall institute full compliance with and full performance of all obligations of the City to provide health and welfare benefits for its employees.

## **2. Health Insurance after Retirement from the City**

All full-time employees in this Plan retain Teamsters Health and Welfare retiree benefits provided by the Teamsters Health and Welfare Trust Fund to retirees, in an amount and at whatever levels set by the Trust for as long as provided by the Trust to the retirees (e.g., not subject to the age or income exclusion of this proposed section). The provisions of this section do not bind, modify or amend any conditions of the Teamsters Local 856 Health and Welfare Trust Fund.

Eligibility for any Retiree coverage: If employees of this Plan retire from employment with the City making contributions for retiree coverage, employee will be eligible for retiree benefits provided (1) Employee has at least 120 months of coverage and (2) 12 continuous months immediately prior to the date of retirement.

Eligibility for Retiree Plus coverage: If employees of this Plan retire from employment with the City making the required contributions for Retiree Plus coverage, employees will be eligible for the reduced Monthly Self-Pay rate provided (1) Employee has at least 240 months of coverage and (2) 12 continuous months immediately prior to the date of retirement with from San Bruno who paid into the Retiree Plus Plan. If Employee has at least 120 months, but less than 240 months, Employee will be eligible for Retiree coverage but not for the reduced Monthly Self-Pay rate.

Retiree Plus Health Coverage to commence for all current employees who participate in the employee health plan. Payment of Retiree Plus Health Coverage premium costs are to be divided with 75% to be paid by City and 25% to be paid by employees.

## **3. Life Insurance**

The City will pay 100% of premiums for Life Insurance coverage of 1x of annual earnings up to a maximum benefit of \$300,000. Employees may elect to purchase additional life insurance through the City's insurance carrier.

## **4. Long Term Disability (LTD), Accidental Death & Dismemberment (AD&D), and other optional insurance coverage**

The City will pay 100% of premiums for LTD insurance, which provides up to 66.67% of salary up to the state maximum per month for illness or injury which extends beyond ninety (90) calendar days.

The City will pay 100% of premiums for AD&D insurance at the level of 100% of annual earnings up to a maximum benefit of 300,000.

Employees have the option of purchasing insurances made available to other employees but not specifically provided for in this document.

## **5. Fitness benefit**

Employees are eligible for membership to the City's Recreation & Aquatics Center at no cost to the employee under the City Employee RAC membership administrative policy. The value of the benefit may be taxable.

## **6. Short-term Disability Insurance**

Employees in this Plan do not contribute to the California State Disability Insurance program. The City will explore options for short-term disability salary continuity and revisit the addition of a short-term disability program no later than July 1, 2025.

## **C. Additional Benefits**

Benefits in this category are paid as non-base cash remuneration or reimbursement, as described in their particular sections. For purposes of clarity, the rates are consolidated in Part I of this plan.

### **1. Auto Allowance**

Employees in Unrep-1 classifications who are not assigned a City vehicle shall receive an auto allowance of \$208 per pay period. The auto allowance does not preclude reimbursement for travel outside of that necessary for routine City business.

### **2. Professional Development**

Employees in this Plan are encouraged to continually invest in their own skills and abilities for the benefit of the City. Employees are permitted to use professional development allowances for certification upkeep, continuing professional education, professional association memberships, wellness and physical fitness activities, equipment and supplies related to the employee's maintenance of a home office, and other similar uses. Reimbursement will be subject to the approval of the City Manager. Benefits amounts are provided in Section I.C.

### **3. Bilingual Pay**

The City shall provide bilingual incentive pay to ~~Unrep-2 and Unrep-3 employees~~ who meet the criteria outlined in the City's Bilingual Program, including use as a part of regular job duties, demonstrated proficiency in a language other than English (including American Sign Language), which is used within the community, and successfully meets and maintains the program requirements. Benefits amounts are provided in Section I.C.

### **4. Acting Pay**

Eligible employees assigned to perform substantially the duties of a higher job classification shall the rate of pay established for the salary step of the classification of the temporary assignment that is a minimum of five percent greater than the employee is currently earning. In no event shall the rate paid exceed the top step of the assigned classification. Benefits amounts are provided in Section I.C.

## 5. Special Circumstances Pay

Eligible employees specifically assigned by the City Manager or designee to regularly perform work outside the scope of the employee's permanent job classification but not performing substantially the duties of another job classification may receive Special Circumstances Pay at the exclusive discretion of the City Manager. Benefits amounts are provided in Section I.C.

## 6. Education Reimbursement

Subject to annual budget appropriations, the City shall provide education reimbursement for tuition and student loan payments. To the extent feasible, the City will attempt to provide any documentation which may help mitigate the potential tax liability of the education reimbursement. Benefits amounts are provided in Section I.C.

### D. Bereavement Leave

Employees shall be allowed regular pay for up to 27 hours when absent due to a death in the immediate family. Additional days off may be taken using accrued leave. An immediate family member includes spouse; domestic partner; child; parent; sibling; grandparent; grandchild; parent-in-law; or grandparent in-law.

### E. Jury Duty and Witness Leave

Employees required to report for jury duty or serve as a witness on behalf of the City shall be granted leave with full pay until released by the court, provided they remit all payments received from such duties to the City.

### F. Holidays

Employees are eligible for nine (9) hours of paid holiday leave for specified holidays, including:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- 2 business days between Christmas Day and New Year's Day observances (Winter Closure)

Any holiday that falls on Friday will be observed the Thursday before the holiday. Any holiday that falls on a Saturday or Sunday will be observed on the following Monday. In the event that Christmas Eve and

Christmas Day fall on a Friday, Saturday, or Sunday, observance of the holidays will occur on the regular business days following Christmas Day.

## G. General Leave

Employees accrue General Leave to provide for paid time off, in accordance with Citywide leave policies, for any purpose required by the employee and takes the place of traditional vacation leave, sick leave, and floating holiday/personal leave. Scheduled use of General Leave is subject to the approval of the employee's supervisor.

### 1. Accrual

Employees accrue General Leave hours biweekly, with a maximum accrual level set at 560 hours. Upon reaching the maximum accrual amount, accruals are frozen until the General Leave balance is reduced below the maximum. Biweekly accrual rates by group and service length are described below:

Service length	Unrep-1	Unrep-2	Unrep-3
Under 10 years	8.31 hours	8.31 hours	8.31 hours
Over 10 years, under 20	9.54 hours	9.54 hours	9.54 hours
Over 20 years	10.77 hours	10.77 hours	10.77 hours

The City Manager may, as a recruitment tool, award newly hired employees up to 72 hours of General Leave.

#### *State or Federally Mandated Sick Leave or Paid Time Off*

The General Leave benefit shall satisfy any paid time off requirements established by the State of California or Federal Government. If state or federal law requires accruals in excess of the General Leave benefit, the City shall decrease all General Leave accruals up to 96 hours and establish a paid time off leave accrual system compliant with applicable laws.

#### *Conversion of Existing Vacation and Personal Leave to General Leave*

All eligible employees in this plan with combination of vacation and personal leave balances upon being subject to this plan will have those banks converted to General Leave at a 1:1 ratio, up to a level of 248 hours. Any balances beyond 248 hours upon conversion will be automatically paid out ~~to the employee at the~~

employee's rate at the time of conversion in the calendar year of conversion. Employees who receive eligibility for this plan due to promotion from one of the City's represented groups will undergo the same one-time conversion upon appointment.

#### *Conversion Sick Leave Bank*

Any sick leave already accrued at the time of conversion will be frozen and available for use in the case of necessity and actual sickness or disability. The Conversion Sick Leave Bank (Bank) is non-compensable

on an employee's voluntary separation. If an employee separates as a result of retirement, death, or layoff, the Bank shall be paid on termination of employment as follows:

1. Employees who have completed twenty (20) or more years of City service as a full-time employee shall be paid fifty percent (50%) of their Bank or eight hundred (800) hours, whichever is less;
2. Employees with less than twenty (20) years of full-time service shall be paid fifty percent (50%) of their Bank or six hundred (600) hours, whichever is less.

#### *Conversion of Compensatory Leave Balances*

Employees who have compensatory time off balances upon adoption of this plan or appointment to an eligible position will be paid for those hours at the employee's hourly rate immediately prior to conversion.

#### 2. Annual Cash-out

Employees may elect to cash out up to ~~seventy-two (72)~~ one hundred forty-four (144) hours of accrued General Leave on an annual basis, in accordance with the City's Annual Leave Cash-out Administrative Procedure, if the employee meets the following requirements (and any others required to meet applicable requirements such as the IRS's constructive receipt rules):

1. The election is irrevocable and made in the calendar year prior to cash-out;
2. The employee has accrued the number of elected hours in the year of cash-out;
3. Employee has taken seventy-two (72) hours of General Leave in the immediate twelve (12) month period preceding the annual cashout; and
4. Employee's General Leave balance does not fall below seventy-two (72) hours once the cash-out is processed.

#### 3. Separation Cash-out

Upon separation from City service, accrued General Leave shall be fully paid out based on the employee's base salary rate at separation. For the purposes of this section, base salary is defined as the hourly rate as calculated by dividing the published salary schedule's:

- Annual salary by 1872; or
- Monthly salary by 156; or
- Hourly salary by 1

#### H. Management Leave

Effective the first full pay period of July each year, employees shall be granted Management Leave according to respective levels of responsibilities. This leave carries no cash value upon separation and any unused leave balances as of the final full pay period in June shall not carry over to the following fiscal year.

### Conversion of Management Leave

Employees who have management leave balances upon conversion will have until the completion of the fiscal year to draw down balances or receive a cash-out of final balances.

#### I. Winter Closure

Employees receive two holidays for winter closure which is the business days between the observance of Christmas Day and New Year’s Day, during which time the City will pause all non-emergency and non-utility services. Depending on the timing of this annual closure and the relative holiday timing, employees may be required to use accrued balances to cover any additional workdays in the winter closure.

#### J. Retirement

Employees are enrolled in CalPERS, with specific benefit formulas and contributions varying based on hire date and member status (Classic or New). CalPERS membership eligibility<sup>2</sup>, reporting overtime positions, and determining compensation earnable and pensionable compensation, “full-time” employment means a minimum of 34 hours per calendar week, or a minimum of 67 hours bi-weekly, 72 hours semimonthly, 133 hours quadri-weekly, or 144 hours monthly.

Pension Group	Formulas	July 1, 2024 <sup>3</sup> Normal Cost Contribution Percentages (%)
Classic (Non-Safety)	2.7% @ 55	City <del>12.32</del> 11.50% / EE 8%
PEPRA (Non-Safety)	2% @ 62	City <del>12.32</del> 11.50% / EE 7.25%
<u>Classic (Safety)</u>	<u>3.0% @ 50</u>	<u>City 27.42% / EE 9%</u>
<u>PEPRA (Safety)</u>	<u>2.7% @ 57</u>	<u>City 13.91% / EE 13.75%</u>

#### K. Deferred Compensation

Employees may participate in the Deferred Compensation 457(b) plan(s) sponsored by the City, with the City matching bi-weekly contributions according to the schedule outlined in section I.B.

#### L. Uniform Allowance

**EXHIBIT A**  
**City of San Bruno Employee Pay Schedule 2026**  
*Proposed - March 24, 2026*

Classification	Bargaining Unit	Effective Date	Annual Time Basis (hours)	Step	Hourly Rate	Monthly Rate	Annual Rate
Councilmember*	N/A - Elected Official	1/13/2025	N/A	5 (Max)	n/a	\$ 486	\$ 5,832
City Manager	N/A - agreement	7/1/2025	2080	5 (Max)	\$ 166.00	\$ 28,773	\$ 345,280
Classification	Bargaining Unit	Effective Date	Annual Time Basis (hours)	Step	Hourly Rate	Monthly Rate	Annual Rate
Accountant	Mid-Management	1/12/2026	1,872	1 (Min)	\$ 51.77	\$ 8,076	\$ 96,917
				2	54.49	8,500	102,005
				3	57.35	8,947	107,361
				4	60.36	9,416	112,997
				5 (Max)	63.53	9,911	118,929
Accounting & Customer Service Rep I	Miscellaneous	1/12/2026	1,872	1 (Min)	35.45	5,531	66,369
				2	37.31	5,821	69,853
				3	39.27	6,127	73,520
				4	41.34	6,448	77,380
				5 (Max)	43.51	6,787	81,443
Accounting & Customer Service Rep II	Miscellaneous	1/12/2026	1,872	1 (Min)	40.77	6,360	76,319
				2	42.91	6,694	80,326
				3	45.16	7,045	84,543
				4	47.53	7,415	88,982
				5 (Max)	50.03	7,804	93,653
Accounting & Customer Service Rep III	Miscellaneous	1/12/2026	1,872	1 (Min)	46.89	7,315	87,783
				2	49.35	7,699	92,392
				3	51.95	8,104	97,242
				4	54.67	8,529	102,348
				5 (Max)	57.54	8,977	107,721
Accounting Manager	Mid-Management	1/12/2026	1,872	1 (Min)	73.97	11,539	138,473
				2	77.85	12,145	145,743
				3	81.94	12,783	153,395
				4	86.24	13,454	161,448
				5 (Max)	90.77	14,160	169,924
Accounting Supervisor	Mid-Management	1/12/2026	1,872	1 (Min)	59.36	9,261	111,129
				2	62.48	9,747	116,963
				3	65.76	10,259	123,103
				4	69.21	10,797	129,566
				5 (Max)	72.85	11,364	136,369
Administrative Analyst I	Unrepresented	1/12/2026	1,872	1 (Min)	58.56	9,136	109,631
				2	61.64	9,616	115,387
				3	64.87	10,120	121,443
				4	68.28	10,652	127,818
				5 (Max)	71.86	11,211	134,527
Administrative Analyst II	Unrepresented	1/12/2026	1,872	1 (Min)	65.07	10,151	121,807
				5 (Max)	79.85	12,456	149,474
Administrative Services Director/CFO	Unrepresented	1/12/2026	1,872	1 (Min)	125.52	19,581	234,970
				5 (Max)	154.03	24,028	288,338
Administrative Technician I	Unrepresented	1/12/2026	1,872	1 (Min)	49.78	7,765	93,180
				2	52.39	8,173	98,075
				3	55.14	8,602	103,225
				4	58.04	9,054	108,647
				5 (Max)	61.08	9,529	114,348
Administrative Technician II	Unrepresented	1/12/2026	1,872	1 (Min)	58.56	9,136	109,631
				2	61.64	9,616	115,387
				3	64.87	10,120	121,443
				4	68.28	10,652	127,818
				5 (Max)	71.86	11,211	134,527
Assistant Administrative Services Director	Unrepresented	1/12/2026	1,872	1 (Min)	100.41	15,665	187,975
				5 (Max)	123.22	19,223	230,670
Assistant City Manager	Unrepresented	1/12/2026	1,872	1 (Min)	146.48	22,851	274,209
				5 (Max)	179.70	28,033	336,395
Assistant Community Development Director	Mid-Management	1/12/2026	1,872	1 (Min)	89.18	13,911	166,937
				2	93.86	14,642	175,701
				3	98.79	15,411	184,926
				4	103.97	16,220	194,634
				5 (Max)	109.43	17,071	204,853

Classification	Bargaining Unit	Effective Date	Annual Time Basis (hours)	Step	Hourly Rate	Monthly Rate	Annual Rate
Assistant Engineer	Mid-Management	1/12/2026	1,872	1 (Min)	59.33	9,255	111,062
				2	62.44	9,741	116,893
				3	65.72	10,253	123,030
				4	69.17	10,791	129,489
				5 (Max)	72.80	11,357	136,287
Assistant Planner	Mid-Management	1/12/2026	1,872	1 (Min)	48.71	7,598	91,176
				2	51.26	7,997	95,963
				3	53.95	8,417	101,001
				4	56.79	8,859	106,304
				5 (Max)	59.77	9,324	111,885
Assistant To City Manager	Unrepresented	1/12/2026	1,872	1 (Min)	72.30	11,279	135,345
				5 (Max)	88.72	13,840	166,082
						Open range	
Associate Civil Engineer	Mid-Management	1/12/2026	1,872	1 (Min)	68.23	10,643	127,721
				2	71.81	11,202	134,427
				3	75.58	11,790	141,484
				4	79.55	12,409	148,912
				5 (Max)	83.72	13,061	156,730
Associate Planner	Mid-Management	1/12/2026	1,872	1 (Min)	56.01	8,738	104,853
				2	58.95	9,197	110,358
				3	62.05	9,679	116,152
				4	65.30	10,188	122,250
				5 (Max)	68.73	10,722	128,668
Building Inspector I	Mid-Management	1/12/2026	1,872	1 (Min)	50.35	7,854	94,251
				2	52.99	8,267	99,200
				3	55.77	8,701	104,408
				4	58.70	9,157	109,889
				5 (Max)	61.78	9,638	115,658
Building Inspector II	Mid-Management	1/12/2026	1,872	1 (Min)	56.50	8,814	105,765
				2	59.46	9,277	111,318
				3	62.59	9,764	117,162
				4	65.87	10,276	123,313
				5 (Max)	69.33	10,816	129,787
Chief Building Official	Mid-Management	1/12/2026	1,872	1 (Min)	82.28	12,835	154,022
				2	86.60	13,509	162,108
				3	91.14	14,218	170,619
				4	95.93	14,965	179,577
				5 (Max)	100.96	15,750	189,004
City Clerk	Unrepresented	1/12/2026	1,872	1 (Min)	72.30	11,279	135,345
				5 (Max)	88.72	13,840	166,082
						Open range	
Code Enforcement Officer I	Police	1/13/2025	2,080	1 (Min)	40.35	6,995	83,937
				2	42.47	7,362	88,343
				3	44.70	7,748	92,981
				4	47.05	8,155	97,863
				5 (Max)	49.52	8,583	103,001
Code Enforcement Officer II	Police	1/13/2025	2,080	1 (Min)	44.39	7,694	92,329
				2	46.72	8,098	97,176
				3	49.17	8,523	102,278
				4	51.75	8,971	107,648
				5 (Max)	54.47	9,442	113,299
Code Enforcement Supervisor	Police	7/14/2025	2,080	1 (Min)	57.45	9,958	119,497
				2	60.47	10,481	125,771
				3	63.64	11,031	132,374
				4	66.98	11,610	139,323
				5 (Max)	70.50	12,220	146,638
Community Development Director	Unrepresented	1/12/2026	1,872	1 (Min)	125.52	19,581	234,970
				5 (Max)	154.03	24,028	288,338
						Open range	
Community Development Technician I	Miscellaneous	1/12/2026	1,872	1 (Min)	41.58	6,487	77,845
				2	43.77	6,828	81,932
				3	46.06	7,186	86,233
				4	48.48	7,563	90,761
				5 (Max)	51.03	7,960	95,526
Community Development Technician II	Miscellaneous	1/12/2026	1,872	1 (Min)	47.83	7,462	89,544
				2	50.34	7,854	94,245
				3	52.99	8,266	99,193
				4	55.77	8,700	104,401
				5 (Max)	58.70	9,157	109,882
Community Services Director	Unrepresented	1/12/2026	1,872	1 (Min)	125.52	19,581	234,970
				5 (Max)	154.03	24,028	288,338
						Open range	

Classification	Bargaining Unit	Effective Date	Annual Time Basis (hours)	Step	Hourly Rate	Monthly Rate	Annual Rate
Community Services Officer II	Police	1/13/2025	2,080	1 (Min)	30.15	5,225	62,702
				2	31.73	5,500	65,994
				3	33.39	5,788	69,459
				4	35.15	6,092	73,105
				5 (Max)	36.99	6,412	76,943
Community Services Superintendent	Mid-Management	1/12/2026	1,872	1 (Min)	71.06	11,085	133,021
				2	74.79	11,667	140,004
				3	78.72	12,280	147,355
				4	82.85	12,924	155,091
				5 (Max)	87.20	13,603	163,233
Community Services Technician I	Miscellaneous	1/12/2026	1,872	1 (Min)	41.58	6,487	77,845
				2	43.77	6,828	81,932
				3	46.06	7,186	86,233
				4	48.48	7,563	90,761
				5 (Max)	51.03	7,960	95,526
Community Services Technician II	Miscellaneous	1/12/2026	1,872	1 (Min)	47.83	7,462	89,544
				2	50.34	7,854	94,245
				3	52.99	8,266	99,193
				4	55.77	8,700	104,401
				5 (Max)	58.70	9,157	109,882
Computer Support Technician	Miscellaneous	1/12/2026	1,872	1 (Min)	47.62	7,428	89,139
				2	50.12	7,818	93,819
				3	52.75	8,229	98,745
				4	55.52	8,661	103,928
				5 (Max)	58.43	9,115	109,385
Custodial Services Leader	Miscellaneous	1/12/2026	1,872	1 (Min)	43.58	6,799	81,588
				2	45.87	7,156	85,871
				3	48.28	7,532	90,380
				4	50.81	7,927	95,125
				5 (Max)	53.48	8,343	100,119
Custodian	Miscellaneous	1/12/2026	1,872	1 (Min)	37.90	5,912	70,947
				2	39.89	6,223	74,671
				3	41.98	6,549	78,592
				4	44.19	6,893	82,718
				5 (Max)	46.51	7,255	87,060
Deputy Building Official	Mid-Management	1/12/2026	1,872	1 (Min)	76.37	11,914	142,970
				2	80.38	12,539	150,468
				3	84.60	13,197	158,366
				4	89.04	13,890	166,679
				5 (Max)	93.72	14,620	175,437
Deputy City Clerk	Unrepresented	1/12/2026	1,872	1 (Min)	49.78	7,765	93,180
				2	52.39	8,173	98,075
				3	55.14	8,602	103,225
				4	58.04	9,054	108,647
				5 (Max)	61.08	9,529	114,348
Deputy Director - Comm Service	Mid-Management	1/12/2026	1,872	1 (Min)	81.90	12,776	153,308
				2	86.19	13,446	161,357
				3	90.72	14,152	169,828
				4	95.48	14,895	178,744
				5 (Max)	100.50	15,677	188,128
Deputy Public Works Dir - PW Admin & Engineering	Mid-Management	1/12/2026	1,872	1 (Min)	93.43	14,575	174,897
				2	98.33	15,340	184,079
				3	103.50	16,145	193,743
				4	108.93	16,993	203,915
				5 (Max)	114.65	17,885	214,620
Deputy Public Works Dir - PW Utilities & Operations	Mid-Management	1/12/2026	1,872	1 (Min)	88.42	13,794	165,527
				2	93.06	14,518	174,217
				3	97.95	15,280	183,364
				4	103.09	16,083	192,990
				5 (Max)	108.51	16,927	203,122
Deputy Public Works Dir - PW Utilities & Operations with PE	Mid-Management	1/12/2026	1,872	1 (Min)	93.43	14,575	174,897
				2	98.33	15,340	184,079
				3	103.50	16,145	193,743
				4	108.93	16,993	203,915
				5 (Max)	114.65	17,885	214,620
Engineer Tech/PW Inspector	Miscellaneous	1/12/2026	1,872	1 (Min)	54.56	8,511	102,129
				2	57.42	8,958	107,491
				3	60.43	9,428	113,134
				4	63.61	9,923	119,074
				5 (Max)	66.95	10,444	125,325
Executive Assistant	Miscellaneous	1/12/2026	1,872	1 (Min)	44.79	6,987	83,845
				2	47.14	7,354	88,247
				3	49.62	7,740	92,880
				4	52.22	8,146	97,756
				5 (Max)	54.96	8,574	102,888

Classification	Bargaining Unit	Effective Date	Annual Time Basis (hours)	Step	Hourly Rate	Monthly Rate	Annual Rate
Executive Assistant to the City Manager	Unrepresented	1/12/2026	1,872	1 (Min)	65.07	10,151	121,807
				2	68.48	10,684	128,203
				3	72.08	11,244	134,933
				4	75.86	11,835	142,017
				5 (Max)	79.85	12,456	149,474
Facilities Tech I	Miscellaneous	1/12/2026	1,872	1 (Min)	41.58	6,487	77,845
				2	43.77	6,828	81,932
				3	46.06	7,186	86,233
				4	48.48	7,563	90,761
				5 (Max)	51.03	7,960	95,526
Facilities Tech II	Miscellaneous	1/12/2026	1,872	1 (Min)	47.83	7,462	89,544
				2	50.34	7,854	94,245
				3	52.99	8,266	99,193
				4	55.77	8,700	104,401
				5 (Max)	58.70	9,157	109,882
Field Supervisor	Mid-Management	1/12/2026	1,872	1 (Min)	59.41	9,268	111,216
				2	62.53	9,755	117,055
				3	65.81	10,267	123,200
				4	69.27	10,806	129,668
				5 (Max)	72.90	11,373	136,475
Field Supervisor - Parks	Mid-Management	1/12/2026	1,872	1 (Min)	59.41	9,268	111,216
				2	62.53	9,755	117,055
				3	65.81	10,267	123,200
				4	69.27	10,806	129,668
				5 (Max)	72.90	11,373	136,475
Finance Manager	Mid-Management	1/12/2026	1,872	1 (Min)	73.22	11,422	137,062
				2	77.06	12,022	144,258
				3	81.11	12,653	151,831
				4	85.36	13,317	159,802
				5 (Max)	89.85	14,016	168,192
Financial Services Supervisor	Mid-Management	1/12/2026	1,872	1 (Min)	59.22	9,239	110,869
				2	62.33	9,724	116,690
				3	65.61	10,235	122,816
				4	69.05	10,772	129,264
				5 (Max)	72.68	11,338	136,050
Fire Battalion Chief (40-hour)	Public Safety Mid-Management	1/13/2025	2,080	1 (Min)	86.97	15,075	180,898
				2	91.54	15,866	190,395
				3	96.34	16,699	200,390
				4	101.40	17,576	210,911
				5 (Max)	106.72	18,499	221,984
Fire Battalion Chief (56-hour)	Public Safety Mid-Management	1/13/2025	2,912	1 (Min)	62.12	15,075	180,898
				2	65.38	15,866	190,395
				3	68.82	16,699	200,390
				4	72.43	17,576	210,911
				5 (Max)	76.23	18,499	221,984
Fire Captain (40-hour)	Fire	1/12/2026	2,080	1 (Min)	71.44	12,383	148,597
				2	75.19	13,033	156,396
				3	79.14	13,717	164,607
				4	83.29	14,438	173,250
				5 (Max)	87.67	15,196	182,348
Fire Captain (56-hour)	Fire	1/12/2026	2,912	1 (Min)	51.03	12,383	148,597
				2	53.71	13,033	156,396
				3	56.53	13,717	164,607
				4	59.50	14,438	173,250
				5 (Max)	62.62	15,196	182,348
Fire Chief	Unrepresented	1/12/2026	1,872	1 (Min)	139.47	21,757	261,079
				5 (Max)	171.14	26,698	320,376
Fire Inspector	Fire	1/12/2026	2,080	1 (Min)	52.99	9,184	110,213
				2	55.77	9,667	116,000
				3	58.70	10,174	122,090
				4	61.78	10,708	128,500
				5 (Max)	65.02	11,270	135,245
Firefighter (40-hour)	Fire	1/12/2026	2,080	1 (Min)	58.91	10,211	122,537
				2	62.00	10,747	128,967
				3	65.26	11,312	135,741
				4	68.69	11,905	142,866
				5 (Max)	72.29	12,531	150,367
Firefighter (56-hour)	Fire	1/12/2026	2,912	1 (Min)	42.08	10,211	122,537
				2	44.29	10,747	128,967
				3	46.61	11,312	135,741
				4	49.06	11,905	142,866
				5 (Max)	51.64	12,531	150,367
Firefighter Recruit	Fire	1/12/2026	2,080	1 (Min)	53.02	9,191	110,288

Classification	Bargaining Unit	Effective Date	Annual Time Basis (hours)	Step	Hourly Rate	Monthly Rate	Annual Rate
Food Services Coordinator	Miscellaneous	1/12/2026	1,872	1 (Min)	43.89	6,847	82,162
				2	46.19	7,206	86,476
				3	48.62	7,585	91,016
				4	51.17	7,983	95,794
				5 (Max)	53.86	8,402	100,823
Human Resources Manager	Unrepresented	1/12/2026	1,872	1 (Min)	80.33	12,532	150,385
				5 (Max)	98.58	15,378	184,536
Information Technology Associate	Mid-Management	1/12/2026	1,872	1 (Min)	58.09	9,063	108,751
				2	61.14	9,538	114,460
				3	64.35	10,039	120,469
				4	67.73	10,566	126,794
				5 (Max)	71.29	11,121	133,451
Information Technology Manager	Mid-Management	1/12/2026	1,872	1 (Min)	78.40	12,231	146,767
				2	82.52	12,873	154,473
				3	86.85	13,549	162,582
				4	91.41	14,260	171,118
				5 (Max)	96.21	15,009	180,102
Lead Customer Service & Tech Support Rep	Miscellaneous	1/12/2026	1,872	1 (Min)	52.52	8,192	98,308
				2	55.27	8,622	103,469
				3	58.17	9,075	108,901
				4	61.23	9,552	114,619
				5 (Max)	64.44	10,053	120,636
Lead Maintenance Worker	Miscellaneous	1/12/2026	1,872	1 (Min)	47.83	7,462	89,544
				2	50.34	7,854	94,245
				3	52.99	8,266	99,193
				4	55.77	8,700	104,401
				5 (Max)	58.70	9,157	109,882
Lead Water System Operator - Pumps	Miscellaneous	1/12/2026	1,872	1 (Min)	55.78	8,702	104,424
				2	58.71	9,159	109,907
				3	61.79	9,640	115,677
				4	65.04	10,146	121,750
				5 (Max)	68.45	10,678	128,142
Lead Water Systems Operator - Field	Miscellaneous	1/12/2026	1,872	1 (Min)	55.78	8,702	104,424
				2	58.71	9,159	109,907
				3	61.79	9,640	115,677
				4	65.04	10,146	121,750
				5 (Max)	68.45	10,678	128,142
Lead Water Systems Operator - Wells	Miscellaneous	1/12/2026	1,872	1 (Min)	55.78	8,702	104,424
				2	58.71	9,159	109,907
				3	61.79	9,640	115,677
				4	65.04	10,146	121,750
				5 (Max)	68.45	10,678	128,142
Librarian I	Miscellaneous	1/12/2026	1,872	1 (Min)	43.61	6,803	81,640
				2	45.90	7,161	85,926
				3	48.31	7,536	90,437
				4	50.85	7,932	95,185
				5 (Max)	53.52	8,349	100,182
Librarian II	Miscellaneous	1/12/2026	1,872	1 (Min)	50.15	7,823	93,874
				2	52.78	8,233	98,802
				3	55.55	8,666	103,989
				4	58.47	9,121	109,448
				5 (Max)	61.54	9,600	115,194
Library Assistant I	Miscellaneous	1/12/2026	1,872	1 (Min)	33.19	5,178	62,131
				2	34.93	5,449	65,392
				3	36.77	5,735	68,826
				4	38.70	6,037	72,439
				5 (Max)	40.73	6,353	76,242
Library Assistant II	Miscellaneous	1/12/2026	1,872	1 (Min)	38.18	5,956	71,468
				2	40.18	6,268	75,220
				3	42.29	6,597	79,169
				4	44.51	6,944	83,325
				5 (Max)	46.85	7,308	87,700
Library Services Coordinator	Miscellaneous	1/12/2026	1,872	1 (Min)	43.89	6,847	82,162
				2	46.19	7,206	86,476
				3	48.62	7,585	91,016
				4	51.17	7,983	95,794
				5 (Max)	53.86	8,402	100,823
Library Services Manager	Mid-Management	1/12/2026	1,872	1 (Min)	68.38	10,667	128,000
				2	71.97	11,227	134,720
				3	75.74	11,816	141,793
				4	79.72	12,436	149,237
				5 (Max)	83.91	13,089	157,072

Classification	Bargaining Unit	Effective Date	Annual Time Basis (hours)	Step	Hourly Rate	Monthly Rate	Annual Rate
Maintenance Services Manager Series	Mid-Management	1/12/2026	1,872	1 (Min)	74.22	11,579	138,947
				2	78.12	12,187	146,241
				3	82.22	12,827	153,919
				4	86.54	13,500	162,000
				5 (Max)	91.08	14,209	170,505
Maintenance Worker I	Miscellaneous	1/12/2026	1,872	1 (Min)	36.14	5,638	67,660
				2	38.04	5,934	71,212
				3	40.04	6,246	74,951
				4	42.14	6,574	78,886
				5 (Max)	44.35	6,919	83,028
Maintenance Worker II	Miscellaneous	1/12/2026	1,872	1 (Min)	41.58	6,487	77,845
				2	43.77	6,828	81,932
				3	46.06	7,186	86,233
				4	48.48	7,563	90,761
				5 (Max)	51.03	7,960	95,526
Management Analyst I	Mid-Management	1/12/2026	1,872	1 (Min)	50.39	7,862	94,338
				2	53.04	8,274	99,291
				3	55.82	8,709	104,504
				4	58.76	9,166	109,990
				5 (Max)	61.84	9,647	115,765
Management Analyst II	Mid-Management	1/12/2026	1,872	1 (Min)	57.94	9,039	108,465
				2	60.98	9,513	114,160
				3	64.18	10,013	120,153
				4	67.55	10,538	126,461
				5 (Max)	71.10	11,092	133,101
Mechanic I	Miscellaneous	1/12/2026	1,872	1 (Min)	41.58	6,487	77,845
				2	43.77	6,828	81,932
				3	46.06	7,186	86,233
				4	48.48	7,563	90,761
				5 (Max)	51.03	7,960	95,526
Mechanic II	Miscellaneous	1/12/2026	1,872	1 (Min)	47.83	7,462	89,544
				2	50.34	7,854	94,245
				3	52.99	8,266	99,193
				4	55.77	8,700	104,401
				5 (Max)	58.70	9,157	109,882
Nutrition Program Manager	Mid-Management	1/12/2026	1,872	1 (Min)	55.71	8,690	104,283
				2	58.63	9,146	109,757
				3	61.71	9,627	115,520
				4	64.95	10,132	121,585
				5 (Max)	68.36	10,664	127,968
Parks And Facilities Manager	Mid-Management	1/12/2026	1,872	1 (Min)	68.00	10,608	127,297
				2	71.57	11,165	133,980
				3	75.33	11,751	141,014
				4	79.28	12,368	148,417
				5 (Max)	83.44	13,017	156,209
Parks Maintenance Technician I {Utility I - Tree I}	Miscellaneous	1/12/2026	1,872	1 (Min)	41.58	6,487	77,845
				2	43.77	6,828	81,932
				3	46.06	7,186	86,233
				4	48.48	7,563	90,761
				5 (Max)	51.03	7,960	95,526
Parks Maintenance Technician II {Utility II - Tree II}	Miscellaneous	1/12/2026	1,872	1 (Min)	47.83	7,462	89,544
				2	50.34	7,854	94,245
				3	52.99	8,266	99,193
				4	55.77	8,700	104,401
				5 (Max)	58.70	9,157	109,882
Planning Manager	Mid-Management	1/12/2026	1,872	1 (Min)	82.45	12,863	154,352
				2	86.78	13,538	162,455
				3	91.34	14,249	170,984
				4	96.13	14,997	179,961
				5 (Max)	101.18	15,784	189,409
Police Captain	Public Safety Mid-Management	1/13/2025	2,080	1 (Min)	101.15	17,533	210,396
				2	106.46	18,453	221,442
				3	112.05	19,422	233,067
				4	117.93	20,442	245,304
				5 (Max)	124.13	21,515	258,182
Police Chief	Unrepresented	1/12/2026	1,872	1 (Min)	139.47	21,757	261,079
				5 (Max)	171.14	26,698	320,376

Classification	Bargaining Unit	Effective Date	Annual Time Basis (hours)	Step	Hourly Rate	Monthly Rate	Annual Rate
Police Clerk I	Police	1/13/2025	2,080	1 (Min)	32.37	5,610	67,325
				2	34.07	5,905	70,859
				3	35.86	6,215	74,580
				4	37.74	6,541	78,495
				5 (Max)	39.72	6,885	82,616
Police Clerk II	Police	1/13/2025	2,080	1 (Min)	35.60	6,171	74,049
				2	37.47	6,495	77,936
				3	39.44	6,836	82,028
				4	41.51	7,195	86,334
				5 (Max)	43.69	7,572	90,867
Police Communications & Records Supervisor	Mid-Management	1/12/2026	1,872	1 (Min)	73.44	11,457	137,478
				2	77.29	12,058	144,695
				3	81.35	12,691	152,292
				4	85.62	13,357	160,287
				5 (Max)	90.12	14,059	168,702
Police Corporal	Police	1/13/2025	2,080	1 (Min)	58.01	10,056	120,671
				2	61.06	10,584	127,006
				3	64.27	11,139	133,674
				4	67.64	11,724	140,692
				5 (Max)	71.19	12,340	148,078
Police Lieutenant	Public Safety Mid-Management	1/13/2025	2,080	1 (Min)	82.43	14,288	171,458
				2	86.76	15,038	180,459
				3	91.31	15,828	189,934
				4	96.11	16,659	199,905
				5 (Max)	101.15	17,533	210,400
Police Officer	Police	1/13/2025	2,080	1 (Min)	53.97	9,354	112,254
				2	56.80	9,846	118,147
				3	59.78	10,362	124,350
				4	62.92	10,906	130,878
				5 (Max)	66.23	11,479	137,749
Police Recruit	Police	1/13/2025	2,080	1 (Min)	48.57	8,419	101,031
Police Sergeant	Public Safety Mid-Management	1/13/2025	2,080	1 (Min)	66.46	11,521	138,247
				2	69.95	12,125	145,505
				3	73.63	12,762	153,144
				4	77.49	13,432	161,184
				5 (Max)	81.56	14,137	169,646
Principal Civil Engineer	Mid-Management	1/12/2026	1,872	1 (Min)	82.12	12,811	153,726
				2	86.43	13,483	161,796
				3	90.97	14,191	170,291
				4	95.74	14,936	179,231
				5 (Max)	100.77	15,720	188,641
Principal Planner	Mid-Management	1/12/2026	1,872	1 (Min)	76.37	11,914	142,970
				2	80.38	12,539	150,468
				3	84.60	13,197	158,366
				4	89.04	13,890	166,679
				5 (Max)	93.72	14,620	175,437
Principal Special Projects Manager	Unrepresented	1/12/2026	1,872	1 (Min)	125.52	19,581	234,970
				5 (Max)	154.03	24,028	288,338
Property And Evidence Technician	Police	1/13/2025	2,080	1 (Min)	35.53	6,158	73,894
				2	37.39	6,481	77,774
				3	39.35	6,821	81,857
				4	41.42	7,180	86,154
				5 (Max)	43.59	7,556	90,677
Public Safety Dispatcher I	Police	1/13/2025	2,080	1 (Min)	42.21	7,316	87,793
				2	44.42	7,700	92,402
				3	46.76	8,104	97,253
				4	49.21	8,530	102,359
				5 (Max)	51.79	8,978	107,733
Public Safety Dispatcher II	Police	1/13/2025	2,080	1 (Min)	46.42	8,046	96,556
				2	48.86	8,469	101,626
				3	51.42	8,913	106,961
				4	54.12	9,381	112,576
				5 (Max)	56.96	9,874	118,487
Public Works Director	Unrepresented	1/12/2026	1,872	1 (Min)	125.52	19,581	234,970
				5 (Max)	154.03	24,028	288,338

Classification	Bargaining Unit	Effective Date	Annual Time Basis (hours)	Step	Hourly Rate	Monthly Rate	Annual Rate
Pump Mechanic I	Miscellaneous	1/12/2026	1,872	1 (Min)	41.58	6,487	77,845
				2	43.77	6,828	81,932
				3	46.06	7,186	86,233
				4	48.48	7,563	90,761
				5 (Max)	51.03	7,960	95,526
Pump Mechanic II	Miscellaneous	1/12/2026	1,872	1 (Min)	47.83	7,462	89,544
				2	50.34	7,854	94,245
				3	52.99	8,266	99,193
				4	55.77	8,700	104,401
				5 (Max)	58.70	9,157	109,882
Recreation Services Coordinator	Miscellaneous	1/12/2026	1,872	1 (Min)	43.89	6,847	82,162
				2	46.19	7,206	86,476
				3	48.62	7,585	91,016
				4	51.17	7,983	95,794
				5 (Max)	53.86	8,402	100,823
Recreation Services Manager	Mid-Management	1/12/2026	1,872	1 (Min)	60.31	9,408	112,900
				2	63.48	9,902	118,827
				3	66.81	10,422	125,066
				4	70.32	10,969	131,632
				5 (Max)	74.01	11,545	138,543
Recreation Services Supervisor	Mid-Management	1/12/2026	1,872	1 (Min)	57.32	8,941	107,296
				2	60.33	9,411	112,929
				3	63.49	9,905	118,858
				4	66.83	10,425	125,098
				5 (Max)	70.33	10,972	131,666
Secretary	Miscellaneous	1/12/2026	1,872	1 (Min)	40.71	6,351	76,215
				2	42.85	6,685	80,217
				3	45.10	7,036	84,428
				4	47.47	7,405	88,861
				5 (Max)	49.96	7,794	93,526
Senior Administrative Analyst	Unrepresented	1/12/2026	1,872	1 (Min)	72.30	11,279	135,345
				5 (Max)	88.72	13,840	166,082
Senior Administrative Technician	Unrepresented	1/12/2026	1,872	1 (Min)	65.07	10,151	121,807
				2	68.48	10,684	128,203
				3	72.08	11,244	134,933
				4	75.86	11,835	142,017
				5 (Max)	79.85	12,456	149,474
Senior Civil Engineer	Mid-Management	1/12/2026	1,872	1 (Min)	75.18	11,728	140,730
				2	79.12	12,343	148,118
				3	83.28	12,991	155,895
				4	87.65	13,673	164,079
				5 (Max)	92.25	14,391	172,693
Senior Code Enforcement Officer	Police	1/13/2025	2,080	1 (Min)	49.96	8,659	103,911
				2	52.58	9,114	109,366
				3	55.34	9,592	115,108
				4	58.25	10,096	121,151
				5 (Max)	61.30	10,626	127,511
Senior Planner	Mid-Management	1/12/2026	1,872	1 (Min)	66.25	10,335	124,019
				2	69.73	10,878	130,530
				3	73.39	11,449	137,383
				4	77.24	12,050	144,596
				5 (Max)	81.30	12,682	152,187
Senior Special Projects Manager	Unrepresented	1/12/2026	1,872	1 (Min)	100.41	15,665	187,975
				5 (Max)	123.22	19,223	230,670
Special Projects Manager	Unrepresented	1/12/2026	1,872	1 (Min)	80.33	12,532	150,385
				5 (Max)	98.58	15,378	184,536
Systems Administrator	Mid-Management	1/12/2026	1,872	1 (Min)	64.03	9,989	119,865
				2	67.39	10,513	126,158
				3	70.93	11,065	132,781
				4	74.65	11,646	139,752
				5 (Max)	78.57	12,257	147,089

Classification	Bargaining Unit	Effective Date	Annual Time Basis (hours)	Step	Hourly Rate	Monthly Rate	Annual Rate
Water Field Service Supervisor	Mid-Management	1/12/2026	1,872	1 (Min)	62.02	9,675	116,101
				2	65.28	10,183	122,196
				3	68.70	10,718	128,612
				4	72.31	11,280	135,364
				5 (Max)	76.11	11,873	142,470
Water Quality & Prod Sup	Mid-Management	1/12/2026	1,872	1 (Min)	62.02	9,675	116,101
				2	65.28	10,183	122,196
				3	68.70	10,718	128,612
				4	72.31	11,280	135,364
				5 (Max)	76.11	11,873	142,470
Water Quality Technician I	Miscellaneous	1/12/2026	1,872	1 (Min)	41.58	6,487	77,845
				2	43.77	6,828	81,932
				3	46.06	7,186	86,233
				4	48.48	7,563	90,761
				5 (Max)	51.03	7,960	95,526
Water Quality Technician II	Miscellaneous	1/12/2026	1,872	1 (Min)	47.83	7,462	89,544
				2	50.34	7,854	94,245
				3	52.99	8,266	99,193
				4	55.77	8,700	104,401
				5 (Max)	58.70	9,157	109,882
Water System & Conservation Manager	Mid-Management	1/12/2026	1,872	1 (Min)	65.25	10,180	122,155
				2	68.68	10,714	128,569
				3	72.29	11,277	135,318
				4	76.08	11,869	142,423
				5 (Max)	80.07	12,492	149,900
Water Systems Manager	Mid-Management	1/12/2026	1,872	1 (Min)	74.22	11,579	138,947
				2	78.12	12,187	146,241
				3	82.22	12,827	153,919
				4	86.54	13,500	162,000
				5 (Max)	91.08	14,209	170,505
Water Systems Operator I	Miscellaneous	1/12/2026	1,872	1 (Min)	42.41	6,615	79,384
				2	44.63	6,963	83,552
				3	46.98	7,328	87,938
				4	49.44	7,713	92,555
				5 (Max)	52.04	8,118	97,414
Water Systems Operator II	Miscellaneous	1/12/2026	1,872	1 (Min)	48.50	7,566	90,796
				2	51.05	7,964	95,563
				3	53.73	8,382	100,580
				4	56.55	8,822	105,860
				5 (Max)	\$ 59.52	\$ 9,285	\$ 111,418

Classification	Bargaining Unit**	Effective Date	Step 1 (Min)	Step 2	Step 3	Step 4	Step 5 (Max)
Special Assistant	Part-time/Temporary/Seasonal	1/1/2026	\$ 16.90		Open range		\$ 77.34
Library Page	Part-time/Temporary/Seasonal	1/1/2026	16.90	17.33	18.19	19.10	20.06
Library Aide	Part-time/Temporary/Seasonal	1/13/2025	19.59	20.57	21.60	22.68	23.82
Library Assistant I (PT Temp)	Part-time/Temporary/Seasonal	1/13/2025	23.72	24.90	26.15	27.46	28.83
Library Assistant II (PT Temp)	Part-time/Temporary/Seasonal	1/13/2025	28.88	30.32	31.83	33.43	35.10
Librarian (On-Call Per-Diem)	Part-time/Temporary/Seasonal	1/13/2025	-	-	-	-	38.16
Recreation Leader I	Part-time/Temporary/Seasonal	1/1/2026	16.90	17.33	18.19	19.10	20.06
Recreation Leader II	Part-time/Temporary/Seasonal	1/13/2025	19.59	20.57	21.60	22.68	23.82
Recreation Specialist	Part-time/Temporary/Seasonal	1/13/2025	23.72	24.90	26.15	27.46	28.83
Maintenance Assistant	Part-time/Temporary/Seasonal	1/13/2025	28.88	30.32	31.83	33.43	35.10
Bus Driver	Part-time/Temporary/Seasonal	1/13/2025	20.63	21.87	22.97	24.11	25.32
Lifeguard / Swim Instructor I	Part-time/Temporary/Seasonal	1/1/2026	16.90	17.33	18.19	19.10	20.06
Lifeguard / Swim Instructor II	Part-time/Temporary/Seasonal	1/13/2025	17.49	18.37	19.28	20.25	21.26
Water Safety Instructor I	Part-time/Temporary/Seasonal	1/13/2025	17.82	18.71	19.65	20.63	21.66
Water Safety Instructor II	Part-time/Temporary/Seasonal	1/13/2025	19.14	20.10	21.10	22.16	23.27
Community Services (PT Temp)	Part-time/Temporary/Seasonal	1/13/2025	30.94	32.48	34.11	35.81	37.60
Dispatcher (Per-Diem)	Part-time/Temporary/Seasonal	2/9/2026					56.96
Police Clerk (Per-Diem)	Part-time/Temporary/Seasonal	1/13/2025					\$ 36.09

\* Councilmember salary is monthly as set by San Bruno Municipal Code Section 2.04.144

\*\* Positions in this group are unrepresented and participate in Social Security, not the California Public Employees' Retirement System (CalPERS)

Adopted: February 10, 2026 (2026-009), February 24, 2026 (2026-014), March 24, 2026 (2026-XX)



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** March 24, 2026

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Alex D. McIntyre, City Manager

**PREPARED BY:** Travis M. Karlen, Community Services Director

**SUBJECT:** Consider Adoption of Resolution: 1. Authorizing the Community Services Department to assume primary coordination and administration of the Posy Parade, with continued support and partnership from the San Bruno Lions Club and the San Bruno Police Department; and 2. Approving the temporary road closure of various streets, in conjunction with the Annual Posy Parade, subject to the Conditions of Approval.

### **BACKGROUND:**

In 2026, the Posy Parade will celebrate its 84th year as one of San Bruno's most cherished community traditions. Held annually on the first Sunday in June, the parade historically has highlighted the creativity, talent, and spirit of youth throughout the San Bruno community. For more than eight decades, local schools, youth organizations, and community groups have participated in the event, presenting colorful floats, marching bands, and performances that celebrate the community's history and pride.

The Posy Parade has historically been produced and led by the San Bruno Lions Club, whose longstanding commitment has sustained the event for generations. Throughout this time, the City of San Bruno has played a significant supporting role, partnering closely with the Lions Club to ensure the parade is well coordinated, safe, and accessible for participants and spectators. In particular, the City has consistently provided operational and public safety support necessary to host a large-scale community event.

In recent years, the Lions Club has expressed that it does not have the technical capacity or financial resources to independently develop the increasingly complex Traffic Control and Event Safety Plans required for events of this scale. Recognizing the importance of maintaining this long-standing community tradition, the City has stepped in to assist with these planning elements and has provided staff expertise to help ensure the parade can continue to operate safely and in compliance with current requirements.

City support has included a range of essential municipal services necessary for a safe and successful event, including traffic control planning, parking enforcement, intersection management, street closure notifications, event safety coordination, Fire Department standby for fire and emergency medical services, community outreach, and post-event clean-up. This collaborative partnership between the Lions Club and the City has been instrumental in sustaining the Posy Parade as a signature community event that continues to celebrate San Bruno's youth and community spirit.

**DISCUSSION:**

City staff met with representatives of the San Bruno Lions Club on March 6, 2026, and again on March 12, 2026, to discuss planning for the 2026 Posy Parade. Through these discussions, the City and the Lions Club reached consensus to utilize the same parade route used in 2025, which preserves the spirit of the event while ensuring it can be delivered safely and efficiently. Both parties also agreed to hold the parade on Sunday, June 7, 2026, in coordination with the City's annual Community Day event.

The parade will stage on Linden Avenue or, contingent upon approval, in the former Walgreens parking lot. The route will proceed along Crystal Springs Road and conclude at the Parks Yard within City Park. Following the parade, the Lions Club will serve hot dogs and beverages to parade participants. City staff will coordinate a seamless transition into the Community Day festivities taking place in the park. Residents and businesses along the parade route will receive advance notification of street closures and event timing.

Beginning in 2026, it is proposed that the City of San Bruno transition to a new operational model for the Posy Parade, with the Community Services Department assuming primary responsibility for coordinating and producing the event. Under this model, the City will serve as the lead organizer and will manage event permitting, safety planning, and operational logistics to ensure the parade continues to meet current safety standards and municipal requirements. The San Bruno Lions Club, which has historically produced the parade, will continue to play an important role by serving in an advisory capacity and assisting with the organization of volunteers to support parade-day activities.

This transition reflects the increasing complexity associated with producing large community events, particularly with respect to traffic control planning, public safety coordination, and regulatory compliance. By assuming the primary coordination role, the City can help ensure the long-term sustainability of the Posy Parade while maintaining the Lions Club's longstanding connection to this important community tradition.

As stipulated in Municipal Code Chapter 4.08, the Chief of Police is authorized to impose conditions and requirements upon the issuance of a special event permit as necessary to protect the safety of participants and attendees and to preserve the peace and quiet of surrounding neighborhoods. Section 4.08.050 further provides that the Chief of Police shall determine the appropriate number of off-duty police officers, security personnel, or both required to be present during the event. With the City assuming responsibility for the event moving forward, City permit and personnel fees are not applicable.

The San Bruno Police Department in cooperation with the Public Works Department has prepared a Traffic Control and Event Safety Plan that meets the requirements necessary for approval by the Chief of Police and ensures the event can be conducted safely. Road closures and event setup are anticipated to begin at approximately 8:00 a.m., with the parade scheduled to begin at 11:00 a.m. and conclude at approximately 1:00 p.m. Staff will rely on the established traffic control and safety plan developed for the 2025 parade.

**FISCAL IMPACT:**

The City Council's community promotions budget for FY26 includes funding in the amount of \$48,000 to offset City costs incurred for the Posy Parade special event. Staff estimates that costs for road closure and parade support will not exceed the allocated budget for this event.

There may also be opportunities to enhance elements of the Posy Parade through the use of available savings within the Community Services Special Events budget. The Community Services Director is authorized to allocate such savings toward parade enhancements that support the overall quality and community experience of the event. Any enhancements will be approved at the discretion of the Community Services Director and will not exceed the Special Events budget allocation approved by the City Council.

**ENVIRONMENTAL IMPACT:**

The Project is exempt from the California Environmental Quality Act (CEQA).

**RECOMMENDATION:**

Adopt a Resolution:

1. Authorizing the Community Services Department to assume primary coordination and administration of the Posy Parade, with continued support and partnership from the San Bruno Lions Club and the San Bruno Police Department; and
2. Approving the temporary road closure of various streets, in conjunction with the Annual Posy Parade, subject to the Conditions of Approval.

**ALTERNATIVES:**

1. City Council may choose to place the Posy Parade on pause for 2026 to allow staff adequate time to conduct a comprehensive evaluation of all City-supported special events. This evaluation would include reviewing operational requirements, staffing capacity, public safety considerations, and the financial resources required to support community events. Following this review, staff would return to the City Council with recommendations regarding the long-term structure, funding, and prioritization of special events, including the future of the Posy Parade.
2. City Council may choose to decline support for the 2026 Posy Parade and direct staff not to allocate City resources toward the planning, coordination, or implementation of the event. Under this option, the parade would not be produced nor supported by the City in 2026 unless an external organization assumes full responsibility for organizing the event, including securing all required permits, developing and funding the necessary Traffic Control and Event Safety Plans, and covering all associated costs required to comply with Municipal Code and public safety requirements.

**ATTACHMENTS:**

1. Resolution
2. 2026 Posy Parade Route

RESOLUTION NO. 2026 - \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO AUTHORIZING THE COMMUNITY SERVICES DEPARTMENT TO ASSUME PRIMARY COORDINATION AND ADMINISTRATION OF THE POSY PARADE, WITH CONTINUED SUPPORT AND PARTNERSHIP FROM THE SAN BRUNO LIONS CLUB AND THE SAN BRUNO POLICE DEPARTMENT; AND APPROVING THE TEMPORARY ROAD CLOSURE OF VARIOUS STREETS IN CONJUNCTION WITH THE ANNUAL POSY PARADE**

**WHEREAS**, the Posy Parade is a long-standing San Bruno tradition that celebrates the youth of the community and has historically been held on the first Sunday in June; and

**WHEREAS**, the Posy Parade has historically been organized and produced by the San Bruno Lions Club, with the City of San Bruno providing significant logistical, operational, and public safety support necessary to host the event; and

**WHEREAS**, due to the increasing complexity associated with producing large community events, including traffic control planning, public safety coordination, and regulatory compliance, the City has determined that transitioning the operational coordination of the event will help ensure the long-term sustainability of the Posy Parade; and

**WHEREAS**, the Community Services Department proposes to assume primary responsibility for coordinating and producing the Posy Parade beginning in 2026, including managing event permitting, safety planning, and operational logistics; and

**WHEREAS**, the San Bruno Lions Club will continue to participate in the event by serving in an advisory capacity and assisting with the organization of volunteers to support parade-day activities; and

**WHEREAS**, City staff met with representatives of the San Bruno Lions Club on March 6 and March 12 to discuss the 2026 Posy Parade and reached consensus to utilize the same parade route used in 2025 and to hold the event on Sunday, June 7, in coordination with the City's annual Community Day event; and

**WHEREAS**, the proposed parade route will stage on Linden Avenue or, contingent upon approval, in the former Walgreens parking lot, proceed along Crystal Springs Road, and conclude at the Parks Yard within City Park; and

**WHEREAS**, following the parade, the Lions Club will provide refreshments for parade participants and City staff will coordinate the transition into the City's Community Day festivities; and

**WHEREAS**, as required by San Bruno [Municipal Code Chapter 4.08](#)<sup>1</sup> the Chief of Police is authorized to impose conditions and requirements upon the issuance of a special event permit in order to protect the safety of participants and attendees and preserve the peace and quiet of surrounding neighborhoods; and

**WHEREAS**, the San Bruno Police Department has prepared a Traffic Control and Event Safety Plan to ensure the event can be conducted safely; and

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<sup>1</sup> [https://library.qcode.us/lib/san\\_bruno\\_ca/pub/municipal\\_code/item/title\\_4-chapter\\_4\\_08?view=all](https://library.qcode.us/lib/san_bruno_ca/pub/municipal_code/item/title_4-chapter_4_08?view=all)

**WHEREAS**, the City Council has allocated funding within the Community Promotion and Special Events budget to support the Posy Parade and associated operational costs.

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

1. Authorize the Community Services Department to assume primary coordination and administration of the Posy Parade, including responsibility for event planning, permitting, safety coordination, and operational logistics; and
2. Recognize the continued partnership of the San Bruno Lions Club, which will serve in an advisory capacity and assist with volunteer coordination to support parade-day activities; and
3. Approve the temporary road closures of various streets, including portions of Linden Avenue and Crystal Springs Road, in conjunction with the Annual Posy Parade, subject to conditions established by the Chief of Police to ensure public safety.

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I hereby certify that foregoing **Resolution No. 2026 - \_\_**  
was introduced and adopted by the San Bruno City Council at a regular meeting on  
March 24, 2026, by the following vote:

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

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Alissa Leonardini, Deputy City Clerk





## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** March 24, 2026

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Alex D. McIntyre, City Manager

**PREPARED BY:** Travis M. Karlen, Community Services Director

**SUBJECT:** Consider Adoption of a Resolution Authorizing the City Manager to Execute a Memorandum of Understanding with the City of Millbrae to Establish a Partnership in Support of Programs and Events for the Residents of Both Cities, and Determining the Project is Exempt Under the California Environmental Quality Act (CEQA)

### **BACKGROUND:**

The City of Millbrae (“MILLBRAE”) and the City of San Bruno (“SAN BRUNO”) share a contiguous geographic boundary along the Peninsula, creating a naturally interconnected service area for both communities. Due to this close proximity, as well as shared transportation corridors such as El Camino Real, BART, and Caltrain, residents routinely participate in programs, services, and community events offered in both jurisdictions. This regional relationship supports collaborative planning, enhances access to recreational and cultural opportunities, and reflects long-standing patterns of cross-community engagement that benefit residents of both cities.

The purpose for establishing a formal Memorandum of Understanding (“MOU”) for this partnership is to define the working relationship and responsibilities clearly, in pursuit of a shared vision of enriching the lives of residents in the Millbrae and San Bruno communities.

### **DISCUSSION:**

The SAN BRUNO Community Services Department oversees the SAN BRUNO Recreation and Aquatic Center and City Park, and endeavors to work in partnership with municipalities such as MILLBRAE that have significant overlapping resident participation in SAN BRUNO community events. In doing so, MILLBRAE and SAN BRUNO are able to mutually support events held in both cities and heavily attended by residents from both. The MILLBRAE Recreation Department and the SAN BRUNO Community Services Department have historically worked cooperatively to support these endeavors.

The proposed MOU for Fiscal Year 2025–26 (partial) and Fiscal Year 2026–27 establishes this essential partnership. Under this agreement, MILLBRAE and SAN BRUNO provide financial and volunteer support for key community engagement programs in both cities as mutually agreed upon, including San Bruno’s Dia de los Ninos, Juneteenth and Dia de los Muertos events and Millbrae’s Art Show, July 4<sup>th</sup> and Dia de los Muertos events.

MILLBRAE and SAN BRUNO will each provide facility access, program coordination, staff collaboration, resource commitments, and promotion of joint initiatives. The MOU also outlines clear communication protocols, and mutual responsibilities regarding event planning.

The 2025–26/2026-27 MOU reflects the reciprocal elements needed for the shared events, with MILLBRAE and SAN BRUNO pledging comparable resource contributions. This includes use of both Cities' facilities and staff as well as their existing equipment and program marketing channels.

The MOU was reviewed by the Millbrae City Manager and the Millbrae Recreation Department Manager and received support for approval.

**FISCAL IMPACT:**

There is no additional fiscal impact to SAN BRUNO as the fiscal exchange is comparable for the shared resources between MILLBRAE and SAN BRUNO. SAN BRUNO spending for Fiscal Year 2025-26 is absorbed in the allocation from City Council for staffing and expenses.

Future SAN BRUNO funding has been included in the appropriations captured for the request for Fiscal Year 2026-27. Approval of the MOU would support implementation of existing City events with the commitment of shared resources.

**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 an MOU with MILLBRAE to establish a partnership in support of cooperative community events and determine the project is exempt under CEQA.

**ALTERNATIVES:**

1. Do not authorize the MOU with MILLBRAE.

**ATTACHMENTS:**

1. Resolution
2. Fiscal Year 2025–26/Fiscal Year 2026-27 MOU Between the City of San Bruno and the City of Millbrae.

**RESOLUTION NO. 2026 - \_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF MILLBRAE TO ESTABLISH A PARTNERSHIP IN SUPPORT OF PROGRAMS AND EVENTS FOR THE RESIDENTS OF BOTH CITIES, AND DETERMINING THE PROJECT IS EXEMPT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**WHEREAS**, the City of Millbrae (MILLBRAE) and the City of San Bruno share a contiguous geographic boundary along the Peninsula, creating a naturally interconnected service area for both communities; and

**WHEREAS**, this regional relationship supports collaborative planning, enhances access to recreational and cultural opportunities, and reflects long-standing patterns of cross-community engagement that benefit residents of both cities; and

**WHEREAS**, the Community Services Department oversees the Recreation and Aquatic Center and City Park, and endeavors to work in partnership with municipalities such as MILLBRAE that have significant overlapping resident participation in San Bruno community events, and values the long-standing relationship with MILLBRAE as an essential contributor to community programs and services; and

**WHEREAS**, the City of San Bruno and MILLBRAE desire to establish their collaboration to provide financial and volunteer support for key community engagement programs in both cities as mutually agreed upon that benefit residents in both cities; and

**WHEREAS**, the City and MILLBRAE have mutually agreed to document this partnership for Fiscal Year 2025–26 and Fiscal Year 2026–27 through a Memorandum of Understanding (MOU), which outlines roles, responsibilities, and shared commitments; 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 City of Millbrae for Fiscal Year 2025–26 and Fiscal Year 2026–27 to establish a partnership in support of key community engagement programs held in both cities, as mutually agreed upon, that benefit residents in both cities.
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  
March 24, 2026, by the following vote:

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

---

Alissa Leonardini, Deputy City Clerk



# MEMORANDUM OF UNDERSTANDING

between the

## **City of Millbrae**

621 Magnolia Avenue, Millbrae, CA 94030

and

## **City of San Bruno**

567 El Camino Real, San Bruno, CA 94066

April 1, 2026 – June 30, 2027



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## **MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF MILLBRAE AND CITY OF SAN BRUNO**

The City of Millbrae, hereinafter referred to as MILLBRAE, and the City of San Bruno, hereinafter referred to as SAN BRUNO, enter into this Memorandum of Understanding (MOU), dated as of April 1, 2026, for collaborations and promotions that benefit the residents of MILLBRAE and SAN BRUNO.

### **I. PURPOSE**

The purpose of this MOU is to document the relationship between the parties. MILLBRAE and SAN BRUNO desire to work cooperatively to provide and fund events for the residents of MILLBRAE and SAN BRUNO.

MILLBRAE and SAN BRUNO share a contiguous geographic boundary along the Peninsula, creating a naturally interconnected service area for both communities. Due to this close proximity, as well as shared transportation corridors such as El Camino Real, BART, and Caltrain; residents routinely participate in programs, services, and community events offered in both jurisdictions. This regional relationship supports collaborative planning, enhances access to recreational and cultural opportunities, and reflects long-standing patterns of cross-community engagement that benefit residents of both cities.

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

### **II. DESCRIPTION OF COLLABORATION**

MILLBRAE and SAN BRUNO desire to work cooperatively to provide the following events (collectively, “Events”):

- Held in San Bruno:
  - Dia de los Niños
  - Juneteenth
  - Dia de los Muertos
- Held in Millbrae:
  - Art Show
  - July 4th
  - Dia de los Muertos

A. SAN BRUNO will, subject to the review and approval of the Community Services Director (“San Bruno Director”):

1. For San Bruno Dia de los Niños:
  - Provide event venue at San Bruno City Park in April 2026 and 2027.
  - Coordinate food and beverage service to the public including any



required permits.

- Provide key entertainment elements including storytellers and two performances
- Coordinate community group participation booths and coordinate any supporting needs of the groups.
- Facilitate opportunity drawings or incentives.
- Staff setup, event, and cleanup.

2. For the Art Show:

- Assist on coordination with San Bruno schools for event promotion.
- Coordinate participation of the San Bruno Culture and Arts Commission to assist with set up the day prior and day of the event.
- Provide and staff a San Bruno Community Services information booth with an art-related community engagement activity.

3. For Juneteenth:

- Provide event venue at San Bruno City Park in June 2026 and 2027.
- Coordinate food and beverage service to the public including any required permits.
- Provide key entertainment elements including emcee, DJ, storyteller, Juneteenth history, and a dance performance.
- Staff setup, event, and cleanup.

4. For July 4<sup>th</sup>:

- Contract for and staff a maze obstacle course.
- Provide and staff a San Bruno Community Services information booth with a RAC giveaway item and a community engagement activity.

5. For the San Bruno Dia de los Muertos:

- Provide event venue in Centennial Plaza and on San Mateo Avenue in San Bruno in October 2026 on a date separate from the Millbrae Dia de los Muertos.
- Coordinate food and beverage service to the public including any required permits.
- Provide key entertainment elements including a mariachi band as well as additional culturally appropriate performances and art activities.
- Provide community ofrendas at the San Bruno Library and the San Bruno Recreation and Aquatic Center.
- Staff setup, event, and cleanup.

6. For the Millbrae Dia de los Muertos:



- Provide and staff a San Bruno Community Services information booth with a culturally appropriate community engagement activity to be mutually agreed upon.
- B. MILLBRAE will, subject to the review and approval of the Recreation Director (“Millbrae Director”):
1. For Dia de los Niños:
    - Coordinate participation by the County Library to collaborate with the San Bruno Library. If the “Millbrae County Library” is not available, Millbrae Recreation will fill this role.
    - Provide and staff a City of Millbrae (with emphasis on Recreation) information booth with an appropriate community engagement activity to be mutually agreed upon.
      - Facilitate opportunity drawings, incentives, or give-aways as part of the booth.
  2. For the Art Show:
    - Provide event venue at the Millbrae Recreation Center Great Hall in May 2026 and 2027.
    - Provide or rent items including tables, chairs, canopies, and any needed furniture.
    - Provide entertainment by the Millbrae Jazz Band or one other signature entertainment group.
    - Coordinate participation with local artists to submit artwork for display at the event.
    - Coordinate participation with vendors to offer hand-crafted items for sale.
    - Coordinate participation of the Millbrae Cultural Arts Advisory Committee to assist with the event.
  3. For Juneteenth:
    - Provide event rentals including tables, chairs, canopies (canopies as-needed), and a podium.
    - Provide key entertainment elements including two performances (one short and one long), maze obstacle course (along with support from Sheriff’s Activity League of San Mateo County), and lawn games.
    - Provide staff to support entertainment elements during the event as well as assist with setup and cleanup.
    - Provide a sound engineer.
    - Provide ice cream or comparable item intended for service to the public.
    - Provide and staff a Millbrae Community Services information booth with



an appropriate community engagement activity to be mutually agreed upon.

- Act as Liaison for agreed upon Millbrae based and San Mateo County community booths to attend (example Millbrae CERT),

4. For July 4<sup>th</sup>:

- Provide event venue at Millbrae Central Park on July 4, 2026.
- Provide event rentals including (picnic tables with umbrellas, cocktail tables, chairs, large shade canopies/tents, and a podium).
- Provide key entertainment elements including two bands, carnival-style games with prizes, and a park parade with flags.
- Coordinate food truck participation, including all permits.
- Coordinate alcohol for sale to the public, including all permits.
- Provide ice cream or comparable item intended for service to the public, including all permits.
- Provide a sound engineer.

5. For the San Bruno Dia de los Muertos:

- Provide and staff a Millbrae Community Services information booth with a culturally appropriate community engagement activity.

6. For the Millbrae Dia de los Muertos:

- Provide event venue at the Millbrae Recreation Center Great Hall in October 2026 on a date separate from the San Bruno Dia de los Muertos.
- Coordinate food (booths or trucks) participation, including all permits.
- Staff setup, event, and cleanup.
- Provide community ofrendas at the Millbrae Recreation Center.

C. MILLBRAE and SAN BRUNO will agree to:

1. Partner and collaborate on the Events for the benefit of both communities to include administration, organization, marketing, and publicity.
2. Collaborate with appropriate community partners on the Events and share contacts as appropriate.
3. Develop an overall general plan and timeline regarding the Events, as mutually agreed upon by both parties as it relates to dates, times, and resources. San Bruno Director acknowledges that the availability of MILLBRAE facilities is subject to the discretion of the Millbrae 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 Millbrae



Director will provide notice to SAN BRUNO at least two (2) weeks in advance. Millbrae Director acknowledges that the availability of SAN BRUNO facilities is subject to the discretion of the San Bruno 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 San Bruno Director will provide notice to MILLBRAE at least two (2) weeks in advance.

4. Meet monthly to engage on Events planning and logistics as well as communication regarding the partnership.
5. Organize with MILLBRAE and SAN BRUNO representatives to carry out management, staffing and volunteer responsibilities, along with event set up, take down, and clean up.
6. Coordinate with MILLBRAE and SAN BRUNO dignitaries such as the Mayor and/or members of City Council to attend Events and address the public.
7. Produce print and web promotional materials, brochures, and event signage presented in accordance with guidelines as mutually agreed upon by both parties. SAN BRUNO acknowledges that any information included in any MILLBRAE materials is at the discretion of the Millbrae Director. MILLBRAE acknowledges that any information included in any SAN BRUNO materials is at the discretion of the San Bruno Director.

### **III. TERM**

The term of this MOU shall commence on April 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.

### **V. AMENDMENTS OR MODIFICATIONS**

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



BRUNO hereunder.

## VI. INDEMNIFICATION

To the fullest extent permitted by law, MILLBRAE shall defend (with legal counsel reasonably acceptable to SAN BRUNO), indemnify and hold harmless SAN BRUNO 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 MILLBRAE 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 MILLBRAE, any subcontractor, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). MILLBRAE 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 MILLBRAE 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 MILLBRAE. This section shall survive termination of this MOU.

To the fullest extent permitted by law, SAN BRUNO shall defend (with legal counsel reasonably acceptable to MILLBRAE), indemnify and hold harmless MILLBRAE 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 SAN BRUNO 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 SAN BRUNO, any subcontractor, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). SAN BRUNO 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 SAN BRUNO 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 SAN BRUNO. This section shall survive termination of this MOU.

## **VII.INSURANCE**

- A. Throughout the term of this Agreement, MILLBRAE shall obtain and maintain, at its own expense, the minimum insurance coverage set forth below. This MOU is expressly contingent upon the insurance requirements being met, as evidenced by adequate proof of insurance or participation in a risk-sharing pool. 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 SAN BRUNO, its officers, agents, employees, and volunteers.
  2. Commercial General and Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence. SAN BRUNO 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.
- B. If applicable, MILLBRAE shall not allow any contractors, subcontractors, or vendors to commence work or provide goods or services until all insurance required of MILLBRAE has also been obtained for those entities in the amounts and with the conditions and additional insured endorsements indicated herein.
- C. Throughout the term of this Agreement, SAN BRUNO shall obtain and maintain, at its own expense, the minimum insurance coverage set forth below. This MOU is expressly contingent upon the insurance requirements being met, as evidenced by adequate proof of insurance or participation in a risk-sharing pool. 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 MILLBRAE, its officers, agents, employees, and volunteers.

2. Commercial General and Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence. MILLBRAE 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.
- D. If applicable, SAN BRUNO shall not allow any contractors, subcontractors, or vendors to commence work or provide goods or services until all insurance required of SAN BRUNO has also been obtained for those entities in the amounts and with the conditions and additional insured endorsements 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 MILLBRAE and SAN BRUNO 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.



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

**SAN BRUNO**

**MILLBRAE**

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

\_\_\_\_\_  
Thomas C. Williams, City Manager | Date  
621 Magnolia Avenue  
Millbrae, CA 94030

APPROVED AS TO FORM

\_\_\_\_\_  
Trisha Ortiz, City Attorney | Date

MOU Approved by  
San Bruno City Council on:

\_\_\_\_\_

ATTEST

\_\_\_\_\_  
Lupita Huerta, City Clerk | Date



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** March 24, 2026

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Alex D. McIntyre, City Manager

**PREPARED BY:** Nick Pegueros, Administrative Services Director & CFO  
Esther Garibay, Finance Manager

**SUBJECT:** Consider Adoption of a Resolution Adopting Revisions to the Revenue Measure Oversight Committee (Measure G) Bylaws

### BACKGROUND:

The Revenue Measure Oversight Committee (Measure G) operates under bylaws that are approved by the City Council. As the existing bylaws were last updated on January 14, 2020. Updating the bylaws at this time provides an opportunity to reflect the Committee's current procedures and practices.

### DISCUSSION:

The updates to the bylaws include:

- **Committee Title:** Removed the word Citizen's from the Committee title. The title has been updated from Citizen's Revenue Measure Oversight Committee Bylaws to Revenue Measure Oversight Committee Bylaws.
- **Purpose and Intent:** removed "Citizen's" to align with the revised Committee title.
- **Section 2.1 Regular and Special Meetings:** Revised the date of the Committee's regular annual meeting from the second Wednesday in January to the third Thursday in February. Moving the meeting to February allows sufficient time for completion of the City's annual audit so that audited financial statements can be presented to the Committee. The change also provides additional time for budget preparation and planning, enabling staff to present a fiscal year work plan for the Committee's review, comment, and vote.
- **Section 3.1 Establishment:** Removed the word "Citizen's" and updated the number of Committee members from five to seven to reflect the current composition of the Measure G Oversight Committee.

Committee Approval:

At its special meeting on February 19, 2026, the Revenue Measure Oversight Committee (Measure G) reviewed the proposed revisions to the bylaws. Following discussion, the Committee voted unanimously to recommend approval of the revised bylaws.

**FISCAL IMPACT:**

There is no fiscal impact.

**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 a Resolution Revising Revenue Measure Oversight Committee Bylaws.

**ALTERNATIVES:**

Do not approve the revised bylaws.

**ATTACHMENTS:**

1. Resolution
2. Bylaws with track changes

**RESOLUTION NO. 2026-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO ADOPTING REVISIONS TO THE REVENUE MEASURE OVERSIGHT COMMITTEE (MEASURE G) BYLAWS**

**WHEREAS**, the Revenue Measure Oversight Committee (Measure G) was established to provide oversight and public transparency regarding the use of revenues generated by Measure G; and

**WHEREAS**, the Committee operates pursuant to bylaws approved by the City Council that outline the Committee's purpose, responsibilities, and procedures; and

**WHEREAS**, the City Council last approved revisions to the Committee's bylaws on January 14, 2020; and

**WHEREAS**, the proposed revisions update the bylaws to reflect current procedures and practices of the Committee; and

**WHEREAS**, the revisions include removing the word "Citizen's" from the Committee title and related references within the bylaws; and

**WHEREAS**, the revisions also update the Committee's regular meeting schedule from the second Wednesday in January to the third Thursday in February to allow sufficient time for completion of the City's annual audit and preparation of budget-related materials; and

**WHEREAS**, the revisions update the composition of the Committee from five members to seven members to reflect the current structure of the Measure G Oversight Committee; and

**WHEREAS**, at its special meeting on February 19, 2026, the Revenue Measure Oversight Committee (Measure G) reviewed the proposed revisions and voted unanimously to recommend approval of the revised bylaws.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of San Bruno hereby adopts the revised Revenue Measure Oversight Committee (Measure G) Bylaws, attached hereto as **Exhibit A** and incorporated herein by reference.

**BE IT FURTHER RESOLVED** that the revised bylaws shall take effect immediately upon adoption 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 March 24, 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

\_\_\_\_\_  
Alissa Leonardini, Deputy City Clerk

## **CITIZEN'S REVENUE MEASURE OVERSIGHT COMMITTEE BYLAWS**

1. **Purpose and Intent.** The membership and duties of the **Citizen's Revenue Measure Oversight Committee** (the "Committee") are prescribed in Chapter 3.39 of the San Bruno Municipal Code. These Bylaws set forth the procedural rules for the conduct of Committee meetings.
2. **Meetings.** The Committee shall conduct its business in accordance with Chapter 3.39 of the San Bruno Municipal Code, these Bylaws, the Ralph M. Brown Act (Government Code Section 54950 *et seq.*) and the Code of Conduct adopted by the City Council by way of Resolution No. 01-2604.
  - 2.1 **Regular and Special Meetings.** The Committee shall hold at least one regular meeting per calendar year, which shall occur on the ~~second Wednesday of January~~third Thursday of February at **5:30 p.m.**, except that no meeting shall be held if a regular meeting day falls on a legal holiday. Regular meetings shall be held at City Hall. In addition, the Committee shall hold at that least two additional meetings annually to review audit results and/or the staff recommended allocations for future tax revenues in connection with the City's budget process.

Special meetings may be called at any time by the Chair or by a majority of the Committee, by delivering written notice to each member of the Committee (hereinafter "member" or "members") 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 **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.
- 2.3 **Study Sessions.** The Committee 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 but direction may be provided.

**2.4 Public Meetings.** All meetings and study sessions of the Committee shall be open to the public. Closed sessions may be held only when specifically authorized by the Brown Act.

**2.5 Cancellation of Regular Meetings.** The Committee 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 Committee.**

**3.1 Establishment.** There is established a **Citizen's Revenue Measure Oversight Committee**. The Committee shall consist of ~~five-seven~~ (57) residents of the City who are at least 18 years of age or older; except that the City Council may choose to appoint as one of the ~~five-seven~~ Committee members a youth representative who must be 18 years of age or under at the time of appointment, reside in San Bruno and attend high school. Committee members shall not be current Councilmembers, current members of any other City Board, Committee, or Commission, or current employees of the City. Members shall be appointed by and serve at the pleasure of the Mayor with the majority approval of the City Council, subject to removal at any time by a majority vote of the City Council as specified in Municipal Code Section 3.39.160(B).

**3.2 Term.** The term of office of each member shall be four (4) years with the exception of youth members who shall be appointed for a two (2) year term, subject to the provisions of Section 3.1 above. The terms will be staggered so that a roughly equal number of terms ends every two years, with designated committee members having initial two-year terms where necessary. No committee member shall hold office for longer than two consecutive terms; a two-year term followed by a four-year term shall constitute two consecutive terms. However, an unexpired term of less than one-half of a full term shall not count as a term for the purpose of the term limits in this Section.

**3.3 Compensation.** No person shall receive compensation for service as a member, except for reimbursement of all such expenses necessarily and legitimately incurred and authorized during the performance of official duties for payment for service as a proctor during administration of employment examinations.

**3.4 Officers.** The Committee shall elect from its membership a Chair, who shall preside over meetings. The Committee 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:

**3.4.1** To call to order the meeting and to conduct the order of business as set forth in the agenda.

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- 3.4.2 To adjust the agenda, if needed, at the time of the meeting with the approval of the Committee;
- 3.4.3 To move, second, debate and vote;
- 3.4.4 To rule motions in or out of order;
- 3.4.5 To determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order;
- 3.4.6 To rule on questions of parliamentary procedure based generally on Robert's Rules of Order;
- 3.4.7 To sign all resolutions and other documents necessitating his or her signature;
- 3.4.8 To call a brief recess during a meeting;
- 3.4.9 To appoint members to subcommittees with the approval of the Committee; and
- 3.4.10 To maintain decorum.

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

- 3.5 **Organizational Meeting.** At its first meeting, the members shall elect a Chair and Vice-Chair from among its members.
- 3.6 **Term of the Chair and Vice-Chair.** The term of office of the Chair and Vice Chair shall be one year. A member may serve more than one consecutive term as Chair or Vice-Chair. Nothing shall prevent the Committee 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.
- 3.7 **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.
- 3.8 **Vacancy of a Member's Seat.** A member may resign by submitting his or her resignation in writing to the Chair. The resignation is effective and irrevocable when submitted. In the event of an unscheduled vacancy of any 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

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unexpired term. The newly appointed member shall take and subscribe to the oath of office before the next regular meeting after his or her appointment by the City Council.

- 3.9 Quorum.** A majority of the total membership of the Committee shall constitute a quorum for the transaction of business. Where there is not a quorum present, the Secretary of the Committee 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 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 Committee shall require a vote of the majority of the members present and qualified to vote.
- 3.10 Subcommittees.** The Committee 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 (that have a regular meeting schedule or continuing subject matter jurisdiction) are subject to all of the requirements of the Brown Act. The Committee may refer matters to a subcommittee to report back to the full Committee at a future date. The subcommittee report will be considered advisory and its recommendations are subject to action by the full Committee.
- 3.11 Absences from meetings.** If a member of the Committee is absent from three successive regular meetings without being excused by the Committee, 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 adopted by Council Policy on July 26, 1976. In order to request an excused absence, a 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, and is subject to denial by the Committee.
- 3.12 Oath of Office.** Newly appointed 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. Powers and Duties.**

- 4.1** Annually review and provide a summary report to the City Council regarding the City's audit of the revenue collected by the tax and the expenditures made in connection with such revenues.;

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- 4.2 Annually, provide feedback to the City Council regarding the staff recommended allocation of the tax revenue as part of the budget process;
- 4.3 Provide other assistance as requested by the City Council or the City Manager.

5. **The Committee Agenda.**

5.1 **Preparation of the agenda.** The Secretary of the Committee shall formulate and prepare the agenda for meetings.

5.2 **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.

5.3 **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.

5.4 **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 Committee may change the order of business in order to promote the efficiency of the meeting. The Order of Business for each regular meeting shall be as follows:

1. Call to Order/Roll call
2. Approval of the Order of Items on the Agenda
3. Approval of Minutes (unless approved on the Consent Calendar)
4. Public Comments on Consent Calendar and Matters Not on the Agenda
5. Consent Calendar
6. Conduct of Business
7. Items from Staff
8. Public Comments on Matters Not on the Agenda (remaining comments not heard during previous comment period)
9. Items from Members and Subcommittee Reports
10. Adjournment

5.5 **Description of Matters on the Agenda.** All items of business to be transacted shall be described briefly on the agenda in sufficient detail so

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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.

**5.6 Adding Items of Business to the Agenda.** The Committee shall not discuss or take action on any item of business not listed on the posted agenda except:

**5.6.1** Upon a majority determination of the existence of an “emergency” as that term is defined in the Brown Act.

**5.6.2** 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 Committee 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.

**5.6.3** Where the item upon which action is to be taken was included on a properly posted agenda for a prior meeting of the Committee 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.

**5.7 Adding Items of Business to a Future Agenda.** Any member may during “Items from Members” request that an item of business within the Committee’s subject matter jurisdiction be added to a future agenda. Such requests must be listed on the published agenda and are subject to approval of the Committee.

**5.8 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 Committee. Each speaker shall have 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 Committee 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. 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 Committee. An individual may speak only once during “Public Comments,” either at the first or second public comment period.

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- 5.9 Notification.** Upon written request on an annual basis and payment of the fee required by the City's fee resolution, the Secretary will mail agendas or agenda packets to any person.
- 6. Minutes.** The minutes of meetings shall be kept by the Secretary in accordance with the following policy:
- 6.1** Minutes shall contain a record of all proceedings, motions, and actions, but shall only contain a summary of the discussion, not a verbatim transcription. The minutes shall accurately reflect what occurred at the meeting, and shall be posted on the City's website once approved.
- 6.2** All motions, whether carried or not, shall be recorded, disclosing the author of the motion and the second, and the roll call vote.
- 6.3** Minutes of public hearings shall list when available the names and City 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.
- 6.4** An audiotape recording of all meetings shall be made and said recording tapes shall be kept for a period not less than thirty days following approval of the minutes, and shall be subject to disclosure during that time.
- 7. Secretary.** The City Manager or applicable Department Director or his/her designee shall serve as the Secretary for the Committee. The Secretary shall:
- 7.1** Keep the minutes of all meetings and transmit approved minutes to the City Clerk;
- 7.2** Give or serve all notices required by law or by these rules;
- 7.3** Formulate and prepare the agenda for all meetings;
- 7.4** Be custodian of Committee records;
- 7.5** Inform the Committee of correspondence relating to business of the Committee and attend to such correspondence;
- 7.6** Handle funds allocated to the Committee, as directed by the applicable Department Director, and in accordance with its directives, the law, and City regulations; and
- 7.7** Sign official documents of the Committee.
- 8. Conduct of Meetings.**

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**8.1 Action by the Committee.** The Committee 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.

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

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

**8.2.2** 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. Rules of Decorum.**

**8.3.1 Rules for Members.** Members of the Committee 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 is maintained at all times. Members shall maintain a polite, respectful and courteous manner when addressing one another, City staff and members of the public during meetings. Members shall speak clearly into the microphone so that they can be heard by the audience.

a. Communication with 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 Committee.

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- 1) Members may question a person addressing the Committee 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 Committee in a dialogue with the Committee 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 Committee on matters that are not on the agenda, members shall refrain from discussion of the matter. If a member so wishes, the member may, if appropriate, during the "Items from Members" portion of the meeting, direct the Secretary to place the matter on the next agenda, subject to the approval of the Committee.

### **8.3.2 Rules for City Staff.**

- a. Decorum. City staff shall not engage in public dialogue or debate with members of the public during public meetings. When addressed by the Committee, staff shall respond in a polite and respectful manner.
- b. Role of the Secretary. The Secretary's duties during the meetings include keeping a record of concerns raised by the Committee regarding staff matters and directions for future staff action.

### **8.3.3 Rules for the Public**

- 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 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 Committee, be subject to ejection from that meeting.
- b. Persons Addressing the Committee.
  - 1) Any person wishing to speak in connection with any item of business on the agenda shall first be invited to voluntarily complete a speaker request slip and submit the slip to the

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Secretary, although completion of the speaker's slip is not required to speak.

- 2) No person shall address the Committee without first being recognized by the Presiding Officer.
- 3) No person addressing the Committee shall make repetitious, slanderous or irrelevant remarks, or engage in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the meetings. Any person who so disrupts the meeting may, at the discretion of the Presiding Officer or a majority of the Committee, be subject to ejection from that meeting.

#### **8.3.4 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 meeting. If the person does not leave the meeting, the Presiding Officer may order a law enforcement officer to remove the person from the chambers.
- 2) 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 meeting any person who is disturbing the proceedings.
- 3) Motion to Enforce. If the Presiding Officer fails to enforce the rules of order and decorum set forth above, any member of may move to require the Presiding Officer to do so, and an affirmative vote of a majority of the Committee shall require the Presiding Officer to do so. If the Presiding Officer fails to carry out the will of the majority of the Committee, the majority may designate another member to act as Presiding Officer for the purpose of enforcing the rules of order and decorum established above.
- 4) Clearing the Room. If a meeting 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

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Committee 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.

- 8.4 Adjournment of Meetings.** Meetings shall adjourn not later than 10:30 p.m., or as soon thereafter as the Committee 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 Committee may by majority vote extend the meeting beyond 10:30 p.m. in order to complete more of its agenda.

**9. General**

- 9.1** The Committee and its activities are completely distinct from the Finance Department.
- 9.2** No member shall use any public resources including Finance Department, City, and/or Committee letterhead and paper in any private activity.
- 9.3** The Finance Director, or his or her designee, shall approve and release any and all publicity releases, public information, pamphlets and other public relations. The purpose is to ensure that no release or programs will conflict with policies or programs of the City.
- 10. Robert's Rules of Order.** If a matter arises that is not covered by these rules, the Brown Act or the San Bruno Municipal Code, the procedures of the Committee shall be governed by the latest revised edition of Robert's Rules of Order to the extent not inconsistent with laws governing public agencies.
- 11. 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

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**DATE:** March 24, 2026

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Alex D. McIntyre, City Manager

**PREPARED BY:** Nick Pegueros, Administrative Services Director & CFO

**SUBJECT:** Receive Input from the Revenue Measure Oversight Committee and Provide Direction to Include the Fiscal Year 2026-27 Measure G Revenue Spending Plan in the City Manager's Recommended Budget

### **BACKGROUND:**

In accordance with Section 4.1 of the Revenue Measure Oversight Committee's (RMOC) bylaws, the RMOC provides City Council with feedback on City staff's proposed allocation of Measure G revenue for Fiscal Year 2026-27 (FY27). The RMOC met on February 19, 2026, and received staff's proposed Measure G allocation.

In 2019, San Bruno voters approved Measure G, a half-cent sales tax to fund City services and facilities. The State collects tax proceeds and remits the funds to the City's general fund, which is then available for any lawful governmental purpose. The Measure G ballot question was as follows:

*Shall the City of San Bruno's measure to fund city services/facilities such as:*

- *neighborhood police patrols;*
  - *fire prevention services;*
  - *urban wildfire protection;*
  - *crime suppression/investigation;*
  - *pothole/street repair;*
  - *increasing parking supply;*
  - *upgrading parks/other city services/facilities;*
  - *expanding services supporting local businesses;*
- by levying a 1/2¢ sales tax, providing approximately \$4,000,000 annually, until ended by voters, with independent citizens' oversight, no money for Sacramento, all funds spent locally, be adopted?*

Since Measure G's approval, the City Council has allocated approximately \$17.3 million (77%) to the pavement management program. Additional allocations include \$2 million for services during the COVID-19 economic crisis, \$1.3 million for public safety, \$1.5 million for the "Cleanup San Bruno" initiative, and \$0.4 million for communications and efficiency improvements, for a total of \$22.4 million over six years.

**Item 6I.**

**DISCUSSION:**

In FY 2024-25, Measure G generated \$3.7 million in revenue and expended \$4.6 million, drawing down the Measure G fund balance to \$1.3 million as of June 30, 2025. The revenue is expected to decline reflecting the wind-down of operations at The Shops at Tanforan as well as broader market softening. For 2025-26, projected revenue is approximately \$3.5 million against budgeted expenditures of \$3.81 million, further reducing the fund balance to a projected \$1 million as of June 30, 2026. For future years, staff recommends maintaining a base year budget of \$3.4 to \$3.5 million with an annual growth factor of approximately 2%. These assumptions will likely result in maintaining the Measure G fund balance at around \$1 million for one-time uses in fiscal year 2026-27.

**2025-26 Measure G Adopted Budget**

The FY 2025-26 budget included a conceptual five-year plan, the “Triple Flip,” which utilizes \$40 million in Measure Q and other street-restricted funds to fund significant investment in roadways, thereby allowing Measure G to support select purposes that lack stable funding sources. For FY 2025-26, the Council, with RMOC input, adopted a spending plan totaling \$3.81 million, as detailed in Table 1. The Measure G budget funds key City Council initiatives, most notably the Cleanup San Bruno initiative, and continues support for streets maintenance and fire safety mitigation.

**Table 1.**

2025-26 Measure G Budget (\$ million)	FY26
<b>Ongoing</b>	
Cleanup San Bruno	\$1.46
T.E.D. Pavement Patch Truck operation	0.54
Fire Safety Mitigation	0.61
<b>Limited term</b>	
Streetlight Replacement (first of three phases)	0.60
Downtown and Pathway Lighting Improvements (one-time)	0.20
Catalyzing Innovation – Software Overhaul (expires 6/30/2028)	0.20
Community Communications and Engagement Program	0.10
Strategic Analysis of Major City-owned Properties (one-time)	0.10
<b>Total</b>	<b>\$3.81</b>

**Fiscal Year 2026-27 Recommended Spending Plan**

The proposed 2026-27 spending plan largely continues the ongoing programs approved in the 2025-26 budget. Costs associated with the Cleanup San Bruno initiative are projected to decrease due to completion of one-time startup expenses, and Fire Safety Mitigation costs will decline following the removal of the enhanced July 4th Education & Enforcement program.

New for 2026-27 is an allocation to offset higher-than-budgeted compensation increases for public safety labor agreements. All three of the City’s public safety unit labor agreements expired on December 31, 2025. The City has successfully negotiated a three-year successor agreement with the Fire Unit, which was fully ratified on February 10. The other public safety units remain in active negotiation. Under the new Fire Unit agreement, base salaries will increase by 22.07% to 22.85%, depending on classification, over three calendar years starting in January 2026. This adjustment significantly exceeds the City’s forecast of 4% annual salary and benefit growth, but it was necessary to align salaries closer to the market median among comparable agencies.

To balance the General Fund budget in light of these higher-than-forecast costs, staff recommend using Measure G to help fill the gap with an allocation of \$0.75 million for FY 2026-27. When combined with the continuation of other Council initiatives, as shown in Table 2, Measure G revenues in FY 2026-27 are sufficient to support the recommended spending plan.

**Table 2.**

Measure G Budget (\$ million)	FY27 Recommended	FY28 Projected	FY29 Projected
<b>Revenue</b>			
District Sales Tax	\$3.40	\$3.47	\$3.54
<b>Expenditure</b>			
<b>Ongoing</b>			
Cleanup San Bruno	\$1.20	\$1.22	\$1.24
T.E.D. Pavement Patch Truck operation	0.55	0.56	0.57
Fire Safety Mitigation	0.55	0.56	0.57
<b>NEW: Public Safety labor agreements</b>	<b>0.75</b>	<b>1.50</b>	<b>2.25</b>
<b>Limited term</b>			
Catalyzing Innovation – Software Overhaul (expires 6/30/2028)	0.20	0.20	-
<b>Total Expenditure</b>	<b>\$3.25</b>	<b>\$4.04</b>	<b>\$4.63</b>
<b>Measure G Surplus/(Deficit)</b>	<b>\$0.15</b>	<b>(\$0.57)</b>	<b>(\$1.09)</b>

However, as shown above, the three-year term of the labor agreements results in compounded ongoing cost increases of approximately \$0.75 million per year. For full transparency, absent structural changes to the General Fund budget, the staff recommendation would become an ongoing operating cost that compounds over time and assumes continued use of Measure G

revenues to support public safety labor agreements. When modeled over the forecast period, this reliance on Measure G for public safety salaries results in a projected Measure G deficit beginning in fiscal year 2027-28. While Council's approval of this action does not obligate the use of Measure G revenues for any specific expenditures in 2026-27, the three-year spending plan shown in Table 2 is provided to place this decision in context with other Measure G-funded programs.

**RMOC Recommendations**

Upon review of the spending plan outlined by staff, the RMOC confirmed that the recommended Measure G budget for 2026-27 aligns with the voter-approved measure by funding roads and right-of-way maintenance, fire safety mitigation efforts, and support for public safety wage increases that exceed the General Fund's capacity. The Committee voted 4 in favor and 3 opposed to support staff's recommendation for FY27.

**FISCAL IMPACT:**

The \$3.25 million proposed Measure G spending plan is comprised of operational and capital expenditures that will be funded in the FY27 City Manager's Recommended Budget through the General Fund, which includes Measure G.

**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 input from the Revenue Measure Oversight Committee and provide direction to include the Fiscal Year 2026-27 Measure G revenue spending plan in the City Manager's recommended budget.

**ALTERNATIVES:**

1. Direct staff to fund any or all of the proposed spending plan using other sources.
2. Direct staff to remove any or all of the proposed spending plan items from the City Manager's Recommended budget.

**ATTACHMENTS:**

1. RMOC Staff Report – February 19, 2026



**Revenue Measure Oversight Committee  
Agenda Item Staff Report**

CITY OF SAN BRUNO

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**DATE:** February 19, 2026  
**TO:** Members of the Revenue Measure Oversight Committee  
**FROM:** Nick Pegueros, Administrative Services Director & CFO  
**SUBJECT:** Recommended 2026-27 Measure G Budget

**BACKGROUND:**

In 2019, San Bruno voters approved Measure G, a half-cent sales tax to fund City services and facilities. The State collects the tax proceeds and remits the funds to the City's General Fund, where they are available for any lawful governmental purpose. The Measure G ballot question stated:

Shall the City of San Bruno's measure to fund city services/facilities such as:

- neighborhood police patrols;
- fire prevention services;
- urban wildfire protection;
- crime suppression/investigation;
- pothole/street repair;
- increasing parking supply;
- upgrading parks/other city services/facilities;
- expanding services supporting local businesses;

by levying a 1/2¢ sales tax, providing approximately \$4,000,000 annually, until ended by voters, with independent citizens' oversight, no money for Sacramento, all funds spent locally, be adopted?

Since Measure G's approval, the City Council has allocated approximately \$17.3 million (77%) to the pavement management program. Additional allocations include \$2 million for services during the COVID-19 economic crisis, \$1.3 million for public safety, \$1.5 million for the "Cleanup San Bruno" initiative, and \$0.4 million for communications and efficiency improvements, for a total of \$22.4 million over six years.

**DISCUSSION:**

As required by Section 4.1 of the Revenue Measure Oversight Committee's (RMOC) by-laws, the City Council requests feedback on the proposed Measure G revenue allocation for 2026-27. The Council will review this feedback at its March 10, 2026 meeting.

In FY 2024-25, Measure G generated \$3.7 million in revenue and expended \$4.6 million, drawing down the Measure G fund balance to \$1.3 million as of June 30, 2025. The revenue is expected to decline reflecting the wind-down of operations at The Shops at Tanforan as well as broader market softening. For 2025-26, projected revenue is approximately \$3.5 million against budgeted expenditures of \$3.81 million, further reducing the fund balance to a projected \$1 million as of June

30, 2026. For future years, staff recommends maintaining a base year budget of \$3.4 to \$3.5 million with an annual growth factor of approximately 2%. These assumptions will likely result in maintaining the Measure G fund balance at around \$1 million for one-time uses.

**2025-26 Measure G Adopted Budget**

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<b>Total</b>	<b>\$3.81</b>

“Cleanup San Bruno” - Litter and Illegal Dumping (LID)

The City Council has designated Litter and Illegal Dumping (LID) as a top priority for FY 2025-26, recognizing its growing impact on City-owned properties, medians, and recurring hotspot locations, including some non-City-owned areas. Illegal dumping remains a persistent challenge in San Bruno and neighboring jurisdictions. The City receives approximately 750 service requests annually, while over two million vehicles travel through San Bruno each month, contributing to litter accumulation and straining City resources.

To address these challenges, the City Council launched the Cleanup San Bruno Initiative for 2025-26, establishing the Litter and Illegal Dumping – Abatement Task Force (LID-ATF). This multi-departmental effort—led by Police, Code Enforcement, Public Works, and Community Services—shifts from reactive clean-ups to a strategic program emphasizing abatement, prevention, enforcement, and inter-agency collaboration. As part of this action, the Council also

approved a dedicated LID-ATF budget for 2025-26, establishing the financial foundation needed to implement and sustain this Citywide effort.

Public Works and Police staff are actively coordinating to address and prevent illegal dumping on both City-owned and other jurisdictional properties within San Bruno. A video highlighting this work was posted in early January 2026 and received significant community engagement. Although the Public Works Department was unable to identify a suitable communications consultant, the Department is partnering with the City Manager's Office and the reactivated Beautification Task Force to engage residents and promote this initiative on social media.

#### T.E.D. Pavement Patch Truck operation

In 2021, the City Council approved the purchase of an all-in-one pothole patch truck to boost the output and quality of pothole repairs. The truck, manufactured as a self-contained pothole patching unit, can carry approximately 1.8 tons of hot mix asphalt and the full complement of tools needed to perform durable, long-lasting patches. Branded as "T.E.D." – Tackling Every pothole, Ensuring smooth travel, and Delivering quality repairs – the truck is a visible, Measure G-funded response to one of the community's highest priorities: better, smoother streets. T.E.D. allows crews to complete high-quality repairs efficiently, extending pavement life and reducing repeat visits to the same locations.

T.E.D. was intentionally designed to be operated by a small, focused crew—one truck, two staff—rather than multiple trucks and a larger team. A typical operation includes safely positioning the vehicle, preparing and cleaning the pothole, applying tack coat, placing and compacting hot mix asphalt, and managing traffic control, all of which require at least two trained maintenance workers to perform efficiently and safely. With two dedicated workers, the City can maximize T.E.D.'s capacity, complete more patches per day, and minimize setup and travel time between sites, increasing the value of the Measure G investment. The 2025-26 budget transferred 2.0 FTEs from the General Fund to the Measure G fund to operate T.E.D.

#### Fire Safety Mitigation

The Citywide Wildfire Mitigation program provides resources to remove hazardous fuels and enhance defensible space and has been augmented over the past several years using Measure G. For 2025-26, Measure G contributed \$0.3 million to support vegetation management and an additional \$0.08 million for enhanced July 4th Education & Enforcement. Measure G also funded the establishment of a new Deputy Fire Marshal function, which provides technical leadership and enforcement capacity to ensure that investments are targeted, code-compliant, and sustained over time through ongoing inspections, plan review, and public education.

When a mitigation project thins vegetation along evacuation corridors or creates defensible space near homes, the Deputy Fire Marshal can integrate those priorities into plan checks for adjacent development, inspection programs, and community outreach, helping ensure that new and existing properties maintain these safety gains. As state and local fire codes evolve in response to changing wildfire risks, the Deputy Fire Marshal also serves as the subject matter expert who updates local standards and ensures that Measure G-funded mitigation work remains aligned with the Fire Code and best practices in the wildland-urban interface.

This initiative is ongoing and is part of the Fire Department's regular work and community engagement efforts. Work completed in 2024-25 includes:

- 48 days of California Conservation Corps work for defensible space in Crestmoor Canyon with 20–25 members per day.
- Clearance of approximately 1.2 miles of fire roads.

- Creation of an interactive map on the Fire Department's website to inform residents about Crestmoor Canyon.

#### Streetlight Replacement

The City Council added the Regulated Output (R.O.) Streetlight Replacement Project – Phase 2 to its top priority initiative list. This project aims to replace the remaining, though currently functioning, streetlights and poles connected to the City's unreliable regulated output circuits with solar-powered streetlights. Some remaining R.O. lights are on Caltrans right-of-way and will require coordination and approval from Caltrans before replacement. Phase 1 addressed the most problematic R.O. circuits with recurring failures; Phase 2 is estimated at \$1.8 million and has been divided over three years at \$0.6 million per year. In addition, approximately \$0.2 million is needed for ongoing operations and maintenance to ensure the solar streetlights remain functional.

Funding for this project is on hold pending a mid-year budget update from staff. Currently, there are no significant issues with the remaining streetlights, and it may be worthwhile to request that PG&E fund a portion of this work instead of fully self-funding it. Staff are in preliminary discussions with PG&E to fund this effort via on-bill financing or through energy-savings grants and are working with nearby cities still on regulated output circuits to support a regional funding request.

#### Downtown and City Park Pathway Lighting Improvements

The Council prioritized installing, replacing, and repairing broken downtown parking lot lights as part of the 2025-26 budget, funded by Measure G. As of October 21, 2025, all malfunctioning downtown parking lot lights were repaired, and staff are confirming specifications for new poles. Work remains on track for completion by June 2026.

Additionally, the Council prioritized pathway lighting improvements at City Park. Solar streetlights have been ordered for the RAC overflow parking lot, and staff have incorporated this effort into the RAC Landscaping Capital Improvement Project. The required work will be put out to bid by FY 2025-26 Q4.

#### Community Communications and Engagement Program

At the recommendation of City staff, the Council identified community engagement as a top priority initiative for 2025-26. The initiative establishes a Communications and Engagement Program with the primary objective of enhancing internal and external communications through strategic use of various channels. The program is designed to foster transparency, trust, and inclusiveness among all stakeholders.

The program's overarching goal is to establish proactive mechanisms to keep the community, employees, businesses, and other stakeholders informed about City initiatives and activities while enhancing engagement. The program will establish communication standards and style, address news and media requirements, develop proactive content, manage social media platforms, and support other marketing-related needs. The 2025-26 budget includes \$0.1 million from Measure G for developing a communications and engagement strategy plan.

#### Catalyzing Innovation – Software Overhaul

The City plans to upgrade its ERP system to Tyler Technologies' platform, which will integrate finance, HR, and procurement functions and interface with the City's permitting system. This upgrade is intended to improve operational efficiency, automate tasks, reduce errors, and enhance disaster recovery through improved security and data redundancy. The project is

sponsored by the Assistant City Manager, with the Principal Special Projects Manager overseeing implementation. Partial funding for the Principal Special Projects Manager comes from Measure G, and it is recommended that this funding continue until June 30, 2028, to ensure the successful implementation of the ERP.

#### Strategic Analysis of Major City-owned Properties

The City Council added the Strategic Analysis of Major City-Owned Properties to the FY 2025-26 top priority initiatives based on staff's recommendation. The primary objective is to conduct a long-term real estate planning study of the City's major real estate portfolio, including (but not limited to) City Hall, the Library, Fire Stations, CityNet Services headquarters, the Carlton Corners Scout House, the Catalpa House, the CityNet Head End facility, the Corporation Yard, downtown parking lots, and potentially underutilized park sites.

The economic analysis will evaluate the real estate value of each property based on permitted development intensity, highest and best use, and current market conditions. It will assess project-level economic feasibility across major development types, including office, industrial, market-rate and affordable housing, hotels, and large-scale mixed-use projects.

The report will make recommendations for repurposing or disposition (sale or lease) based on value, development feasibility, and marketability. Factors considered will include the condition of existing facilities, feasibility and cost of relocating existing uses, location needs for facilities, interrelationships among City properties, and City policy goals. The report may also evaluate the cost of acquiring new property, through long-term lease or purchase, for the potential relocation of City facilities. It will identify a recommended approach for each property, along with action items and projected phasing/timing for City review.

The analysis is currently underway. The scope was expanded to include operational needs for the Police Department, potentially informing new acquisitions or capital investments to support the department. The consultant is working with specific City teams to provide more in-depth analysis of City properties.

#### **Fiscal Year 2026-27 Recommended Spending Plan**

The proposed 2026-27 spending plan largely continues the ongoing programs approved in the 2025-26 budget. Costs associated with the Cleanup San Bruno initiative are projected to decrease due to completion of one-time startup expenses, and Fire Safety Mitigation costs will decline following the removal of the enhanced July 4th Education & Enforcement program.

New for 2026-27 is an allocation to offset higher-than-budgeted compensation increases for public safety labor agreements. All three of the City's public safety unit labor agreements expired on December 31, 2025. The City has successfully negotiated a three-year successor agreement with the Fire Unit, which was fully ratified on February 10. The other public safety units remain in active negotiation. Under the new Fire Unit agreement, base salaries will increase by 22.07% to 22.85%, depending on classification, over three calendar years starting in January 2026. This adjustment significantly exceeds the City's forecast of 4% annual salary and benefit growth but it was necessary to align salaries closer to the market median among comparable agencies.

To balance the General Fund budget in light of these higher-than-forecast costs, staff recommend using Measure G to help fill the gap with a preliminary allocation of \$0.75 million for 2026-27. When combined with the continuation of other Council initiatives, as shown in Table 2, Measure G revenues in 2026-27 are sufficient to support the recommended spending plan.

However, the three-year term of the labor agreement results in compounding increases of approximately \$0.75 million each year. The request therefore includes \$0.75 million for 2026-27, an additional \$0.75 million for 2027-28 (totaling \$1.5 million), and a further \$0.75 million for 2028-29 (totaling \$2.25 million). As forecast in Table 2, ongoing expenditures from Measure G exceed projected revenues by approximately \$0.5 million in 2027-28 and \$1.0 million in 2028-29, which will necessitate future decisions about which ongoing programs to sustain.

Table 2.

Measure G Budget (\$ million)	FY27 Recommended	FY28 Projected	FY29 Projected
<b>Revenue</b>			
District Sales Tax	\$3.40	\$3.47	\$3.54
<b>Expenditure</b>			
<b>Ongoing</b>			
Cleanup San Bruno	\$1.20	\$1.22	\$1.24
T.E.D. Pavement Patch Truck operation	0.55	0.56	0.57
Fire Safety Mitigation	0.55	0.56	0.57
<b>NEW: Public Safety labor agreements</b>	<b>0.75</b>	<b>1.50</b>	<b>2.25</b>
<b>Limited term</b>			
Catalyzing Innovation – Software Overhaul (expires 6/30/2028)	0.20	0.20	0
Total Expenditure	\$3.25	\$4.04	\$4.63
<b>Measure G Surplus/(Deficit)</b>	<b>\$0.15</b>	<b>(\$0.57)</b>	<b>(\$1.09)</b>

The recommended Measure G budget for 2026-27 aligns with the voter-approved measure by funding roads and right-of-way maintenance, fire safety mitigation efforts, and support for public safety wage increases that exceed the General Fund’s capacity. Over the long term, however, the Measure G budget will face pressure from costs rising faster than revenue, requiring difficult budget decisions as early as 2027-28.

**Pavement Management Program Funding**

Historically, Measure G has been the primary source of funding for the City’s annual Pavement Management Program (PMP), which includes road repairs and replacements and addresses a key concern identified in the biennial Community Priorities Survey. Since adoption, Measure G has contributed an average of \$3.5 million to the PMP.

Now that Measure G is focusing more on operational needs, the PMP will rely on the 2024 Measure Q General Obligation Bonds to continue significant investment in roadways. For 2025-26, Measure Q allocated \$9 million, raising the PMP budget to \$11 million. Staff plan to recommend using \$9 million from Measure Q again in 2026-27 to maintain progress in improving road infrastructure.

**FISCAL IMPACT:**

The recommended FY 2026-27 Measure G Spending Plan totals \$3.25 million and is balanced against Measure G half-cent sales tax collections estimated between \$3.4 and \$3.5 million. Key allocations include the continuation of initiatives such as Cleanup San Bruno and the T.E.D. Pavement Patch Truck operation, with new funds directed toward higher-than-forecasted public safety labor agreement costs. The budget aims to sustain essential City services while accommodating the financial impacts of recent labor negotiations.

**RECOMMENDATION:**

Provide feedback to the City Council on the Recommended FY27 Measure G Spending Plan.

**ALTERNATIVES:**

1. None

**ATTACHMENTS:**

None

**DISTRIBUTION:**

None

**DATE PREPARED:**

February 13, 2026



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

---

**DATE:** March 24, 2026

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Alex D. McIntyre, City Manager

**PREPARED BY:** Nick Pegueros, Administrative Services Director & CFO

**SUBJECT:** Consider Adoption of a Resolution Appointing Bill Mitchell as Interim Information Technology Manager Pursuant to California Government Code Section 21221(H)

**BACKGROUND:**

The City currently has a vacant Information Technology Manager position due to the previous incumbent's departure for another organization. The City has conducted internal and open recruitments and has been unable to find qualified replacements. The length of the vacancy and additional upcoming vacancies are creating strain on the remaining workers in the department and the City must consider alternative means to continue operations while the search continues.

The City has identified a retiree of the California Public Employees Retirement System (CalPERS) who possesses the specialized skills essential for this position. However, to maintain program continuity and ensure timely service delivery, there is an immediate need to appoint an experienced interim manager.

The City Council approval is required because the recommended candidate is a retired annuitant of the California Public Employees' Retirement System (CalPERS). Under Government Code Section 21221(h) and related post-retirement employment rules, the City Manager may appoint a retired annuitant to a vacant position on an interim basis for a limited duration while an active recruitment is underway, subject to City Council adopted Resolution.

**DISCUSSION:**

Staff recommends the appointment of Bill Mitchell, a retiree and former municipal agency information technology executive, in light of the staff turnover. The City continues to operate within a rapidly changing technological environment, and Mr. Mitchell provides the requisite skills to not only provide leadership during the transition, but to maintain continuity of operations, manage and stabilize budgets and contracting needs, and apply technical skills as necessary. He also possesses advanced knowledge of enterprise networks and servers, cybersecurity and incident response, and project management, combined with operational knowledge of planning, organizing, and directing staff, providing the City needed skills during the remainder of the recruitment period.

Government Code Section 21221(h) and Section 7522.56 authorize the City Council to appoint a retired annuitant to a vacant position if:

1. The appointment is made by Resolution of the City Council.
2. The appointment is for a vacant supervisory, managerial or executive position.
3. The appointment is interim and of limited duration.
4. The retiree may only be appointed once to the position, and the appointment must specify an end date that cannot be extended.
5. The retiree may work no more than 960 hours in a fiscal year.

The Information Technology Manager position has a current salary range of \$78.40 to \$96.21 per hour. Consistent with the City's salary schedule, staff recommends an hourly rate of \$96.21 for the interim appointment. The retiree will not receive any other benefits, incentives, or compensation in lieu of benefits.

The appointment would commence on March 25, 2026, and conclude no later than December 31, 2026, or 960 hours, or completion of the recruitment process, whichever occurs first. Since the appointment may only be made once and cannot be extended, the end date takes into account potential delays in the recruitment timeline.

**FISCAL IMPACT:**

The estimated monthly cost for the Interim IT Manager is approximately \$15,009, funded in the Technology Development operating budget for FY2026. Minimal onboarding or administrative costs will be absorbed within the existing Human Resources budget. There is no new funding request associated with this action.

**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 a resolution appointing Bill Mitchell as Interim Information Technology Manager pursuant to California Government Code Section 21221(h).

**ALTERNATIVES:**

1. Appoint an Acting Information Technology Manager from within the organization.
2. Leave the position vacant until the recruitment is completed.

**ATTACHMENTS:**

1. Resolution with Exhibit A (contract)

**RESOLUTION NO. 2026 - \_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO APPOINTING BILL MITCHELL AS INTERIM INFORMATION TECHNOLOGY MANAGER PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 21221(H)**

**WHEREAS**, Government (Gov.) Code section 21221(h) of the Public Employees' Retirement Law permits the governing body to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year; and

**WHEREAS**, the City of San Bruno ("City") desires to appoint Bill Mitchell ("Retired Annuitant") as an interim appointment retired annuitant to the vacant position of Interim Information Technology Manager for the City of San Bruno under Gov. Code section 21221(h), effective March 25, 2026; and

**WHEREAS**, the City and Retired Annuitant certify that Retired Annuitant has not and will not receive a Golden Handshake or any other retirement-related incentive; and

**WHEREAS**, an appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during recruitment for a permanent appointment; and

**WHEREAS**, the City Manager has authorized the search for a permanent appointment; and

**WHEREAS**, this Gov. Code section 21221(h) appointment shall only be made once and therefore will end on December 31, 202; and

**WHEREAS**, the entire employment agreement between Retired Annuitant and the City has been reviewed and is attached herein; and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the minimum base salary for this position is \$78.40 per hour; the maximum base salary for this position is \$96.21 per hour; and

**WHEREAS**, the hourly rate paid to Retired Annuitant will be \$96.21; and

**WHEREAS**, Retired Annuitant has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby certifies the nature of the employment of Retired Annuitant as described herein and detailed in the attached employment agreement and that this appointment is necessary to fill the critically needed position of Information Technology Manager for the City by March 25, 2026, due to the current Information Technology Manager vacancy.

Exhibit A: Agreement for temporary employment of a retired CalPERS annuitant

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - \_\_\_**  
was introduced and adopted by the San Bruno City Council at a regular meeting on  
March 24, 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

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Alissa Leonardini, Deputy City Clerk

**EXHIBIT A**

**AGREEMENT FOR TEMPORARY EMPLOYMENT  
OF A RETIRED CALPERS ANNUITANT**

[see attached]

**AGREEMENT FOR TEMPORARY EMPLOYMENT  
OF A RETIRED CALPERS ANNUITANT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of March 2026 by and between the CITY OF SAN BRUNO, a municipal corporation of the State of California, "City", and BILL MITCHELL, "Retired Annuitant."

**RECITALS**

**WHEREAS**, City requires extra help to perform work of a specialized skill for a limited duration; and

**WHEREAS**, Retired Annuitant, served as an Information Technology (IT) executive, and will utilize that expertise to serve as the Interim Information Technology Manager while the City conducts a recruitment for this vacant position; and

**WHEREAS**, Retired Annuitant, as a former manager of people and operations in a municipal IT setting, has the ability to provide interim leadership to the current division staff which is critical to continuity of operations both within the division and throughout the City organization; and

**WHEREAS**, the Retired Annuitant is knowledgeable and skilled in project management, budget and contract stabilization, and enterprise IT project implementation and it is of vital importance to the City to have the Information Technology division to continue operations with a staffed manager; and

**WHEREAS**, the City wishes to have Retired Annuitant perform these necessary on-going duties and functions of the Information Technology Manager for a limited duration; and

**WHEREAS**, Sections 21221 and 7522.56 of the California Government Code authorizes the Retired Annuitant as a person with specialized skills needed in performing work of limited duration, provided, that (1) the appointment does not exceed a combined total of 960 hours per fiscal year, (2) the compensation does not exceed the maximum monthly base salary paid to other employees performing comparable duties to equal an hourly rate, and (3) the retired annuitant does not receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate.

**NOW THEREFORE**, in consideration of the mutual terms, covenants, and conditions contained herein, the parties hereto agree as follows:

1. Effective Date and Term of Agreement: This Agreement shall be effective March 25, 2026 ("Effective Date") and shall automatically terminate no later than December 31, 2026, or 960 hours, or completion of the recruitment process,

whichever occurs first, unless terminated earlier in accordance with Section 3 of this Agreement.

2. Compensation and Work Schedule:

- a. Appointment and Scope of Services: Pursuant to this Agreement, Retired Annuitant shall temporarily perform the duties of Information Technology Manager as well as any key special assignments as may be necessary as determined by the City Manager. Such employment is "at will" and is subject to the terms of this Agreement. The Retired Annuitant shall perform said duties at the pleasure of and under the direct supervision of the City Manager or his designee.
  - b. Rate of Pay: Retired Annuitant shall be paid at the rate of \$86.59 per hour, which represents Step 5 of the City's current salary schedule for Information Technology Manager.
  - c. Work Schedule and 960-hour Limitation: Retired Annuitant is expected to devote necessary time, within and outside normal business hours, to the business of the City of San Bruno. However, pursuant to Government Code section 21221, Retired Annuitant can work a maximum 960 hours per fiscal year for all public employers that contract with CalPERS for retirement benefits. The City Manager retains the right to designate, reduce, change, or amend the number of hours assigned to Retired Annuitant consistent with the department's workload and other needs. It is the responsibility of the retired annuitant to track the number of hours worked.
  - d. Status: Retired Annuitant shall serve at the pleasure of the City Manager, subject to the terms and conditions hereof, and shall not acquire a property interest in employment or a right to continuing employment with the City of San Bruno. The terms, covenants, and conditions of Retired Annuitant's employment with the City are expressly limited by and to the terms, covenants and conditions of this Agreement.
  - e. Benefits: Retired Annuitant shall not be entitled to any benefits other than the hourly wage listed above in Section 2b.
3. Termination: Either party may terminate this Agreement without cause upon giving the other party not less than two (2) weeks prior written notice. Notwithstanding anything to the contrary, Retired Annuitant shall, upon City's Notice of Termination deliver to City a written status report of all projects or matters in which Retired Annuitant is involved. In the event of termination, all rights and obligations of the parties hereto shall thereupon cease. The provisions of this paragraph shall not be deemed a limitation upon the respective rights or remedies of the parties hereto which may accrue to them.
4. Employment Status:
- a. Benefits: Other than the compensation described above in Section 2b, Retired Annuitant will receive no other benefits, incentives, compensation in

lieu of benefits, or any other form of compensation. Retired Annuitant understands and agrees that they are not, and will not be, eligible to receive any benefits from the City of San Bruno.

- b. No Property Right in Employment: Retired Annuitant understands and agrees that the terms of employment are governed only by this Agreement and that no right of regular employment for any specific term is created by this Agreement. Retired Annuitant further understands that they acquire no property interest in their employment by virtue of this agreement, that the employment is "at will" as defined by the laws of the State of California (meaning that they can be terminated at any time for any reason or for no reason), and that they are not entitled to any pre- or post-deprivation administrative hearing or other due process upon termination or any disciplinary action.
  - c. Employment of a Retiree: Retired Annuitant understands that CalPERS retired annuitants may be employed by a CalPERS public agency employer, by temporary appointment to a position not to exceed 960 hours in any fiscal year for all such employers; either (1) during an emergency to prevent stoppage of public business or (2) because the retired employee has skills needed in performing the work of limited duration.
  - d. Representations of Retired Annuitant: Retired Annuitant represents that they are properly trained to perform the duties required of the position and this Agreement.
5. Standard of Performance: All services to be performed by Retired Annuitant pursuant to paragraph 1 hereof shall be performed in accordance with all applicable ordinances, policies, and rules and regulations of the City.
6. Indemnification: The City shall defend, save harmless, and indemnify the Retired Annuitant against any tort, professional liability claims or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Retired Annuitant's duties as the Information Technology Manager. The City may compromise and settle any such claim or suit and the amount of any settlement or judgment rendered thereon. Said indemnification shall extend beyond termination of employment, and the otherwise expiration of this Agreement, to provide full and complete protection to the Retired Annuitant as described herein, for any acts undertaken or committed in the course and scope of their capacity as the Information Technology Manager, regardless of whether the notice of filing of a lawsuit for such tort, claim, demand, or other legal action occurs during or following the Retired Annuitant's employment with the City.
7. Non-Assignment of Agreement: This Agreement is intended to secure the individual services of the Retired Annuitant and is not assignable or transferable by employee to any third party.

8. Governing Law/Venue: This Agreement shall be interpreted according to the laws of the State of California. Venue for any action or proceeding regarding this contract shall be in San Mateo County.
9. Enforceability: If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
10. Conflict of Interest: Retired Annuitant agrees that during the term of this Agreement, they will not maintain any financial interest or engage in any other contract employment, occupation, work, endeavor or association, whether compensated for or not, that would in any way conflict with, or impair Retired Annuitant's ability to perform the duties described in this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first hereinabove written.

**CITY OF SAN BRUNO:**

By:

\_\_\_\_\_  
Alex D. McIntyre  
City Manager

**RETIRED ANNUITANT:**

By:

\_\_\_\_\_  
Bill Mitchell

APPROVED AS TO FORM:

By:

\_\_\_\_\_  
Trisha Ortiz  
City Attorney

ATTEST:

By:

\_\_\_\_\_  
Lupita Huerta  
City Clerk

*Reference: City Council resolution number 2026-## adopted on <INSERT DATE>.*



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** March 24, 2026

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Alex D. McIntyre, City Manager

**PREPARED BY:** Matt Lethin, Police Chief

**SUBJECT:** Introduction of Ordinance entitled an Ordinance of the City Council of the City of San Bruno Amending Chapter 5.04 of the San Bruno Municipal Code regarding Nuisances, Amending Chapter 5.24 of the San Bruno Municipal Code regarding Maintenance of Distressed Vacant Properties, and Amending Chapter 10.20 of the San Bruno Municipal Code regarding Collection, Transport and Disposal of Garbage

### **BACKGROUND:**

Clean Up San Bruno is a City Council priority initiative focused on reducing illegal dumping and littering, improving neighborhood conditions, and enhancing the overall cleanliness and appearance of the community. The initiative recognizes that visible blight, unmanaged vacant properties, and illegal dumping negatively impact neighborhood pride, public safety, and quality of life.

Since launching Clean Up San Bruno, staff have worked collaboratively across departments to identify recurring enforcement gaps and structural limitations within the Municipal Code that restrict the City's ability to act proactively and efficiently. While the City's existing code prohibits illegal dumping and nuisance conditions, staff experience has shown that certain provisions limit early intervention, cost recovery, and accountability.

The proposed Municipal Code amendments and additions are designed to modernize enforcement tools, clarify responsibility, strengthen deterrence, and provide a clear legislative framework to support Clean Up San Bruno.

Amendments to the Municipal Code require introduction and adoption of an ordinance by the City Council.

### **DISCUSSION:**

The proposed ordinance includes the amendments summarized below.

#### Chapter 5

Chapter allows the City to require a Vacant Property Management Plan to provide a plan for actively monitoring, maintaining and securing the property for the anticipated or expected period of vacancy that demonstrates how the property will be maintained to achieve minimum maintenance and security requirements. Currently, a property is subject to a Vacant Property Management Plan

only if it has received three or more uncontested nuisance notices or administrative citations within a twelve-month period. This threshold limits the City's ability to intervene proactively and often delays action until conditions have deteriorated and repeated violations have already occurred. The proposed amendment would expand the definition of what qualifies as a vacant property subject to a Management Plan, by requiring only two notices to correct within twelve months, instead of three notices within twelve months. Reducing the number of notices allows the City to require corrective planning earlier in the lifecycle of neglect. This change supports preventative enforcement and neighborhood stabilization.

The proposed amendment also makes it clear that the Vacant Property Management Plan can require vacant properties be properly enclosed by fencing constructed of materials and colors compatible with the surrounding streetscape and neighborhood environment. This ensures that fencing intended to prevent trespass or dumping does not itself create visual blight and supports the overall aesthetic goals of Clean Up San Bruno.

#### Section 5.04.080 - Public Nuisance

The proposed amendment adds a section to declare illegal dumping as a public nuisance so the City can exercise its nuisance abatement and cost recovery powers to abate such nuisance.

#### Chapter 10

The proposed amendment adds provisions to Chapter 10, regarding garbage and refuse, to address illegal dumping. Namely, the amendment clarifies that an owner or operator of a motor vehicle or trailer used in illegal dumping may be held liable for all costs, penalties, and fines associated with the violation. This provision strengthens accountability where vehicles are used to transport and dispose of waste unlawfully and reduces evasion of responsibility. Similarly, all persons creating or generating discarded items or waste matter are responsible for ensuring lawful disposal. This provision addresses a common enforcement challenge where materials can be traced to a source, but the generator claims lack of involvement in the physical act of dumping.

The proposed amendment also holds landlords responsible for ensuring lawful disposal of tenant property following eviction or vacancy. Where property is illegally dumped and the City establishes, by direct, indirect, or circumstantial evidence, that the illegally disposed materials originated from or are attributable to a specific rental unit or real property, the City may pursue enforcement against tenant, real property owners, the owner(s) of illegal dumped property, and any combination thereof.

The proposed amendments also add a provision that prohibits dumping garbage generated from private property into public litter containers intended for incidental public use. This responds to complaints received by staff regarding private businesses or residents disposing of their waste in City litter receptacles. This change protects public resources and reduces overflow and maintenance costs.

The proposed amendments clarify that evidence to establish a violation may include a number of sources, including surveillance photos, videos, etc. A violation may be established based upon direct, indirect, or circumstantial evidence. Personal observation of the act of dumping by a City employee or peace officer is not required.

Finally, the amendments establish a reward program for individuals who provide information

leading to arrest, citation, or administrative enforcement for illegal dumping violations. The program would be administered by the City Manager, who can pay rewards up to \$500 for the successful criminal, civil or administrative action against a person found to be illegally dumping.

**FISCAL IMPACT:**

The proposed ordinances may result in minor increases in staff workload related to enforcement, administration of a reward program, and case management. These impacts are expected to be absorbed within existing departmental resources. Over time, improved deterrence and accountability may reduce cleanup costs associated with illegal dumping.

**ENVIRONMENTAL IMPACT:**

The proposed ordinances are exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3), as it can be seen with certainty that the actions will not result in a significant effect on the environment.

**RECOMMENDATION:**

Staff recommends that the City Council introduce an Ordinance of the City Council of the City of San Bruno Amending Chapter 5.04 of the San Bruno Municipal Code regarding Nuisances, Amending Chapter 5.24 of the San Bruno Municipal Code regarding Maintenance of Distressed Vacant Properties, and Amending Chapter 10.20 of the San Bruno Municipal Code regarding Collection, Transport and Disposal of Garbage.

**ALTERNATIVES:**

1. Decline to Introduce the Ordinance
2. Provide direction to modify the Ordinance and return with a modified Ordinance for Council consideration

**ATTACHMENTS:**

1. Proposed Ordinance

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO AMENDING CHAPTER 5.04 OF THE SAN BRUNO MUNICIPAL CODE REGARDING NUISANCES, AMENDING CHAPTER 5.24 OF THE SAN BRUNO MUNICIPAL CODE REGARDING MAINTENANCE OF DISTRESSED VACANT PROPERTIES, AND AMENDING CHAPTER 10.20 OF THE SAN BRUNO MUNICIPAL CODE REGARDING COLLECTION, TRANSPORT AND DISPOSAL OF GARBAGE**

The city council of the City of San Bruno ORDAINS as follows:

**SECTION 1.** Subsection A of Section 5.24.030 (Vacant property as public nuisance) of Chapter 5.24 (Maintenance of Distressed Vacant Properties) of the San Bruno Municipal Code is amended to read as follows:

A. A property is a public nuisance when the property is vacant and the city has within twelve months issued ~~three~~ two or more notices to correct or administrative citations set forth in Chapter 5.04 of the San Bruno Municipal Code, or other violations of local, state, or other law, which notices or citations were either not contested or were contested and the hearing officer or hearing body found a violation of law.

**SECTION 2.** Subparagraph f. of Paragraph 3 of Subsection B of Section 5.24.040 (Vacant Property management plan) of Chapter 5.24 (Maintenance of Distressed Vacant Properties) of the San Bruno Municipal Code is amended to read as follows:

f. The property shall be secured in a manner so as not to be accessible to unauthorized persons nor creates an attractive nuisance (as defined in Chapter 5.04 of this code), including, but not limited to, installing fencing constructed of materials and colors compatible with the surrounding streetscape and neighborhood environment to prevent access to the property, or closing and locking of windows, doors and garage doors, gates and any other opening of such size that it may allow access to the interior of the property and or structure(s). In the case of broken windows, securing means the reglazing or boarding of the window.

**SECTION 3.** Section 5.04.080 (Declaration of illegal dumping as a public nuisance) is added to Chapter 5.04 (Nuisances enumerated) of the San Bruno Municipal Code to read as follows:

Pursuant to California Government Code Section 38771, the city council hereby declares that the transport, hauling, carrying, gathering, or disposing of any garbage or rubbish in the city in violation of this Code, including but not limited to Chapter 10.20 (Garbage and Refuse), or State or Federal law to be a nuisance.

**SECTION 4.** Section 10.20.035 (Collection, transport, disposal in accordance with law) is added to Chapter 10.20 (Garbage and refuse) of the San Bruno Municipal Code to read as follows:

A. The operator or the owner of a motor vehicle, trailer, or other means of transport shall not permit its use for the collection, transporting, hauling, carrying, gathering, or disposing of any garbage in violation of this Code, or State or Federal law.

B. Each of the operator and the owner of a motor vehicle, trailer, or other means of transport has a duty to take all reasonable steps to prevent its use for the illegal collection, transporting, hauling, carrying, gathering, or disposing of any garbage in violation of this

Code, or State or Federal law. Reasonable steps are controlling use of the motor vehicle, trailer, or other means of transport to prevent its use for the collection, transporting, hauling, carrying, gathering, or disposing of any garbage in violation of this Code, or State or Federal law.

C. It is the duty of each person creating or generating discarded items or waste matter to take reasonable steps to ensure such items or waste matter are disposed of in a container or receptacle as required by law. Reasonable steps are controlling discarded items or waste matter to ensure disposal as required by law. The person who creates or generates discarded items or waste matter is jointly responsible for disposal in violation of this Code, or State or Federal law, along with any party who commits the act of disposal in violation of this Code, or State or Federal law.

D. It is the duty of the owner of a premises to take reasonable steps to dispose of garbage from the premises as required by this Code, or State or Federal law, and to ensure the owner's tenants, licensees, invitees or any other occupants of the premises dispose of garbage or otherwise discard items from the premises as required by this Code, or State or Federal law. Reasonable steps are providing receptacles for the proper collection of garbage and refuse on the premises and controlling the removal of items from the premises upon the owner's termination of the rights of any tenant, licensee, invitee or any other occupant to use the premises, to ensure that such items are disposed of in accordance with this Code, or State or Federal law.

**SECTION 5.** Subsection D is added to Section 10.20.070 (Dumping Prohibited Where) of Chapter 10.20 (Garbage and Refuse) of the San Bruno Municipal Code to read as follows:

D. It is unlawful for any owner, employee, or agent of a business or owner or tenant of residential property to dump, or cause to be dumped, any garbage or rubbish of any kind that is generated from that business or property into, on top of, or adjacent to a public litter container placed for incidental use by the public.

**SECTION 6.** Section 10.20.100 (Surveillance-based enforcement) is added to Chapter 10.20 (Garbage and Refuse) to read as follows:

A. A violation of this Chapter may be established based upon direct, indirect, or circumstantial evidence. Personal observation of the act by a City employee or peace officer is not required to establish a violation.

B. Evidence sufficient to establish a violation may include, but is not limited to, any of the following:

1. Video surveillance footage, whether obtained from City-owned equipment or lawfully obtained from private or third-party sources;
2. Photographs or recorded images depicting the activity, vehicle involvement, or dumped materials;
3. Identification of a vehicle used in connection with the violation, including license plate information;
4. Documents, materials, or identifying information found within or among the dumped materials that reasonably indicate ownership, possession, or responsibility;
5. Witness statements, investigative findings, or other evidence reasonably relied upon in administrative or civil enforcement proceedings.

**SECTION 7.** Section 10.20.110 (Reward program) is added to Chapter 10.20 (Garbage and Refuse) to read as follows:

The City Manager may establish a special fund to pay rewards in the amount of no more than \$500.00 to individuals providing information leading to identification of, and successful criminal, civil or administrative action against, any person violating this chapter. The City Manager may create rules concerning administration of the fund and eligibility for rewards.

**SECTION 8. Severability.** If any provision, clause, sentence or paragraph of this chapter or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this chapter which can be given effect without the invalid provision or application, and to this end the provisions of this chapter are declared to be severable.

**SECTION 9. Effective Date.** This ordinance shall take effect at 12:01 am on the thirty-first day after its adoption.

**SECTION 10. Publication.** The City Clerk shall certify to the adoption of this ordinance and shall cause this ordinance to be published according to law.

ATTEST:

\_\_\_\_\_  
Rico E. Medina, Mayor

\_\_\_\_\_  
Lupita Huerta, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Trisha A. Ortiz, City Attorney

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I hereby certify that foregoing **Ordinance No.** \_\_\_\_\_  
was introduced at a regular meeting of the San Bruno City Council on  
March 24, 2026 and adopted by the San Bruno City Council at a regular meeting on  
\_\_\_\_\_, 2026, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

\_\_\_\_\_  
Lupita Huerta, City Clerk