



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** October 4, 2022

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

**FROM:** Jovan Grogan, City Manager

**PREPARED BY:** Jennifer Leaver, Executive Assistant to the City Manager

**SUBJECT:** Adopt a Resolution Waiving the Encroachment Permit Fees, Staff Labor Reimbursement Fees, and Insurance Rider Premium Cost and Appropriating \$568.06 From General Funds for a Road Closure on Park Avenue on October 31, 2022

**BACKGROUND:** The City has received a request to close Park Avenue between its western end and Oak Avenue, and Chestnut Avenue between Park Avenue and Williams Avenue on the evening of October 31, 2022 for Halloween. The City is processing an Encroachment Permit application to permit the road closure. As part of the process for issuing the Encroachment Permit, the City has asked the Applicant to pay an application fee, reimburse the City for the labor costs the City incurs while providing the barricades for the road closure, and pay for the insurance premium for a rider on the City's insurance policy. The Applicant has requested that the City waive all of the costs. The purpose of this staff report is to seek City Council's action to waive all the costs because staff does not have this authority.

**DISCUSSION:** The following is a breakdown of the various amounts the Applicant has been asked to pay for the requested road closure.

Encroachment Permit Application Filing Fee	\$150.00
Reimbursement for labor for dropping off and picking up barricades	\$168.06
Premium for rider on City's insurance policy	\$250.00
<b>TOTAL</b>	<b>\$568.06</b>

The description of the fees are as follows:

- The Encroachment Permit Application filing fee is the standard fee from the City's Master Fee Schedule.
- The reimbursement for labor is the cost for City forces to drop off and pick up the barricades that the City provides for the road closure.
- The insurance premium is to pay for a rider on the City's insurance policy to provide coverage for the block party.

Waiving the requested payments by the Applicant means those costs will be paid by the City. The Public Works Department requests that additional General Funds be appropriated to pay the waived amounts because these costs were not accounted for in the department's operating budget.

**FISCAL IMPACT:** The current fiscal impact is the total cost of \$568.06 for the Encroachment Permit fee, labor to drop off and pick up the barricades, and the insurance rider premium. Adequate funding is available in the General Fund.

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

**RECOMMENDATION:** Adopt a resolution waiving the encroachment permit fees, staff labor reimbursement fees, and insurance rider premium cost and appropriating \$568.06 from General Funds for a Road Closure on Park Avenue on October 31, 2022.

**ALTERNATIVES:**

1. Do not approve the requested waiver.
2. Approve a partial waiver.

**ATTACHMENTS:**

1. Resolution