



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 15, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Ana Morales, Public Works Management Analyst

SUBJECT: Adopt a Resolution Waiving the Encroachment Permit Fees, Staff Labor Reimbursement Fees, and Insurance Rider Premium Cost and Appropriating \$636.21 From General Funds for a Holiday Party Road Closure on Glen Avenue

BACKGROUND: The City has received a request to close the entrance to the Glen Avenue cul-de-sac (the 1900 block) at Parkview Drive, on the evening of December 11, 2022, for a Holiday City Santa Event (Holiday Party). 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	\$136.21
Premium for rider on City's insurance policy	\$350.00
TOTAL	\$636.21

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 that those costs will be paid for 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 City will incur the cost of \$636.21 for the Encroachment Permit fee, labor to drop off and pick up the barricades, and the insurance rider premium. The \$636.21 will be incurred via an appropriation increase request to be funded out of General Fund reserves. Adequate funding is available in the General Fund.

ALTERNATIVES:

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

RECOMMENDATION: Adopt a resolution waiving the encroachment permit fees, staff labor reimbursement fees, and insurance rider premium cost and appropriating \$636.21 from General Funds for a Holiday Party road closure on Glen Avenue.

ATTACHMENTS:

1. Resolution

DATE PREPARED:

November 9, 2022

DISTRIBUTION:

None