



“The City with a Heart”

Rico E. Medina, Mayor
Michael Salazar, Vice Mayor
Laura Davis, Councilmember
Linda Mason, Councilmember
Marty Medina, Councilmember

GOVERNOR’S EXECUTIVE ORDER N-25-20**
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 14, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on March 31, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC’s social distancing guidelines which discourage large public gatherings, the San Bruno City Council Chambers at the Senior Center is no longer open to the public for meetings of the City Council. Members of the public may view the meeting on a livestream at www.youtube.com/user/cityofsanbruno or on CityNet Services Channel 1. The recorded meeting will be also be made available for viewing on the City’s YouTube channel after the meeting has concluded.

If you would like to comment on any item on the agenda, please email us at councilsb@sanbruno.ca.gov and it will become part of the public record. Emailed comments should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not listed on the agenda, or is a Consent Calendar item. The length of the emailed comment should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Staff will make every effort to read emails received by 5:00 p.m. the day of the meeting, but cannot guarantee emails received after that time will be read into the record during the meeting, although any emails received after this deadline will be kept with the agenda packet in the administrative file.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Melissa Thurman, City Clerk by 12:00 p.m. the day of the meeting at (650) 619-7070 or by email at mthurman@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

AGENDA

SAN BRUNO CITY COUNCIL

SPECIAL MEETING

April 7, 2020

6:00 p.m.

Zoom Meeting Details:

<https://zoom.us/j/556511554?pwd=NTQvVIA5ZGhjRkxwYXRJd3JpVS94UT09>

Webinar ID: 556-511-554 (audio only)

Webinar Password: 544782

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

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

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

4. CONDUCT OF BUSINESS:

- a. Adopt Resolution Authorizing a Program to Provide Internet Access for San Bruno Families to Support Distance Learning for PreK-12 Children in Need and Appropriate \$7,000 from the Emergency Disaster Fund to Help Fund the Effort.

5. ADJOURNMENT:

The next Regular City Council Meeting will be held on April 14, 2020 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

Posted Pursuant to Law 04/06/2020



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: April 7, 2020

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Sandeep Krishnamurthy, Director, CityNet Services

SUBJECT: Adopt Resolution Authorizing a Program to Provide Internet Access for San Bruno Families to Support Distance Learning for PreK-12 Children in Need and Appropriate \$7,000 from the Emergency Disaster Fund to Help Fund the Effort

BACKGROUND:

Periodically, the City Council reviews and considers changes to terms of service for products offered by CityNet Services. As per the change to the Municipal Code adopted in November 2018, while the City Manager has been granted authority to approve rate card changes with respect to San Bruno CityNet's subscriber rates, the City Council retains the right to approve or disapprove changes to CityNet's terms of service impacting specific categories of San Bruno residents.

Due to the adoption of a State, County and City emergencies related to the COVID-19 public health crisis, schools serving Pre-Kindergarten through 12th grade (PreK-12) operating in the City of San Bruno have closed their physical campuses at least through May 1, 2020, with the prospect of reopening subject to further delays. In order to keep students on their academic tracks, the schools have been forced to shift to online learning (distance-learning). Without additional support, the transition to distance learning has the potential to further disadvantage students from low-income households who do not have access to computers and internet access. Unmitigated, these students will not have a means to safely connect to their school's online learning platform and other virtual learning resources.

In face of this potential disadvantage a partnership was created between the San Bruno Educational Foundation, the San Bruno Community Foundation, the San Bruno Park School District (SBPSD), the San Mateo Union High School District, and the City of San Bruno. Over the past few weeks, personnel and volunteers on behalf of these agencies have been working to develop a plan to provide free internet access for PreK-12 Children in need.

The effort to reduce the technological divide for low-income PreK-12 children was given a boost by a \$60,000 grant from YouTube/Google last week. The \$60,000 grant will be provided to the San Bruno Educational Foundation to support SBPSD's distance-learning efforts. Those funds will primarily support professional development for teachers to help them use online tools and platforms for distance learning and for the eventual replenishment of the district's stock of Chromebooks; the expectation is that some portion of the loaned Chromebooks, many of which are old, will be returned in unusable condition or not at all. The Educational Foundation will also use the Google/YouTube grant to fund the district's deployment of mobile hotspots to families in need.

DISCUSSION:

Since the initial order of the San Mateo County Health Officer on March 16, 2020, requiring all residents to shelter in their homes as part of a regional effort to slow the spread of COVID-19 in the San Francisco Bay Area, local school districts have had to close their school campuses and provide instruction to students through various online and other distance-learning vehicles. One significant challenge to distance-learning is that some students, most of whom are low-income, do not have devices such as computers or Chromebooks and/or access to the Internet in their homes. The lack of technology puts these students at a considerable disadvantage in keeping up with their schoolwork during this challenging time. The schools are in the process of distributing Chromebooks they already have to students who need them.

San Bruno CityNet offers paid internet access through a combination of fiber and hybrid fiber coaxial cable (HFC) to the residents and businesses of San Bruno. As a consequence of having wired the entire city with HFC over the past 20 years and recently upgrading 17% of its customers located in 3 large apartment complexes to fiber technology, San Bruno CityNet is in a position to offer internet access to most residential structures in the City.

Currently serving about 6,300 internet subscribers, CityNet offers internet speeds ranging from 5 Mbps to 1 Gigabit per second (the latter is available only in fiber upgraded areas). To serve its customers San Bruno CityNet maintains an internet infrastructure with the capacity handle 30 Gigabits per second of internet traffic. Current internet usage has surged to a daily average of 17 Gigabits per second, up from a pre-COVID 19 daily average of 8 Gigabits per second.

In order to facilitate home internet access for an estimated 170 low-income San Bruno families with PreK-12 children that do not have internet access, the partnership has identified two primary ways to provide home Internet access for students who do not currently have it – the installation of cable modems with WiFi service through San Bruno CityNet Services (formerly San Bruno Cable) and the deployment of mobile WiFi hotspots (small, portable devices that turn a cellular data connection into a WiFi connection). While the mobile hotspots are a favorable option in terms of easy deployment, cost, and portability, there is currently a severe inventory shortage of

devices that have the necessary content filtering capabilities required of schools. Although the SBPSD may have access to some hotspots, it is unlikely that it will be able to service all families in need through those devices, and, instead, service through San Bruno CityNet Services will be the primary vehicle used to get Internet access to those San Bruno students who need it.

The following table summarizes the estimated population of families that may need internet services by proposed service type.

Estimated Population in Need

# of Families	Service Type
120 Families	Home Internet
50 Families	Wireless Hotspot
170 Families	

The estimated number of 120 families who could be provided with home internet service is based on preliminary survey data of children in SBPSD schools and Capuchino High School (which totaled roughly 100 families), with a 20% contingency for additional children in public and other PreK-12 schools in San Bruno.

The City of San Bruno's CityNet Services enterprise has developed a plan to extend the City's current low-cost internet-only plan to the needed families at zero cost for 12-months. The plan involves extending the current low-cost internet-only plan to these families.

As of April 1, 2020, CityNet's low cost internet-only plan is currently offered for \$9.95 per month (10 Mbps downstream with 5 Mbps upstream) and an additional charge of \$3 per month for equipment rental, maintenance, and replacement costs. The current low-cost internet-only plan is offered as part of the Citywide program for discounted utilities rates (water and sewer, garbage and CityNet Services). Income and other eligibility requirements can be found on the attached *2019-20 Application for Discounted Rates* document¹. Families would need to comply with the current program guidelines to be eligible for the free internet service under the proposed program for low-income families of PreK-12 students that reside in San Bruno.

The City estimates that the total cost of equipment, installation, and Internet service for one year for 120 modems will be approximately \$32,000. A breakdown in the estimated budget for the provision of home internet for 120 families is below.

¹ Also available at <https://www.sanbruno.ca.gov/civicax/filebank/blobdload.aspx?blobid=30480>

Equipment Cost

Equipment Type	Unit Cost	No. of Families	Total Cost
Modems/Wireless Routers	\$108	120	\$12,960

Service Cost

Service Type	Monthly Cost	Annual Cost	No. of Families	Total Cost
Home Internet (CityNet)	\$12.95	\$155.40	120	\$18,648

Total Project Cost for 12-Months

Expense	Cost
Equipment Cost	\$12,960
Annual Service Cost	\$18,648
Total	\$31,608

Rounded to \$32,000

Through the aforementioned partnership among various local agencies, a number of potential funders of this effort have stepped forward, and with a City contribution of \$7,000, the full budget for 12-months of internet services to 120 families will be possible. Below is a summary of the potential funders for this effort.

Potential Funders

Entity	Potential Contribution
SB Community Foundation	\$10,000
City of San Bruno	\$7,000
Lions	\$5,000
Rotary	\$5,000
SB Police Association	\$5,000
	\$32,000

Regarding the physical implementation of home internet services during the COVID-19 pandemic, CityNet will distribute the modems with instructions for self-installation and offer assistance over the phone. Additionally, self-install help videos are available on the CityNet website. This will minimize the need to utilize the two technicians that can be sent out for home visits in full protective gear, and there may be some homes where successful installation and deployment of the modems is not possible under current circumstances. For those families, the schools will offer mobile hotspots.

CityNet staff has verified the potential to provide wired internet access the home addresses provided by SBPSD schools and Capuchino High School, and are estimating an 80% chance of establishing a successful internet connection to the outside of these addresses. As such, we are uniquely situated to provide internet service to the children in need.

FISCAL IMPACT:

The proposal has the following financial impacts for CityNet Services:

- Equipment Cost: \$12,960
- Annual Service Cost for 120 Families: \$18,648

The proposed offer has a total fiscal impact of \$31,608, which has been rounded to \$32,000. Given the potential funders listed above, the requested City contribution is \$7,000 to be funded utilizing money from the City's Emergency Disaster Reserve Fund, which has a balance of approximately \$3 million at the start of the current fiscal year.

ALTERNATIVES:

1. Change terms of the proposed offer
2. Direct staff to work with the schools on a different connectivity strategy

RECOMMENDATION:

Adopt Resolution Authorizing a Program to Provide Internet Access for San Bruno Families to Support Distance Learning for PreK-12 Children in Need and Appropriate \$7,000 from the Emergency Disaster Fund to Help Fund the Effort

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolution
2019-20 Application for Discounted Rates

RESOLUTION NO. 2020 - ___

ADOPT RESOLUTION AUTHORIZING A PROGRAM TO PROVIDE INTERNET ACCESS FOR SAN BRUNO FAMILIES TO SUPPORT DISTANCE LEARNING FOR PREK-12 CHILDREN IN NEED AND APPROPRIATE \$7,000 FROM THE EMERGENCY DISASTER FUND TO HELP FUND THE EFFORT

WHEREAS, per the Municipal Code adopted in November 2018, while the City Manager has been granted authority to approve rate card changes with respect to San Bruno CityNet's subscriber rates, the City Council retains the right to approve or disapprove changes to CityNet's terms of service impacting specific categories of San Bruno residents; and

WHEREAS, due to the adoption of a State, County and City emergencies related to the COVID-19 public health crisis, schools serving Pre-Kindergarten through 12th grade (PreK-12) operating in the City of San Bruno have closed their physical campuses at least through May 1, 2020, with the prospect of reopening subject to further delays, and have shifted to distance learning; and

WHEREAS, distance learning has the potential to further disadvantage students from low-income households who do not have access to computers and internet access; and

WHEREAS, the San Bruno Educational Foundation, the San Bruno Community Foundation, the San Bruno Park School District (SBPSD), the San Mateo Union High School District, and the City of San Bruno have partnered to develop a plan to provide free internet access for families in need; and

WHEREAS, City of San Bruno's CityNet Services enterprise has developed a plan to extend the City's current low-cost internet-only plan to the needed families at zero cost for 12-months for 10 Mbps downstream with 5 Mbps upstream internet service; and

WHEREAS, CityNet Services estimates that the total cost of equipment, installation, and Internet service for one year for 120 modems will be approximately \$32,000

WHEREAS, YouTube has generously granted will be provided to the San Bruno Educational Foundation to support SBPSD's distance-learning efforts, as well as a number of potential funders of this effort have stepped forward, and with a City contribution of \$7,000, the full budget for 12-months of internet services to 120 families will be possible. Below is a summary of the potential funders for this effort.

Entity	Potential Contribution
SB Community Foundation	\$10,000
City of San Bruno	\$7,000
Lions	\$5,000
Rotary	\$5,000
SB Police Association	\$5,000
	\$32,000

WHEREAS, Emergency Disaster Reserve funds in the amount of are available and required to be appropriated and used to cover the projected \$7,000 of costs; and

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes a Program to Provide Internet Access for San Bruno Families to Support Distance Learning for PreK-12 Children in Need and Appropriate \$7,000 from the Emergency Disaster Fund to Help Fund the Effort.

I, Melissa Thurman, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 7th day of April 2020 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers: _____

ABSENT: Councilmembers: _____

ATTEST:

Melissa Thurman, CMC
City Clerk