



# **CITY OF BURLINGAME**

## **ADOPTED BUDGET and CAPITAL PROGRAM**

**FISCAL YEAR 2011-2012**

**Terry Nagel  
MAYOR**

Jerry Deal.....	Vice Mayor
Ann Keighran .....	Councilmember
Michael Brownrigg.....	Councilmember
Cathy Baylock .....	Councilmember
Mary Ellen Kearney.....	City Clerk
James Nantell.....	City Manager

### **DEPARTMENT DIRECTORS**

Finance Director .....	Jesús Nava
City Attorney .....	Gus Guinan
Community Development Director .....	William Meeker
Fire Chief.....	Don Dornell
Human Resources Director.....	Deirdre Dolan
City Librarian .....	Patricia Harding
Parks and Recreation Director.....	James Skeels
Police Chief .....	Edward Wood
Public Works Director .....	Syed Murtuza

**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**REVENUE AND EXPENSE SUMMARY**

REVENUE	AMOUNT	EXPENDITURES	AMOUNT
Property Tax	13,750,225	City Council	155,180
Sales and Use Tax	7,665,469	City Manager	396,793
Transient Occupancy Tax	13,844,968	City Clerk	220,286
Other Taxes	2,275,790	City Elections	50,000
Licenses and Permits	80,800	City Attorney	406,230
Fines, Forfeitures and Penalties	980,000	Finance	862,063
Use of Money and Property	845,000	Public TV Access	70,000
State Subventions	232,700	Human Resources	580,669
Gasoline Tax/Measure A Sales Tax	1,346,468	Non-Departmental	646,860
Development and Planning Fees	276,500	Retirement Health Benefits	2,533,000
Service Charges--Library	628,452	Police	8,777,496
Service Charges--Parks & Recreation	2,075,260	Police Communications	779,323
Service Charges -- Water	13,493,536	Fire Services	8,820,362
Service Charges--Sewer	14,495,480	Disaster Preparedness	111,564
Service Charges--Public Works	286,000	Planning	731,757
Service Charges--Fire**	-	Building Inspection	1,255,598
Service Charges--Police	103,500	Engineering	1,505,421
Building Inspection Fees	1,440,000	Streets and Storm Drainage	1,932,713
Storm Drainage Fee	3,300,025	Shuttle Bus	174,930
Burlingame Financing Authority	-	Library	3,658,567
Parking Fees	1,675,000	Recreation	3,464,309
Business Licenses	727,200	Parks	2,441,998
Capital Improvements Revenue/Grants	1,120,000	Parking Enforcement and Facilities	1,424,940
Other Miscellaneous	134,900	Water Operations and Maintenance	14,944,429
Depreciation Adjustment	3,550,000	Sewer Maintenance	6,913,904
Use of Water Capital Reserves	2,491,733	Wastewater Treatment	6,056,928
Use of Contingency Reserves	105,000	Solid Waste Management	682,708
		Administrative/Info Services*	-
		Vehicle Maintenance*	-
		Facilities Maintenance*	-
		Risk Management *	-
<b>TOTAL REVENUE</b>	<b>\$ 86,924,006</b>	<b>Total Operating Expenditures</b>	<b>69,598,028</b>
		<b>Burlingame Financing Authority</b>	<b>4,321,978</b>
		<b>Capital Improvements</b>	<b>13,004,000</b>
		<b>TOTAL EXPENDITURE</b>	<b>\$ 86,924,006</b>

\*Costs allocated to Operating Departments.

**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**General Fund Balance Projection**

	General Fund Balance		
	2009-2010	2010-2011	2011-2012
	Actual	Estimated Actuals	Projected
<b>FUND BALANCE</b>			
Beginning of the year	\$ 7,345,571	\$ 6,855,586	\$ 8,929,470
<b>REVENUES</b>			
General Fund Revenues	36,725,735	41,935,668	43,016,324
Transfer in:			
Gas Tax	6,000	206,000	6,000
Water Fund	200,000	210,000	210,000
Sewer Fund	200,000	210,000	210,000
Storm Drainage Fund	-	15,000	15,000
Parking Fund	290,000	290,000	290,000
Traffic Safety Fund	63,020	60,000	60,000
Building Fund	250,000	-	-
Capital Improvement Fund	982,011	-	-
Risk Management Fund	500,000	-	-
Total general fund revenues and other financing sources	39,216,766	42,926,668	43,807,324
<b>EXPENDITURES</b>			
General Fund Expenditures	35,817,177	35,441,539	38,074,591
Transfers out:			
Shuttle Bus Program	29,403	43,300	68,600
Capital Improvement Fund	475,000	2,300,000	2,275,000
Debt Service fund	3,385,171	3,067,945	3,494,433
Total expenditures and use of financing sources	39,706,751	40,852,784	43,912,624
<b>FUND BALANCE</b>			
End of year	\$ 6,855,586	\$ 8,929,470	\$ 8,824,170
	FY10	FY11	FY12
<b>GENERAL FUND DESIGNATED FUND BALANCES</b>			
Economic Stability Reserve	\$ 2,000,000	4,000,000	4,000,000
Catastrophic Reserve	2,000,000	2,000,000	2,000,000
CalPERS Reserve	2,300,000	2,300,000	2,300,000
Contingency Reserve	400,000	500,000	395,000
Total designated fund balance	6,700,000	8,800,000	8,695,000
Reserve for Encumbrances			
UNDESIGNATED FUND BALANCE	155,586	129,470	129,170
<b>TOTAL GENERAL FUND BALANCE</b>	\$ 6,855,586	\$ 8,929,470	\$ 8,824,170

**CITY OF BURLINGAME  
2011-2012 BUDGET  
SUMMARY OF BUDGETED EXPENDITURES**

DEPARTMENT	FULL-TIME EQUIV. STAFF**	EMPLOYEE SERVICES	OPERATING EXPENDITURES	CAPITAL OUTLAY	TOTAL BUDGET
<b>GENERAL FUND</b>					
City Council		141,680	13,500	-	155,180
City Manager	1.50	343,557	53,236	-	396,793
City Clerk	1.50	167,314	52,972	-	220,286
Elections	-	-	50,000	-	50,000
Attorney	1.50	292,093	114,137	-	406,230
Finance	10.15	1,233,393	188,136	44,000	1,465,529
Human Resources	3.00	425,201	155,468	-	580,669
Non-Departmental	-	-	646,860	-	646,860
Retiree Medical Benefits	-	2,533,000	-	-	2,533,000
Police	40.00	6,741,529	2,035,967	-	8,777,496
Communications	5.00	679,658	99,665	-	779,323
Fire Services	-	-	8,820,362	-	8,820,362
Disaster Preparedness	-	38,462	63,102	10,000	111,564
Planning	4.00	696,577	107,180	-	803,757
Engineering	11.30	1,697,517	607,904	-	2,305,421
Street and Storm Drainage	6.83	813,400	1,171,190	10,000	1,994,590
Library	21.74	2,663,423	983,144	12,000	3,658,567
Recreation	10.80	1,703,028	1,752,671	8,610	3,464,309
Parks	15.85	1,916,861	530,645	6,000	2,453,506
Admin./Information Services*	0.35	-	-	-	-
Facilities Services*	5.00	-	-	-	-
Vehicle Maintenance*	3.00	-	-	-	-
Risk Management*	-	-	-	-	-
Public Works Allocation from Parking	-	-	(61,877)	-	(61,877)
Public Works Allocation to CIP-Engineering	-	(800,000)	-	-	(800,000)
Parks Allocation from Parking	-	-	(11,508)	-	(11,508)
Enterprise Allocation to Community Development-Pl	-	(72,000)	-	-	(72,000)
Enterprise Allocation to Other Employee Benefits	-	-	-	-	-
Enterprise Allocation to Finance Department	-	-	(568,466)	(35,000)	(603,466)
<b>Total General Fund</b>	<b>141.52</b>	<b>21,214,693</b>	<b>16,804,288</b>	<b>55,610</b>	<b>38,074,591</b>
<b>PUBLIC TV ACCESS FUND</b>	-	-	<b>70,000</b>	-	<b>70,000</b>
<b>BURLINGAME FINANCING AUTHORITY</b>	-	-	<b>4,321,978</b>	-	<b>4,321,978</b>
<b>SHUTTLE BUS PROGRAM FUND</b>	-	-	<b>174,930</b>	-	<b>174,930</b>
<b>SOLID WASTE MGT. FUND</b>	<b>2.25</b>	<b>292,759</b>	<b>389,949</b>	-	<b>682,708</b>
<b>PARKING ENTERPRISE FUND</b>	<b>9.25</b>	<b>1,021,739</b>	<b>346,201</b>	<b>57,000</b>	<b>1,424,940</b>
<b>BUILDING ENTERPRISE FUND</b>	<b>6.00</b>	<b>749,860</b>	<b>505,738</b>	-	<b>1,255,598</b>
<b>WATER ENTERPRISE FUND</b>	<b>17.09</b>	<b>2,173,189</b>	<b>12,354,190</b>	<b>417,050</b>	<b>14,944,429</b>
Sewer Maintenance	15.08	1,973,797	4,851,107	89,000	6,913,904
Wastewater Treatment	-	-	5,870,428	186,500	6,056,928
<b>SEWER ENTERPRISE FUND</b>	<b>15.08</b>	<b>1,973,797</b>	<b>10,721,535</b>	<b>275,500</b>	<b>12,970,832</b>
<b>CAPITAL PROJECTS FUND</b>				<b>13,004,000</b>	<b>13,004,000</b>
<b>TOTAL ALL FUNDS</b>	<b>191.19</b>	<b>27,426,037</b>	<b>45,688,809</b>	<b>13,809,160</b>	<b>86,924,006</b>

\*Budgets are allocated to operating departments

\*\*Full Time Equivalent of fulltime positions and part time positions that receive benefits.





# **CITY OF BURLINGAME CAPITAL PROJECTS CARRYOVER BALANCES BY CATEGORY**

As of January 31, 2011

PROJECT DESCRIPTION	ESTIMATED FUND BALANCE July 1, 2011	PROJECT DESCRIPTION	ESTIMATED FUND BALANCE July 1, 2010
<b>STREETS</b>		<b>WATER</b>	
Studies	22,000	Planning	188,000
Paving/Reconstruction	1,817,000	Storage	17,000
Traffic Signals	68,000	Transmission Pipelines	-
Railroad Improvements	261,000	Pipeline Rehabilitation	2,494,000
Streetscape	1,099,000	Trousdale Pump Station	361,000
Bike Paths	255,000	Water Quality and Chloramination	5,000
Lighting and Poles	610,000	SCADA	168,000
Sidewalks, Curbs and Gutters	572,000	Other Projects	982,000
Bridges	-	<b>Total Water Projects</b>	<b>4,215,000</b>
	<b>4,704,000</b>		
<b>STORM DRAINAGE</b>		<b>SEWER</b>	
Studies	138,000	Studies	102,000
Capacity Improvements - Easton Creek	8,292,000	Sewer Main Rehabilitation	2,772,000
Capacity Improvements - Mills Creek	-	Miscellaneous Repairs	4,000
Capacity Improvements - Burlingame Creek	1,113,000	Pump Stations	(7,000)
Capacity Improvements - Sanchez Creek	67,000		
Bridge and Culvert Improvements	83,000	Waste Water Treatment	4,348,000
Neighbor Area Storm Drain Improvements	893,000	<b>Total Sewer Projects</b>	<b>7,219,000</b>
	<b>10,586,000</b>		
<b>CITY FACILITIES</b>			
Minor Upgrades	56,000		
Improvements and Minor Upgrades	210,000		
Parking and Garages	284,000		
	<b>550,000</b>		
<b>PARKS AND RECREATION</b>			
	346,000		
<b>Total General Governmental Projects</b>	<b>16,186,000</b>	<b>Grand Total</b>	<b>27,620,000</b>

### **ARTICLE XIII(B) APPROPRIATION LIMIT**

Article XIII(B) of the State Constitution limits all state and local government budgets to a formula based upon the 1978-79 budget plus adjustments for cost of living and population changes. In 1990, voters approved modifications to permit use of the percentage change in commercial assessed valuation to increase the limit under certain conditions. In addition, major capital improvements were excluded from the appropriation subject to the limit. Other exceptions are allowed for service charges, Federal grants and mandated programs.

In accordance with State implementation legislation (SB 1352, Chapter 1205, 1980 Statutes) and the League of California Cities Uniform Guidelines, the following is Burlingame's appropriation limit calculation:

#### **APPROPRIATION LIMIT**

2010-11 Appropriation Limit	\$57,696,442
Plus Percentage Growth per State	<u>1.0320</u>
<b>2011-12 Appropriation Limit</b>	<b>\$59,540,882</b>

#### **APPROPRIATION SUBJECT TO LIMIT CALCULATION**

Proceeds of Taxes	\$37,335,360
Exclusions:	
Qualified Capital Projects and Debt	<u>(17,023,978)</u>
Appropriation Subject to Limit	\$20,311,382

2011-12 Appropriation Limit	\$59,540,882
Appropriation Subject to Limit	<u>20,311,382</u>
Over/(Under) Limit	(\$39,229,500)





# **CITY OF BURLINGAME**

## **PROPOSED BUDGET and CAPITAL PROGRAM**

**FISCAL YEAR 2011-2012**

**Terry Nagel  
MAYOR**

Jerry Deal ..... Vice Mayor  
Ann Keighran ..... Councilmember  
Michael Brownrigg ..... Councilmember  
Cathy Baylock ..... Councilmember  
Mary Ellen Kearney ..... City Clerk  
James Nantell ..... City Manager

### **DEPARTMENT DIRECTORS**

Finance Director ..... Jesús Nava  
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# Budget Summaries



# The City of Burlingame

City Hall – 501 Primrose Road  
Burlingame, CA 94010-3997

Date: May 9, 2011  
To: Mayor Terry Nagel and the Burlingame City Council  
From: James Nantell, City Manager  
Subject: Budget Transmittal Letter for Fiscal Year 2011-2012

Enclosed is the recommended city budget and capital improvements plan for the City of Burlingame for fiscal year 2011-2012. The budgets for the city's major funds are as follow:

## City of Burlingame, CA Budget Appropriations - All Funds

<u>City Fund</u>	<u>2011-2012 Budget</u>
General	37,969,591
Capital Projects	13,029,000
Water	14,944,429
Sewer	12,970,832
Parking	1,424,940
Building	1,255,598
Solid Waste	682,708
Financing Authority	4,321,978
All Other Funds	219,930
Total Budget:	\$ 86,819,006

Overall, the city budget increases 1% or \$586,179 in the new fiscal year.

## City of Burlingame, CA Comparison of Budget Appropriations

<u>City Fund</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Budget</u>	<u>Difference + or -</u>	<u>Percent + or -</u>	<u>2011-2012 Budget</u>	<u>Difference + or -</u>	<u>Percent + or -</u>
General	\$ 37,790,794	\$ 35,379,196	\$ (2,411,598)	-6%	37,969,591	2,590,395	7%
Capital Projects	17,790,000	18,715,000	925,000	5%	13,029,000	(5,686,000)	-30%
Water	10,942,450	11,674,417	731,967	7%	14,944,429	3,270,012	28%
Sewer	13,238,286	12,762,720	(475,566)	-4%	12,970,832	208,112	2%
Parking	1,268,612	1,357,389	88,777	7%	1,424,940	67,551	5%
Building	1,281,649	1,243,090	(38,559)	-3%	1,255,598	12,508	1%
Solid Waste	660,674	638,543	(22,131)	-3%	682,708	44,165	7%
Financing Authority	3,587,699	4,244,372	656,673	18%	4,321,978	77,606	2%
All Other Funds	199,394	218,100	18,706	9%	219,930	1,830	1%
Total Budget	\$ 86,759,558	\$ 86,232,827	\$ (526,731)	-1%	\$ 86,819,006	\$ 586,179	1%

## **Budget Overview**

A year ago the economy was on a downward slope. The city's two largest revenue sources, sales taxes and transient occupancy taxes, were dropping at a double digit rate putting the city's general fund under duress. The last two city budgets have reflected the effects of a bad economy. Each implemented revenues reductions and lower expenditures. In FY 2009-10 (prior year), the city reduced general fund operating costs by \$3.1 million. In FY 2010-11 (current year), general fund operating expenditures were cut by an additional \$2.4 million. The reductions were necessary given the seemingly endless drop in general fund revenues.

The current (FY 2010-11) budget has served the city well. It has provided a defensive posture against further drops in general fund revenue. Operating expenditures were reduced in anticipation of revenue losses. Some revenue growth was expected but none that would help cover the costs of on-going operations.

The 2% increase in the transient occupancy tax that was approved by the voters in 2009 was expected to produce more revenue. But that amount is committed to the general government capital improvements program and is not available for city operations. Also remember that transient occupancy taxes were also down 15% year over year, when the current budget was being prepared so no increases were contemplated.

An upward adjustment in the city's "triple-flip payment" from the state was also projected to produce more general fund revenue this year. However this payment fluctuates and the state calculations are difficult to predict. The decrease in the triple-flip payment in FY 2009-10 was about \$0.8 million. These wide variances make the payment unreliable to sustain on-going costs.

The good news is that general fund revenues grew instead of dropping further. The turn around began for the city in the final two months of last fiscal year (May and June 2010) after the budget was prepared. As the following table indicates, the current budget projected an 8% growth in general fund revenues. Actual growth is expected to be 14% from prior year revenues.

**City of Burlingame, CA**  
**Comparison of General Fund Revenues**

<b>General Fund Revenues</b>	<b>FY 2009-2010 Actual</b>	<b>FY 2010-2011 Budget</b>	<b>Percent Difference</b>	<b>FY 2010-2011 Year-end Est.</b>	<b>Percent Difference</b>	<b>FY 2011-2012 Budget</b>	<b>Percent Difference</b>
Property Taxes	\$ 12,209,371	\$ 13,662,970	12%	\$ 13,256,806	9%	\$ 13,750,225	4%
Sales and Use Taxes	\$ 6,276,152	\$ 6,808,000	8%	\$ 7,389,211	18%	\$ 7,555,469	2%
Transient Occupancy Taxes	\$ 10,341,567	\$ 11,100,000	7%	\$ 12,989,869	26%	\$ 13,844,968	7%
Other Taxes	\$ 2,158,881	\$ 2,198,700	2%	\$ 2,516,673	17%	\$ 2,273,350	-10%
Licenses and Permits	\$ 87,353	\$ 80,800	-8%	\$ 89,616	3%	\$ 80,800	-10%
Fines, Forfeitures & Penalties	\$ 404,137	\$ 1,120,000	177%	\$ 919,626	128%	\$ 920,000	0%
Use of Money & Property	\$ 825,919	\$ 1,018,000	23%	\$ 844,958	2%	\$ 845,000	0%
Motor Vehicle In-Lieu Fee	\$ 107,583	\$ 75,000	-30%	\$ 80,000	-26%	\$ 75,000	-6%
Intergovernmental	\$ 173,553	\$ 184,700	6%	\$ 164,452	-5%	\$ 167,700	2%
Charges for Services	\$ 3,874,349	\$ 3,362,360	-13%	\$ 3,379,148	-13%	\$ 3,373,812	0%
Grants	\$ 212,242	\$ 125,000	-41%	\$ 205,293	-3%	\$ 100,000	-51%
Other Revenue	\$ 61,562	\$ 30,000	-51%	\$ 100,016	62%	\$ 30,000	-70%
<b>Total Annual Collections:</b>	<b>\$ 36,732,669</b>	<b>\$ 39,765,530</b>	<b>8%</b>	<b>\$ 41,935,668</b>	<b>14%</b>	<b>\$ 43,016,324</b>	<b>3%</b>

The other piece of good news is that positions that were slated for elimination in the current year remain funded given the improvement in the city's finances. You will recall that Council directed that the positions be funded through August 2010 in hopes of a better economy. The economy did improve and the parks maintenance worker and tree trimmer remain in the budget.

The proposed new budget does not contain any further reductions in services. It fully funds the current levels of service and restores funding to the service areas where alternative funds were used to continue programs such as the Easton Library, the collections budget for the library and police services.

The recommended budget augments the appropriation to Central County Fire by 4% but continues the closure of Fire Station 36 as a way to contain fire service costs. To date, the city has not experienced any dramatic negative effects from the closure of the station.

### **Economic Outlook for the New Budget – Fiscal Year 2011-2012**

The economic outlook for the new fiscal year is brighter given the gloom of recent years. The U.S. economy seems to be slowly shaking off the doldrums as businesses regain some optimism about the future. The auto industry seems to have gotten its act together as auto makers repay federal loans and move towards profitability after bankruptcy. As of April 2011, U.S. auto makers have posted double-digit gains in sales as consumers seek hybrid vehicles en masse. Toyota however has posted a very modest gain in sales as it continues to struggle.

This is mixed news for Burlingame given the impact of auto sales on city sales tax collections. Toyota auto sales are a major contributor of sales tax for the city. On the other hand, Burlingame was able to keep its General Motors dealerships intact. Both the Buick and Cadillac dealerships are big sales tax producers as well and we are glad to see them remain in Burlingame.

The retail sector also seems to have gained a bit of steam as U.S. national retail sales continue to grow for the 10th straight month. The April 2011 reports on U.S. national retail sales indicate that sales were up 8.7% for stores opened for more than a year when compared to April 2010. However, business analysts warn that consumers are still cautious about spending. The projections are for limited retail growth for the remainder of 2011.

Sales activities in Burlingame have increased over the past three quarters as the city has posted year over year increases in sale tax collections. The quarterly growth rates are as follows: Second Quarter 2010 = 15.4% increase; Third Quarter 2010 = 3.6% increase; Fourth Quarter 2010 = 18.10% increase. The city will receive First Quarter 2011 figures in June. The new budget predicts that sales tax receipts will increase about 2% in the new year. The estimate may seem overly conservative given the growth that has occurred but as the city's long-term forecast has indicated sales tax receipts trend downward over the long term.

U.S. unemployment remains relatively high at 8.8% but lower than the 9.7% reported a year ago. In California the unemployment rate is 12%. In San Mateo County the rate of unemployment is 8.7% as of March 2011. Continued unemployment will dampen consumer activity in the short term further limiting the outlook for higher growth in sales and use taxes.

The U.S. stock market has posted positive gains in 2010 and 2011. As of the end of April, the 52-week low has been 9,614 points compared with a 52-week high of 12,876. This is good news for CalPERS which posted a 12.10% rate of return on their investment portfolio on December 31, 2010. This follows a 12.1% rate of return for calendar year 2009. However CalPERS rates will still increase in the short term as indicated in the long term financial forecast.

The State of California continues to have major budget problems. The Governor will have to close a \$25.4 billion gap in funding in the new fiscal year. While there are currently no expectations that local government budgets will be raided as in prior years, the prospects always loom requiring constant vigilance on our part. The new budget does omit state funding for the Community Oriented Policing Program (COPS) in the amount of \$100,000.

In summary, the city's expectations for the new fiscal year are as follows:

- Incremental growth in local auto and retail sales activity.
- Strong growth in business travel to the San Francisco Bay Area producing solid growth in hotel occupancies and transient occupancy taxes.
- Minimal growth in property taxes reflecting lagging demand for new home purchases and a continued reduction in the unsecured property tax base.

### **The Budget Process**

The City adopts an annual budget for all city funds. The general fund is the largest city fund. It finances most city operations and maintenance. Other major funds include: capital projects, water, sewer, debt service, parking and storm drainage. All annual appropriations lapse at the end of the fiscal year except in the capital projects fund because capital improvement projects span more than one fiscal year. Appropriations for capital projects lapse once projects are completed and accounted for as capital assets.

Each January staff forecasts pay and benefits for the ensuing year. The information is presented to the Council at a budget policy setting meeting as part of the mid-year budget review. This meeting is traditionally held in early March. Council uses the information to set budget parameters and give direction on the new financial plan.

The finance department projects revenues for the new fiscal year. The council reviews and approves the revenue projections and makes adjustments to city fees for services, if appropriate. City departments submit their budget requests in April. The finance department reviews them for compliance with budget instructions. The proposed budget is prepared and the budget document is printed and delivered to the Council in May. The Council reviews the recommended budget at a budget study session in late-May and the budget is adopted in June.

Budget amendments that increase department appropriations require council approval. Changes within departments are approved by the city manager. Quarterly financial reports are presented to the council to help them assess and evaluate budget performance during the year.

This year the council added a long-term forecast of the general fund to the budget process. The forecast period covers the ensuing fiscal year and the succeeding five years for a total of six



budget years. The forecast is designed to provide illumination on potential future revenue and expenditure scenarios. The information provides context for the financial decisions made by the council. Revenue projections are based on historical collections and expenditure projections are based on known factors such as collective bargaining agreements, and pay and benefit policies.

### **Long-Term Forecast of the General Fund**

The Finance Department prepared a long-term forecast of general fund revenues and expenditures for fiscal year 2011-2012 through fiscal year 2016-2017. Future revenue growth assumptions were based on the average, annual, historical rate of growth for revenues since fiscal year 2000-2001. Future expenditure growth assumptions were based on current collective bargaining agreements; known increases in retirement rates; health insurance contributions; and other needed adjustments.

The city's long-term forecast indicated that the average, annual, historical growth rate for general fund revenues has been 2% over the last ten years. The forecast also showed that the average, annual, historical growth rate in general fund expenditures has been 3.8%.

The forecast showed that there were years in which general fund revenue growth exceeded the 2% historical growth rate. This was especially true in years when the U.S. economy was expanding and annual revenue from sales and use taxes and transient occupancy taxes was growing. However general fund operating expenditures grew as well and most of the additional revenue was used to maintain expenditures and keep up with the growing costs of city services.

As a result of the long-term forecast, the city council provided the following policy direction for future general fund budgets.

### **General Fund Budget Policies**

General Fund Budget Policy No. One: "Limit future growth in general fund revenue requirements for on-going operations and debt service to no more than 2% from estimated year-end revenues. The council's intent is to limit growth in general fund expenditures to an amount that can be financed and sustained by an annual two-percent growth in revenue."

General Fund Budget Policy No. Two: "Any general fund revenues that exceed the planned 2% growth rate will be considered surplus and used to augment general fund reserves as determined by the Council.

### **General Fund Reserve Policies**

The general fund currently has \$6.7 million in designated reserves. The current designations are as follows:

Economic Stability Reserve: Available to protect and preserve city services from dramatic drops in general fund revenues that are highly sensitive to economic conditions, mainly sales taxes and transient occupancy taxes.

*Catastrophic Reserve:* Available to make repairs and reconstruct city buildings and facilities that may be damaged by natural disasters or acts of war and terrorism.

*CalPERS Reserve:* Available to protect the city against dramatic increases in CalPERS retirement contribution rates for employers due to CalPERS investment portfolio losses.

*Contingency Reserve:* Available to cover unexpected expenses that may arise during the course of the fiscal year that were not considered during budget planning.

As part of the new budget, general fund reserves will be changed to reflect new council budget policies and priorities. They include:

**Reserve Policy No. One:** “Rename the *CalPERS Reserve* to the *OPEB Retiree Health Reserve* and designate the use of those funds to help address the unfunded liability for retiree health care.”

**Reserve Policy No. Two:** “Establish Funding Target Amounts for each General Fund Reserve. The Council proposes to establish funding targets for each designated reserve.”

The *Economic Stability Reserve* will have a target funding amount of \$5 million. This will ensure that funds are available to mitigate future service reductions during years of economic stagnation when general fund revenues diminish. The proposed policy is to have council add future surplus funds to the reserve until the \$5 million has been saved. The current projection is to have this reserve fully funded by fiscal year 2013-14.

The council could then authorize the use of up to 50% of the economic stability reserve for operations in any one year during periods of economic difficulty. However the use economic reserve would be limited such that at the onset of any new fiscal year the balance of the reserve would not be less than \$2 million in order to address any additional financial problems that the city could confront after adoption of the budget.

The availability of funds will mitigate the need for the council to make drastic cuts to services when revenues drop. It also gives the council some financial flexibility and time to develop other budget balancing strategies that may be more appropriate.

The *OPEB Retiree Health Reserve* would be set up to receive one-time funds from year-end balances and revenues received beyond budget in the near term and in the longer term annual budget contributions for the “Annual Required Contribution” (ARC) to minimize increases in our unfunded retiree health liability.

The *Catastrophic Reserve* will keep an annual funding target of \$2 million. It is currently fully funded and requires no additional contributions.

The *Contingency Reserve* will maintain a funding target of \$0.5 million. It also is fully funded.

CITY OF BURLINGME, CA						
GENERAL FUND DESIGNATED RESERVES						
G.F. Reserve Designation	FY 2009-10 Actual	FY 2010-11 Estimate	FY 2011-12 Budget	FY 2012-13 Projected	FY 2013-14 Projected (1)	Proposed Funding Targets
Economic Stability Reserve	\$ 2,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 5,000,000	\$ 5,000,000
CalPERS Reserve	\$ 2,300,000	n/a	n/a	n/a	n/a	n/a
OPEB Retiree Health Reserve (2)	n/a	\$ 2,300,000	\$ 2,300,000	\$ 2,300,000	\$ 2,500,000	\$ 3,000,000
Catastrophic Reserve	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Contingency Reserve	\$ 400,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
<b>Total Designations:</b>	<b>\$ 6,700,000</b>	<b>\$ 8,800,000</b>	<b>\$ 8,800,000</b>	<b>\$ 8,800,000</b>	<b>\$ 10,000,000</b>	<b>\$ 10,500,000</b>

(1) Assumes repayment of CA Proposition 1A Loan on July 1, 2013 (Amount = \$1.1 million)

(2) OPEB funding target to be determined by OPEB Unfunded Liability amount

**Reserve Policy No. Three:** “Differentiate between ‘surplus revenue collections’ and ‘savings achieved from unspent budget appropriations.’ Use surplus revenue collections to achieve funding targets established for the general fund reserves while using savings from budget for one-time expenditures in the ensuing fiscal year.”

As mentioned earlier, the council has directed that any additional general fund revenue collected beyond that projected in the budget will be used to augment general fund reserves. Surplus funds will be distributed to the various reserves based on the following priority until funding targets are reached:

1. Contingency reserve;
2. Economic stability reserve;
3. OPEB retiree health reserve and other reserves that the Council may establish to save funds for future capital needs or unfunded liabilities; and finally;
4. To reinstate prior year budget reductions or fund new services.

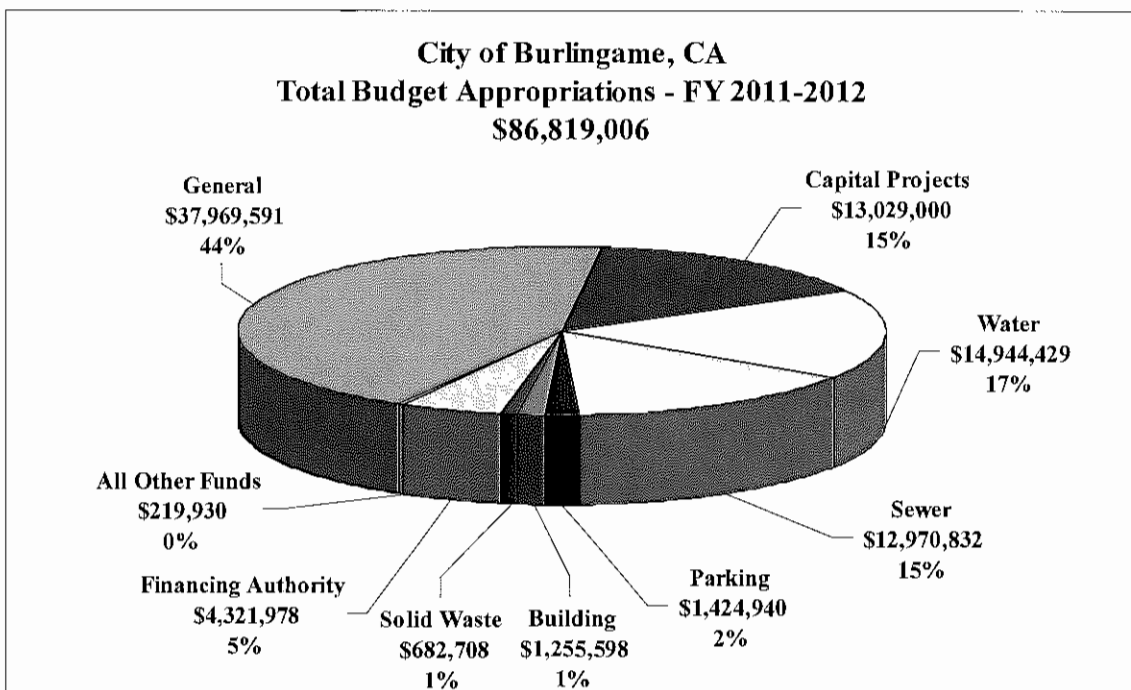
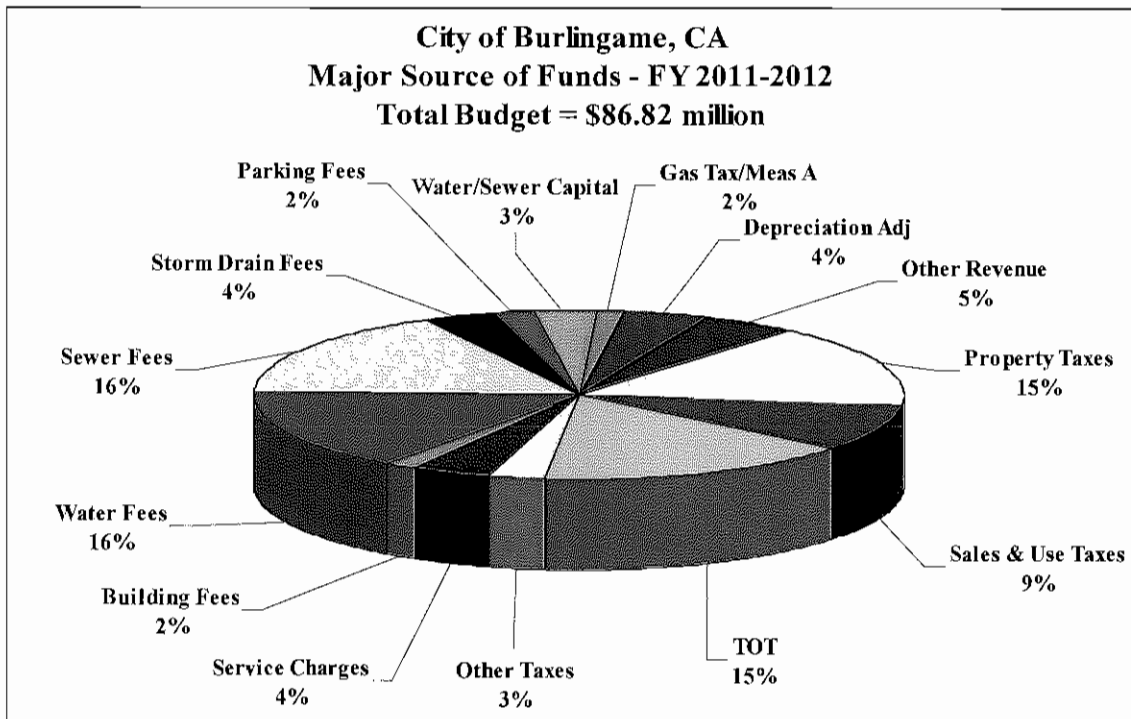
### **All Funds Budget**

As stated earlier, the new budget recommends appropriations totaling \$86.8 million for fiscal year 2011-2012, a very slight increase of 1% from the current year budget of \$86.2 million. Major changes in the budget include:

- ✓ Reduction in the capital projects budget of \$5.7 million due mostly to a reduction in funding for the storm drain capital program after an aggressive start.
- ✓ Water fund appropriations increase of \$3.3 million of which \$2 million is for water purchases
- ✓ Salary adjustments as per Memoranda of Understanding.
- ✓ Increases in employer CalPERS rates for safety and miscellaneous employees.
- ✓ 9% increase in medical insurance premiums.
- ✓ Slight increase in city fees for service, mostly in Planning and Building Inspections.
- ✓ New Parks & Recreation fees as adopted by the City Council.
- ✓ Restores funding for the Easton Branch and Library collections budget.

- ✓ Restores funds for compensatory leave buy-back program in Police.
- ✓ Funds annual lease payments for new voice-over-internet-protocol telephone system.

The following graphs illustrate the sources of funds for the new budget as well as the budget appropriations that are recommended for Council approval.



## **Budgeted Positions**

There are no new positions recommended in the new budget. The new budget contains 237.44 full-time equivalent (FTE) positions. There is a reduction of 0.5 positions due to some staff realignments. The count includes the 43.75 FTE positions that are currently employees of Central County Fire. Central County Fire became the employer of record for all Burlingame and Hillsborough fire personnel on July 1, 2010.

The 0.60 FTE Parks Superintendent position was eliminated to allow the Parks and Recreation Director to be funded for full-time duty at 100%.

## **The General Fund**

The General fund is the city's chief operating fund. Taxes provide 87% of the revenue to pay for public safety, public works, parks, recreation, library, planning and general government services.

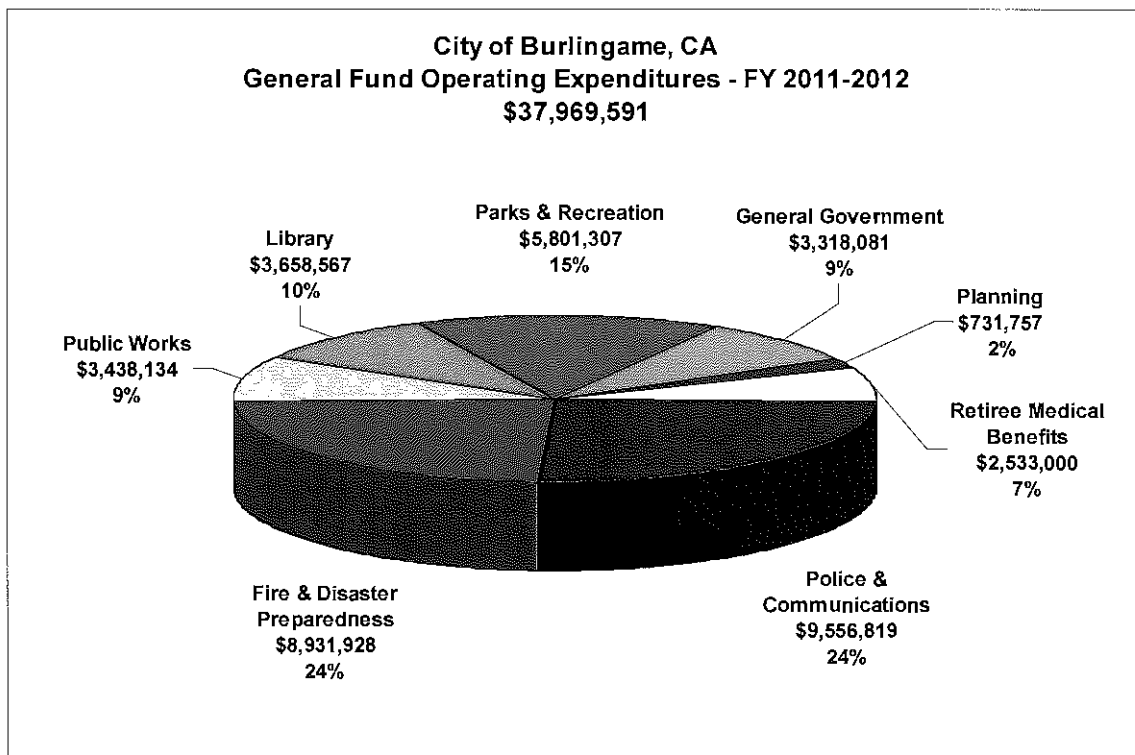
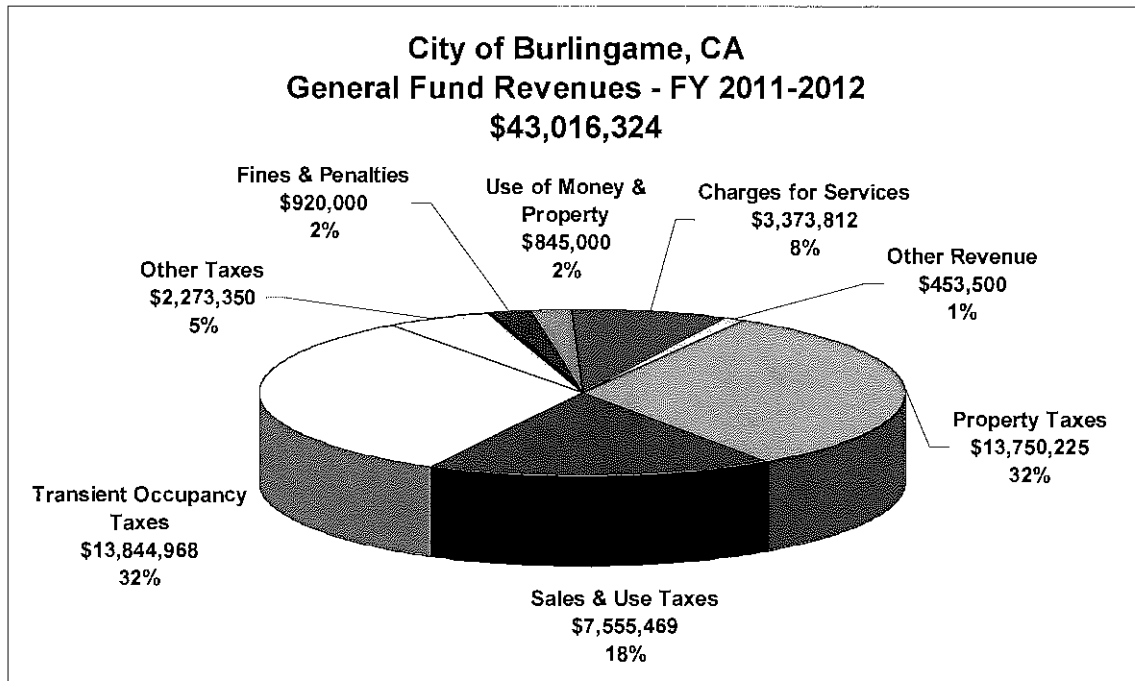
Annual revenues for the new fiscal year are projected to be \$43 million. Transfers to the General fund from other city funds will provide an additional \$791,000, for total available revenue of \$43,807,324. The transfers cover the cost of direct and indirect services provided by the general fund to the other city funds such as billing, collecting and accounting for water and sewer payments. The parking fund is also repaying the general fund for improvements made in the Broadway business district.

The \$43,807,324 in revenue will finance an equal amount of expenditures in fiscal year 2011-12. The appropriations include: \$37.9 million in operating expenditures; \$3.5 million in debt service payments; \$2.3 million in general government capital improvements and \$43,300 for the Peninsula Congestion Alliance shuttle bus programs.

### City of Burlingame, CA Use of General Funds

<u>Expenditure</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Recommended</u>	<u>Dollar Difference</u>	<u>Percent Difference</u>
Operations & Maintenance	\$ 35,443,648	\$ 37,969,591	\$ 2,525,943	7.1%
Financing Authority Debt Service	3,469,582	3,494,433	24,851	0.7%
Capital Improvements	1,800,000	2,300,000	500,000	27.8%
Peninsula Congestion Alliance	43,300	43,300	-	0.0%
Total General Fund	\$ 40,756,530	\$ 43,807,324	\$ 3,050,794	7.5%

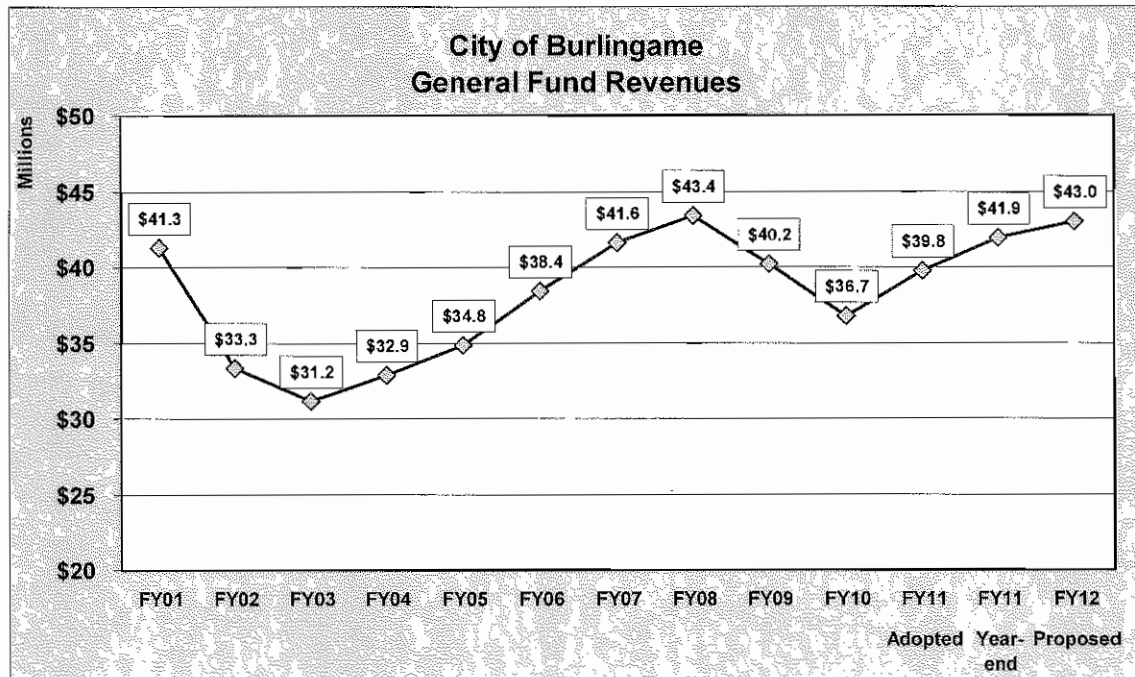
The following charts show the sources of funds that make up the general fund plus the use of those funds. Please note that property taxes, transient occupancy taxes and sales and use taxes make up 82% of general fund revenue. As we have witnessed over the last two years, these revenue sources are sensitive to economic conditions and will fluctuate to reflect drops in business activity. Having appropriate reserves to continue services in the short run (to allow the economic cycle to run its course) becomes an important defense against periodic revenue losses.



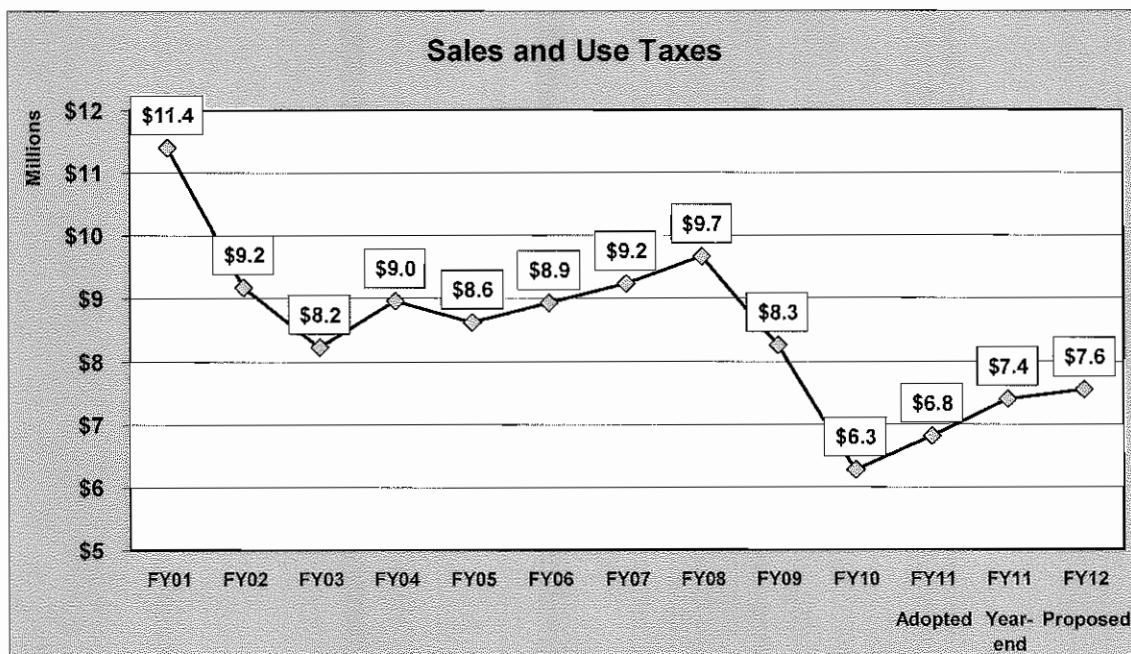
### General Fund Revenues

As mentioned earlier, the current budget (FY 2010-11) projected additional reductions in general fund revenues that fortunately did not come to pass. Instead revenues grew and exceed budget expectations. General fund revenues were budgeted at \$39.8 million. The year-end estimate is

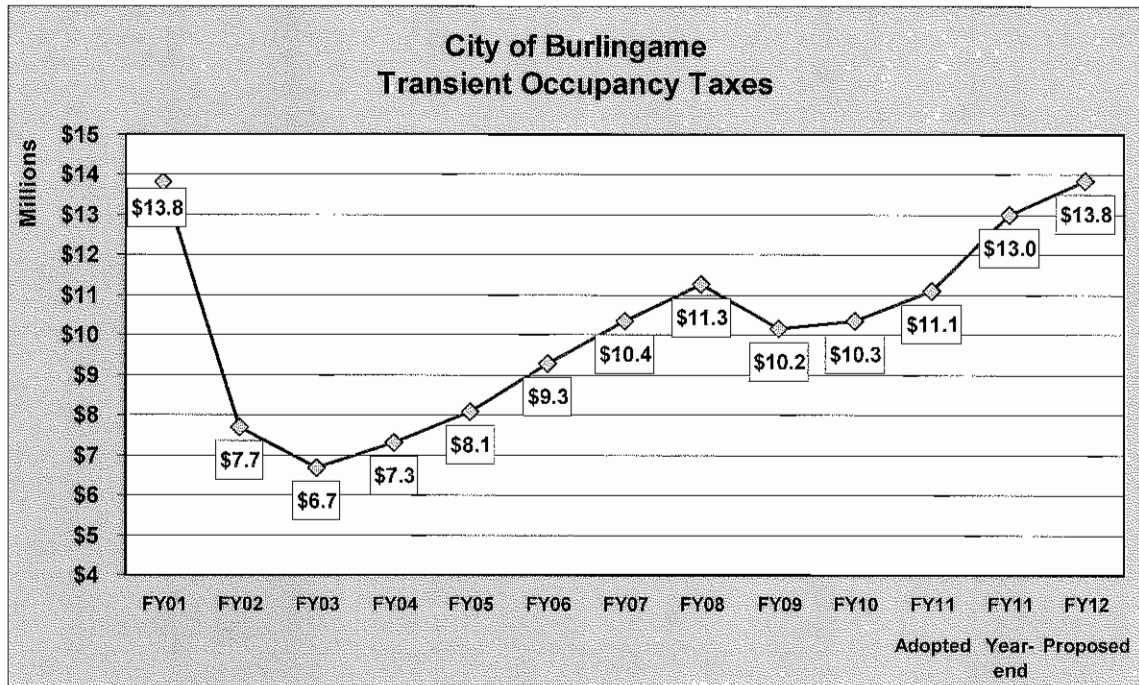
now \$41.9 million, an increase of 14% from actual collections of \$36.7 in FY 2009-10. The new budget projects a 2.6% increase in general fund revenues to finance expenditures in FY 2011-12. This will produce an additional \$1.1 million. The 2.6% growth is within the 3% parameters provided by the council at the Budget Strategy Setting Session in March.



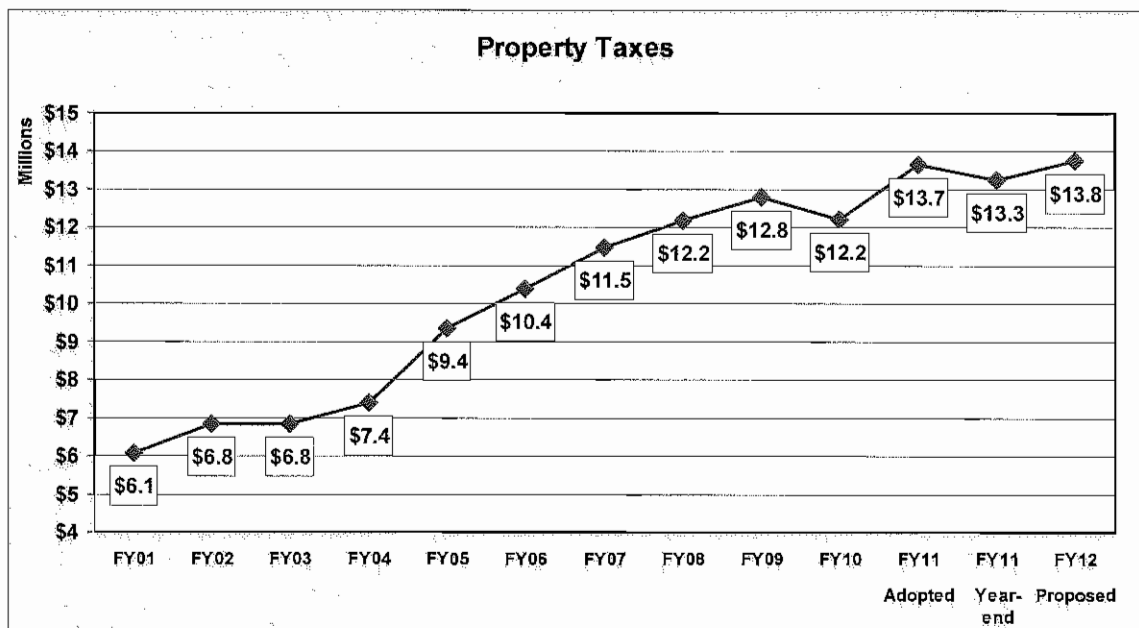
Sales taxes are expected to grow a modest 2% in the new fiscal year producing an additional \$166,000 for the general fund. This is a conservative estimate given the growth of the last three calendar quarters. But it prevents over reliance on an extremely volatile revenue source.



Transient occupancy taxes are projected to grow 7% in FY 2011-12. This follows impressive growth of 17% in FY 2010-11. The jump in transient occupancy taxes is due to both an increase in business travel to the San Francisco Bay area and the additional 2% tax increment that was approved by Burlingame voters. The expectation is for solid growth in TOT tax collections.



Property taxes are expected to grow 4% in the new fiscal year. The FY 2010-11 budget amount of \$13.7 will be short about \$400,000 due to a decrease in taxes from unsecured property. The 2010 secured tax roll grew 1% in value while the unsecured tax roll dropped by 8.5%.





### **General Fund Operating Expenditures**

General fund operating expenditures will total \$37.9 million in the new fiscal year. This represents an increase of \$2.5 million or 7% from the prior year. However, do note that \$730,408 of the additional \$2.5 million represent costs that were added to the budget either because the expense was deferred, suspended or paid by other funds in the current year. The lease purchase debt payments were also added given Council approval of the project in January 2011.

#### **Additions to General Fund Operating Costs in FY2011-12**

<b><u>Description</u></b>	<b><u>Amounts</u></b>	<b><u>Reason</u></b>
Lease Purchase Debt Service	\$241,000	New VoIP Phone System
Library Book Collections Budget	\$186,000	Reinstatement of Funds
Increase in Internal Services Allocations	\$100,908	Projected Increase in Costs
Police Dept Comp Time Buyback	\$ 65,000	Reinstatement of Funds
2011 City Elections	\$ 50,000	Biennial Election Expense
Burlingame E.S.D. Storm Drain Fee Payment	\$ 35,000	Per City/BESD Agreement
Police Dept "1st Chance" Costs	\$ 30,000	Projected Increase in Costs
Holiday Tree Lighting	\$ 15,000	Reinstatement of Funds
Police Crime Lab Allocation	\$ 7,500	Reinstatement of Funds
<b>Subtotal Additions:</b>	<b>\$ 730,408</b>	

Taken together these expenditures increase the new general fund budget by 2%. The remaining 5% increase or \$1.8 million covers increases in general fund operating costs due to the following items that are explained in greater detail.

### **Salary Adjustments Based on Memorandums of Understanding with Employee Groups**

A number of employee bargaining groups have salary adjustments due in the new fiscal year. The budget contains the necessary appropriations to cover the costs associated with these pay adjustments. The following table provides the bargaining group and the amount of pay adjustment due in FY 2011-12.

<b><u>Bargaining Group</u></b>	<b><u>2011-2012</u></b>
AFSCME 829	0.00%
AFSCME 2190	3.00%
BAMM	2.00%
DEPT HEADS	2.00%
POA	2.25%
POLICE ADMIN	2.25%
TEAMSTERS	0.00%

The increase in general fund costs due to salary adjustments is estimated to be approximately \$344,000 not counting fire services.

### **CalPERS Employer Retirement Rates**

CalPERS retirement contribution rates for employers will increase over the next three years as the State's public employee pension system attempts to recoup its losses from the recession. The city's mandatory employer contribution rates will increase in fiscal year 2011-12 as per the following table. The rates represent the percentage of employee payroll that must be paid by the city as employer. Employees also contribute to their retirement on a payroll deduction basis.

<b><u>CalPERS Plan</u></b>	<b><u>2010-2011</u></b>	<b><u>2011-2012</u></b>	<b><u>Increase</u></b>
POLICE SAFETY	20.880%	25.821%	4.941%
MISCELLANEOUS	11.853%	15.711%	3.858%
FIRE SAFETY	18.175%	23.006%	4.831%

The increase in FY 2011-12 general fund costs due to employer retirement contributions is \$585,000.

### **Health Insurance Premiums for Employees and Retirees**

The new budget funds a 9% increase in health insurance premiums for all city employees. The projected increase in monthly premiums is scheduled to take effect on January 1, 2012. Overall increases will vary depending on the health plan that an employee subscribe to. The cost to the general fund is estimated at \$400,000 for both active employees and retirees.

### **Increased Appropriation for Central County Fire**

The costs of providing fire services through the Central County Fire JPA are expected to increase 4% requiring an increase in the general fund of \$342,000. The City of Burlingame is responsible for 60% of the JPA's operating costs, excluding capital assets. The budget continues the closure of Fire Station 36 as a way to contain costs.

The following table presents a reconciliation of the increases to the general fund in FY 2011-12. Miscellaneous increases cover all other minor adjustments such as Medicare, Social Security and adjustment to line items such as electricity, natural gas, gasoline and diesel fuels.

## **Reconciliation of General Fund**

### **Increases In FY 2011-12**

G.F. Increase In Budget:	\$	2,525,943
Additions to General Fund	\$	730,408
Salary Adjustments	\$	344,000
CalPERS Adjustments	\$	585,000
Health Premiums Adjustments	\$	400,000
Fire JPA Adjustment	\$	342,000
Subtotal:	\$	2,401,408
Miscellaneous Increases:	\$	124,535

### **Water Fund**

Water revenue is projected to be \$13.5 million in the new fiscal year. Expenses are budgeted at \$13.4 million (minus depreciation on capital assets). There is a \$2 million increase in the cost of water purchases from the San Francisco PUC. The water fund will also contribute \$2.5 million from its capital improvements reserve to the FY 2011-12 capital projects budget signaling the start of the “pay-as-you-go” capital program for water system improvements.

The City Council approved a water rate increase of 7.3% effective January 1, 2011. Public Works will continue to emphasize the city’s water conservation programs by providing water conservation education to the community at Art in the Park and the Green Fair. In addition, the city will also continue to provide rebates for high efficiency washing machines and high efficiency toilets to conserve water. Finally, to advance the work of the Climate Action Plan, the water fund will provide commercial water audits to the top water users in Burlingame.

### **Sewer Fund**

Revenue in the Sewer fund is estimated at \$12.8 million in FY10-11. Expenses will be \$12.8 million as well. A sewer rate increase of 14% became effective January 1, 2011. Sewer fund expenses are budgeted in two separate divisions: Sewer Maintenance and Wastewater Treatment. Maintenance work is performed by city crews and treatment operations are performed by Veolia Water North America. The contract with Veolia expires June 3, 2013.

### **Storm Drainage Fund**

The city will collect \$2.5 million in storm drainage fee revenue in FY 2011-12. All funds are dedicated to making improvements to the city’s storm drainage system. The city adjusted the storm drainage fee for FY 2010-11 by 2% on June 2010. The city will adjust the rate by 1.5% for FY 2011-12. All annual increases are based on the CPI for the San Francisco-Oakland-San Jose area. The annual increase is capped at 2%.

## **FY 2011-12 Capital Improvement Program**

The Proposed Capital Improvement Program for fiscal year 2011-2012 is \$13 million, an increase of \$5.7 million from the FY 2010-2011 total of \$18.7 million. There is a general fund contribution of \$2.3 million. The remaining general government improvements are being funded from grants (\$1.1 million), gas tax and Measure A funds (\$1.4 million) and storm drainage fees (\$2 million). Water projects are being funded at \$2.5 million from the water enterprise fund and sewer projects get \$3.7 million from the sewer enterprise fund.

The totals by major project categories are:

Streets .....	\$4,219,000
Storm Drainage.....	\$ 2,000,000
Sewer Collection and Treatment .....	\$3,700,000
City Facilities .....	\$420,000
Water .....	\$2,500,000
Parks and Recreation .....	\$ 190,000

**GRAND TOTAL.....\$13,029,000**

A detailed listing of the projects and their funding sources is included on pages vi - vii at the front of this document.

The five-year plan details projects totaling \$110 million. Including projects planned for future years beyond the five-year plan, almost 170 projects are included, at a total cost of \$438 million. The continuing financial challenges require the city to prioritize projects and use a conservative approach to financing these improvements.

## **Community Group Funding**

The new budget includes \$27,000 for local community groups that provide services to Burlingame residents. As is the tradition, the Council will get a chance to decide the amounts to be granted to these agencies. The item will be placed on the June 6<sup>th</sup> city council agenda for your consideration. Each Council member will get a tabulation sheet to allow you to submit your recommendations to the Finance Department. Jesús will analyze the results and present them to the Council for your review and final decision on June 20<sup>th</sup>.

## **Budget Review**

The budget review and approval process is as follows:

**Wednesday, May 25, 2011, 6:00 p.m.** – City Council Budget Study Session, Lane Room

**Monday, June 20, 2011, 7:00 p.m.** – Public Hearing; Budget and Gann Appropriation Approval

Mayor and Council members can meet with their assigned departments to review the recommended budget if you choose to do so. The assignments are as follow:

Mayor Nagel	Parks and Recreation
Vice-Mayor Deal	City Hall (CM, CA, CC, Fin, HR)
Councilmember Keighran	Community Development and Public Works
Councilmember Baylock	Library
Councilmember Brownrigg	Police, Emergency Preparedness and Central County Fire

### **Acknowledgements**

I am happy to say that this year's budget did not require any additional cuts. The local economy has improved enough so that revenue growth in the new fiscal year can sustain the cost of current city operations. After two years of difficult budgets it is good to take a breather. But as the long-term forecast for the general fund indicated, we must keep increases in future costs to a minimum in order to stay within a 2% growth in general fund revenues. That means that the organization is still challenged to find new and less expensive ways to serve the public.

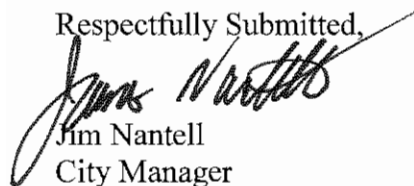
I am confident that our employees will work together to find solutions that benefit both residents and our organization. They always have even when it has meant personal sacrifice. My goal is to continue to work with our employees to contain the future cost of operations as a way of achieving financial sustainability for our city.

This year I want to personally recognize Mary Asturias, our Financial Services Manager, who is retiring at the end of 2011. She has worked on the city budgets since her return in 2002. She has become an important budget advisor for both Jesús and me. We rely on her expertise with the budget details and her pragmatic solutions to financial problems. While I am glad to see her retire from a successful career, she will be missed.

And finally thanks to Mayor Nagel and the City Council for their guidance. I am fortunate to have a council that is eager to do the hard work necessary to maintain the city fiscally solvent and prosperous. Your input and direction on matters of financial importance is greatly appreciated.

Please feel free to contact me or Jesús if you need additional information or assistance with the budget.

Respectfully Submitted,



Jim Nantell  
City Manager

**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**REVENUE AND EXPENSE SUMMARY**

REVENUE	AMOUNT	EXPENDITURES	AMOUNT
Property Tax	13,750,225	City Council	155,180
Sales and Use Tax	7,665,469	City Manager	396,793
Transient Occupancy Tax	13,844,968	City Clerk	220,286
Other Taxes	2,275,790	City Elections	50,000
Licenses and Permits	80,800	City Attorney	406,230
Fines, Forfeitures and Penalties	980,000	Finance	862,063
Use of Money and Property	845,000	Public TV Access	70,000
State Subventions	232,700	Human Resources	580,669
Gasoline Tax/Measure A Sales Tax	1,346,468	Non-Departmental	646,860
Development and Planning Fees	276,500	Retirement Health Benefits	2,533,000
Service Charges--Library	628,452	Police	8,777,496
Service Charges--Parks & Recreation	2,075,260	Police Communications	779,323
Service Charges -- Water	13,493,536	Fire Services	8,820,362
Service Charges--Sewer	14,495,480	Disaster Preparedness	111,564
Service Charges--Public Works	286,000	Planning	731,757
Service Charges--Fire**	-	Building Inspection	1,255,598
Service Charges--Police	103,500	Engineering	1,505,421
Building Inspection Fees	1,440,000	Streets and Storm Drainage	1,932,713
Storm Drainage Fee	3,300,025	Shuttle Bus	174,930
Burlingame Financing Authority	-	Library	3,658,567
Parking Fees	1,675,000	Recreation	3,359,309
Business Licenses	727,200	Parks	2,441,998
Capital Improvements Revenue/Grants	1,120,000	Parking Enforcement and Facilities	1,424,940
Other Miscellaneous	134,900	Water Operations and Maintenance	14,944,429
Depreciation Adjustment	3,550,000	Sewer Maintenance	6,913,904
Use of Water Capital Reserves	2,491,733	Wastewater Treatment	6,056,928
		Solid Waste Management	682,708
		Administrative/Info Services*	-
		Vehicle Maintenance*	-
		Facilities Maintenance*	-
		Risk Management *	-
<b>TOTAL REVENUE</b>	<b>\$ 86,819,006</b>	<b>Total Operating Expenditures</b>	<b>69,493,028</b>
		<b>Burlingame Financing Authority</b>	<b>4,321,978</b>
		<b>Capital Improvements</b>	<b>13,004,000</b>
		<b>TOTAL EXPENDITURE</b>	<b>\$ 86,819,006</b>

\*Costs allocated to Operating Departments.

**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**General Fund Balance Projection**

	General Fund Balance		
	2009-2010 Actual	2010-2011 Estimated Actuals	2011-2012 Projected
<b>FUND BALANCE</b>			
Beginning of the year	\$ 7,345,571	\$ 6,855,586	\$ 8,929,470
<b>REVENUES</b>			
General Fund Revenues	36,725,735	41,935,668	43,016,324
Transfer in:			
Gas Tax	6,000	206,000	6,000
Water Fund	200,000	210,000	210,000
Sewer Fund	200,000	210,000	210,000
Storm Drainage Fund	-	15,000	15,000
Parking Fund	290,000	290,000	290,000
Traffic Safety Fund	63,020	60,000	60,000
Building Fund	250,000	-	-
Capital Improvement Fund	982,011	-	-
Risk Management Fund	500,000	-	-
Total general fund revenues and other financing sources	39,216,766	42,926,668	43,807,324
<b>EXPENDITURES</b>			
General Fund Expenditures	35,817,177	35,441,539	37,969,591
Transfers out:			
Shuttle Bus Program	29,403	43,300	68,600
Capital Improvement Fund	475,000	2,300,000	2,275,000
Debt Service fund	3,385,171	3,067,945	3,494,433
Total expenditures and use of financing sources	39,706,751	40,852,784	43,807,624
<b>FUND BALANCE</b>			
End of year	\$ 6,855,586	\$ 8,929,470	\$ 8,929,170
	FY10	FY11	FY12
<b>GENERAL FUND DESIGNATED FUND BALANCES</b>			
Economic Stability Reserve	\$ 2,000,000	4,000,000	4,000,000
Catastrophic Reserve	2,000,000	2,000,000	2,000,000
CalPERS Reserve	2,300,000	2,300,000	2,300,000
Contingency Reserve	400,000	500,000	500,000
Total designated fund balance	6,700,000	8,800,000	8,800,000
Reserve for Encumbrances			
<b>UNDESIGNATED FUND BALANCE</b>	155,586	129,470	129,170
<b>TOTAL GENERAL FUND BALANCE</b>	\$ 6,855,586	\$ 8,929,470	\$ 8,929,170

**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**Water Fund Net Asset Projection**

	Water Fund Net Assets		
	2009-2010	2010-2011	2011-2012
	Actual	Estimated Actuals	Projected
NET ASSETS			
Beginning of the year	\$ 16,972,844	\$ 16,316,966	\$ 16,313,832
Operating revenues	11,515,884	12,725,801	13,493,536
Operating expenses	8,498,014	7,078,374	10,897,237
Operating income (loss)	3,017,870	5,647,427	2,596,299
Non operating revenues (expenses)			
Investment income	19,402	25,000	15,000
Interest expense	(872,041)	(1,378,166)	(1,456,953)
Net non operating revenues (expenses)	(852,639)	(1,353,166)	(1,441,953)
Income (loss) before operating transfers	2,165,231	4,294,261	1,154,346
Contributions of capital assets from capital projects fund	2,398,676	3,500,000	4,061,439
Transfers out	(5,194,785)	(7,797,395)	(7,707,518)
Change in net assets	(630,878)	(3,134)	(2,491,733)
NET ASSETS			
End of the year	16,341,966	16,313,832	14,976,445
Invested in capital assets, net of related debt	3,023,379	3,500,000	3,500,000
Unrestricted net assets	\$ 13,318,587	\$ 12,813,832	\$ 11,476,445
Capital Reserve	1,500,000	2,000,000	2,500,000
Rate Stabilization	100,000	1,500,000	1,500,000
Operating Reserve(25% of operating expenses)	2,124,504	1,769,594	2,530,631
Undesignated fund balance	\$ 11,094,084	\$ 7,544,239	\$ 4,945,814



**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**Sewer Fund Net Asset Projection**

	Sewer Fund Net Assets		
	2009-2010	2010-2011	2011-2012
	Actual	Estimated Actuals	Projected
NET ASSETS			
Beginning of the year	\$ 25,313,300	\$ 25,570,147	\$ 29,247,092
Operating revenues	12,534,507	12,718,500	12,810,500
Operating expenses	9,151,230	9,681,961	9,640,056
Operating income (loss)	3,383,277	3,036,539	3,170,444
Non operating revenues (expenses)			
Investment income	3,997	5,000	-
Interest expense	(1,019,203)	(1,267,199)	(1,356,979)
Net non operating revenues(expenses)	(1,015,206)	(1,262,199)	(1,356,979)
Income (loss) before operating transfers	2,368,071	1,774,340	1,813,465
Contributions of capital assets from capital projects fund	1,590,556	5,000,000	4,000,000
Transfers out	(3,701,780)	(3,097,395)	(3,700,000)
Change in net assets	256,847	3,676,945	2,113,465
NET ASSETS			
End of the year	25,570,147	29,247,092	31,360,557
Invested in capital assets, net of related debt	20,688,973	18,000,000	18,000,000
Unrestricted net assets	\$ 3,844,128	\$ 11,247,092	\$ 13,360,557
	\$ 1,250,000	\$ 1,500,000	1,750,000
Rate Stabilization	250,000	250,000	250,000
Operating Reserve (25% of operating expenses)	2,287,808	2,420,490	2,410,014
Undesignated fund balance	\$ 1,306,321	\$ 7,076,602	\$ 8,950,543

**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**SUMMARY OF BUDGETED EXPENDITURES**

DEPARTMENT	FULL-TIME EQUIV. STAFF**	EMPLOYEE SERVICES	OPERATING EXPENDITURES	CAPITAL OUTLAY	TOTAL BUDGET
<b>GENERAL FUND</b>					
City Council		141,680	13,500	-	155,180
City Manager	1.50	343,557	53,236	-	396,793
City Clerk	1.50	167,314	52,972	-	220,286
Elections	-	-	50,000	-	50,000
Attorney	1.50	292,093	114,137	-	406,230
Finance	10.15	1,233,393	188,136	44,000	1,465,529
Human Resources	3.00	425,201	155,468	-	580,669
Non-Departmental	-	-	646,860	-	646,860
Retiree Medical Benefits	-	2,533,000	-	-	2,533,000
Police	40.00	6,741,529	2,035,967	-	8,777,496
Communications	5.00	679,658	99,665	-	779,323
Fire Services	-	-	8,820,362	-	8,820,362
Disaster Preparedness	-	38,462	63,102	10,000	111,564
Planning	4.00	696,577	107,180	-	803,757
Engineering	11.30	1,697,517	607,904	-	2,305,421
Street and Storm Drainage	6.83	813,400	1,171,190	10,000	1,994,590
Library	21.74	2,663,423	983,144	12,000	3,658,567
Recreation	10.80	1,703,028	1,647,671	8,610	3,359,309
Parks	15.85	1,916,861	530,645	6,000	2,453,506
Admin./Information Services*	0.35	-	-	-	-
Facilities Services*	5.00	-	-	-	-
Vehicle Maintenance*	3.00	-	-	-	-
Risk Management*	-	-	-	-	-
Public Works Allocation from Parking	-	-	(61,877)	-	(61,877)
Public Works Allocation to CIP-Engineering	-	(800,000)	-	-	(800,000)
Parks Allocation from Parking	-	-	(11,508)	-	(11,508)
Enterprise Allocation to Community Development-Plng	-	(72,000)	-	-	(72,000)
Enterprise Allocation to Other Employee Benefits	-	-	-	-	-
Enterprise Allocation to Finance Department	-	-	(568,466)	(35,000)	(603,466)
<b>Total General Fund</b>	<b>141.52</b>	<b>21,214,693</b>	<b>16,699,288</b>	<b>55,610</b>	<b>37,969,591</b>
<b>PUBLIC TV ACCESS FUND</b>	-	-	<b>70,000</b>	-	<b>70,000</b>
<b>BURLINGAME FINANCING AUTHORITY</b>	-	-	<b>4,321,978</b>	-	<b>4,321,978</b>
<b>SHUTTLE BUS PROGRAM FUND</b>	-	-	<b>174,930</b>	-	<b>174,930</b>
<b>SOLID WASTE MGT. FUND</b>	<b>2.25</b>	<b>292,759</b>	<b>389,949</b>	-	<b>682,708</b>
<b>PARKING ENTERPRISE FUND</b>	<b>9.25</b>	<b>1,021,739</b>	<b>346,201</b>	<b>57,000</b>	<b>1,424,940</b>
<b>BUILDING ENTERPRISE FUND</b>	<b>6.00</b>	<b>749,860</b>	<b>505,738</b>	-	<b>1,255,598</b>
<b>WATER ENTERPRISE FUND</b>	<b>17.09</b>	<b>2,173,189</b>	<b>12,354,190</b>	<b>417,050</b>	<b>14,944,429</b>
Sewer Maintenance	15.08	1,973,797	4,851,107	89,000	6,913,904
Wastewater Treatment	-	-	5,870,428	186,500	6,056,928
<b>SEWER ENTERPRISE FUND</b>	<b>15.08</b>	<b>1,973,797</b>	<b>10,721,535</b>	<b>275,500</b>	<b>12,970,832</b>
<b>CAPITAL PROJECTS FUND</b>				<b>13,004,000</b>	<b>13,004,000</b>
<b>TOTAL ALL FUNDS</b>	<b>191.19</b>	<b>27,426,037</b>	<b>45,583,809</b>	<b>13,809,160</b>	<b>86,819,006</b>

\*Budgets are allocated to operating departments

\*\*Full Time Equivalent of fulltime positions and part time positions that receive benefits.

**CITY OF BURLINGAME NEW CAPITAL PROJECTS**  
**2011-2012 BUDGET**

PROJECT DESCRIPTION	BUDGET 2011-12	REVENUE/ GRANT	GENERAL FUND	GAS TAX MEASURE A FUNDS	PROPOSITION 42 FUNDS	STORM DRAINAGE FEES	SRF LOAN	BURLINGAME FINANCING AUTHORITY	TOTAL FINANCING
<b>Storm Drainage Projects</b>									
Program Management	300,000	-	-	-	-	300,000	-	-	300,000
New Rollins Rd Pump Station & Pipeline Design	350,000	-	-	-	-	350,000	-	-	350,000
Laguna Pump Station & Debris Basin Design	450,000	-	-	-	-	450,000	-	-	450,000
Citywide Neighborhood Storm Drain Improvements	700,000	-	-	-	-	700,000	-	-	700,000
Bridge & Culvert Facilities Improvements	200,000	-	-	-	-	200,000	-	-	200,000
	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>
<b>Street Projects</b>									
Annual Street Resurfacing Program	1,209,000	-	-	1,209,000	-	-	-	-	1,209,000
Federal Grant Resurfacing Program	508,000	308,000	-	200,000	-	-	-	-	508,000
US 101 Broadway Interchange	860,000	-	860,000	-	-	-	-	-	860,000
Traffic Signal Projects	125,000	-	115,000	-	-	-	-	-	115,000
Annual Sidewalk Program	650,000	250,000	400,000	-	-	-	-	-	650,000
Bike/Pedestrian Improvements	382,000	262,000	-	-	-	-	-	-	382,000
Annual ADA Ramp Program	75,000	-	75,000	-	-	-	-	-	75,000
Thermoplastic Permanent Marking - Citywide	60,000	-	60,000	-	-	-	-	-	60,000
Downtown Improvements	300,000	300,000	-	-	-	-	-	-	300,000
El Camino Median & Linear Park	10,000	-	10,000	-	-	-	-	-	10,000
Hotel District Signage	40,000	-	25,000	-	-	-	-	-	25,000
<b>Total Street Projects</b>	<b>\$ 4,219,000</b>	<b>\$ 1,120,000</b>	<b>\$ 1,665,000</b>	<b>\$ 1,409,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,194,000</b>
<b>City Facilities</b>									
Citywide Minor Building Improvements	270,000	-	270,000	-	-	-	-	-	270,000
Library RFID	150,000	-	150,000	-	-	-	-	-	150,000
<b>Total City Facility Projects</b>	<b>\$ 420,000</b>	<b>\$ -</b>	<b>\$ 420,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 420,000</b>
<b>Parks and Recreation</b>									
Pathway & Landscape Improvements	27,000	-	27,000	-	-	-	-	-	27,000
Annual Tree Replacement	5,000	-	5,000	-	-	-	-	-	5,000
Park Safety & Maintenance Improvements	158,000	-	158,000	-	-	-	-	-	158,000
<b>Total Parks and Recreation Projects</b>	<b>\$ 190,000</b>	<b>\$ -</b>	<b>\$ 190,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 190,000</b>
<b>Total Governmental Projects</b>	<b>\$ 6,829,000</b>	<b>\$ 1,120,000</b>	<b>\$ 2,275,000</b>	<b>\$ 1,409,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,804,000</b>

**CITY OF BURLINGAME NEW CAPITAL PROJECTS**  
**2011-2012 BUDGET**

PROJECT DESCRIPTION	BUDGET 2011-12	REVENUE/ GRANT	GENERAL FUND	WATER FUND	SEWER FUND	PARKING FUND	SRF LOAN	BURLINGAME FINANCING AUTHORITY	TOTAL FINANCING
<b>Water Projects</b>									
Administrative Services	125,000	-	-	125,000	-	-	-	-	125,000
Water System Program Management	75,000	-	-	75,000	-	-	-	-	75,000
Pipelines Rehabilitation	2,025,000			2,025,000					2,025,000
Pump Stations	25,000			25,000					25,000
Miscellaneous Water System Improvements	250,000			250,000					250,000
<b>Total, Water Projects</b>	<b>\$ 2,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>
<b>Sewer Projects</b>									
Administrative Services	100,000	-	-	-	100,000	-	-	-	100,000
Sewer Masterplan Study	200,000	-	-	-	200,000	-	-	-	200,000
Citywide Sewer System Improvements	2,730,000	-	-	-	2,730,000	-	-	-	2,730,000
Pump Station Upgrades	100,000	-	-	-	100,000	-	-	-	100,000
Miscellaneous Sewer System Improvements	200,000	-	-	-	200,000	-	-	-	200,000
WWTP Improvements	370,000	-	-	-	370,000	-	-	-	370,000
<b>Total, Sewer Projects</b>	<b>\$ 3,700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,700,000</b>
<b>GRAND TOTAL</b>	<b>\$ 13,029,000</b>	<b>\$ 1,120,000</b>	<b>\$ 2,275,000</b>	<b>\$ 3,905,000</b>	<b>\$ 3,700,000</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,004,000</b>

# CITY OF BURLINGAME CAPITAL PROJECTS CARRYOVER BALANCES BY CATEGORY

As of January 31, 2011

PROJECT DESCRIPTION	ESTIMATED FUND BALANCE July 1, 2011	PROJECT DESCRIPTION	ESTIMATED FUND BALANCE July 1, 2010
<b>STREETS</b>		<b>WATER</b>	
Studies	22,000	Planning	188,000
Paving/Reconstruction	1,817,000	Storage	17,000
Traffic Signals	68,000	Transmission Pipelines	-
Railroad Improvements	261,000	Pipeline Rehabilitation	2,494,000
Streetscape	1,099,000	Trousdale Pump Station	361,000
Bike Paths	255,000	Water Quality and Chloramination	5,000
Lighting and Poles	610,000	SCADA	168,000
Sidewalks, Curbs and Gutters	572,000	Other Projects	982,000
Bridges	-	<b>Total Water Projects</b>	<b>4,215,000</b>
	<b>4,704,000</b>		
<b>STORM DRAINAGE</b>		<b>SEWER</b>	
Studies	138,000	Studies	102,000
Capacity Improvements - Easton Creek	8,292,000	Sewer Main Rehabilitation	2,772,000
Capacity Improvements - Mills Creek	-	Miscellaneous Repairs	4,000
Capacity Improvements - Burlingame Creek	1,113,000	Pump Stations	(7,000)
Capacity Improvements - Sanchez Creek	67,000		
Bridge and Culvert Improvements	83,000		
Neighbor Area Storm Drain Improvements	893,000	Waste Water Treatment	4,348,000
	<b>10,586,000</b>	<b>Total Sewer Projects</b>	<b>7,219,000</b>
<b>CITY FACILITIES</b>			
Minor Upgrades	56,000		
Improvements and Minor Upgrades	210,000		
Parking and Garages	284,000		
	<b>550,000</b>		
<b>PARKS AND RECREATION</b>			
	346,000		
<b>Total General Governmental Projects</b>	<b>16,186,000</b>	<b>Grand Total</b>	<b>27,620,000</b>

**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**ESTIMATED REVENUES AND INTERFUND TRANSFERS**

<b>FUND AND DESCRIPTION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 EST. ACTUAL</b>	<b>2011-2012 ESTIMATE</b>
<b>GENERAL FUND</b>				
<b><u>Taxes</u></b>				
Current Secured Property Tax	7,876,618	9,261,918	9,119,054	9,617,225
Secured Supplemental Property Tax (SB 813)	133,621	400,000	136,990	150,000
Current Unsecured Property Tax	596,030	735,000	500,000	600,000
Unsecured Personal Property Tax	(3,669)	-	-	-
Unsecured Supplemental Property Tax-Prior	-	-	2,102	-
Secured Supplemental Property Tax (SB 813)-Prior	17,214	3,000	17,214	20,000
Property Tax In-lieu of VLF	2,201,042	2,223,052	2,215,109	2,223,000
Unitary Tax	234,651	240,000	234,071	240,000
ERAF Refund	1,153,864	800,000	1,032,266	900,000
<b>Subtotal - Property Taxes</b>	<b>12,209,371</b>	<b>13,662,970</b>	<b>13,256,806</b>	<b>13,750,225</b>
Sales Tax Compensation Fund	1,272,033	1,708,000	1,889,211	2,015,000
Sales Tax	5,004,119	5,100,000	5,500,000	5,540,469
<b>Subtotal - Sales and Use Tax</b>	<b>6,276,152</b>	<b>6,808,000</b>	<b>7,389,211</b>	<b>7,555,469</b>
Transient Occupancy Tax (2%)	921,444	1,800,000	2,164,974	2,306,991
Transient Occupancy Tax (10%) + Penalties	9,420,123	9,300,000	10,824,895	11,537,977
<b>Subtotal - Transient Occupancy Taxes</b>	<b>10,341,567</b>	<b>11,100,000</b>	<b>12,989,869</b>	<b>13,844,968</b>
Real Property Transfer Tax	231,612	227,000	255,742	250,000
Business License Tax	751,150	725,000	788,997	725,000
Business License Tax-Audit	118,131	75,000	171,716	-
Business License Penalty & Interest	-	2,200	-	2,200
PG&E - Franchise Tax -- Natural Gas	94,752	143,000	94,752	95,000
PG&E - Franchise Tax -- Surchage (SB278)	11,155	24,000	11,155	11,150
PG&E - Franchise Tax -- Electricity	169,222	176,000	169,222	170,000
PG&E - Franchise Tax -- Surchage-Prior Year	15,991	13,500	15,991	16,000
Franchise Tax -- Solid Waste	237,841	300,000	462,340	450,000
Comcast - Franchise Tax -- Cable Television	393,447	405,000	398,273	405,000
Astound - Franchise Tax -- Cable Television	27,801	27,000	27,182	27,000
AT&T Video Service Franchise Tax	43,655	17,000	56,402	58,000
State HOPTR	64,124	64,000	64,901	64,000
<b>Subtotal - Other Taxes</b>	<b>2,158,881</b>	<b>2,198,700</b>	<b>2,516,673</b>	<b>2,273,350</b>
<b>TOTAL TAXES</b>	<b>30,985,971</b>	<b>33,769,670</b>	<b>36,152,559</b>	<b>37,424,012</b>
<b><u>Licenses and Permits</u></b>				
Taxi Licenses	4,843	4,300	6,330	4,300
Overnight Parking Permits	2,100	1,500	3,300	1,500
Alarm Permit Fees	80,410	75,000	79,986	75,000
<b>TOTAL LICENSES, PERMITS AND FINES</b>	<b>87,353</b>	<b>80,800</b>	<b>89,616</b>	<b>80,800</b>
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**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**ESTIMATED REVENUES AND INTERFUND TRANSFERS**

<b>FUND AND DESCRIPTION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 EST. ACTUAL</b>	<b>2011-2012 ESTIMATE</b>
<b><u>Fines Forfeitures and Penalties</u></b>				
Vehicle Code Fines	31,739	20,000	15,626	20,000
Redlight photo enforcement	4,278	-	4,000	-
Parking Citations	368,120	1,100,000	900,000	900,000
<b>TOTAL FINES, FORFEITURES AND PENALTIES</b>	<b>404,137</b>	<b>1,120,000</b>	<b>919,626</b>	<b>920,000</b>
<b><u>Use of Money and Property</u></b>				
Use of Money & Property	107,031	118,000	84,958	85,000
Golf Center Lease Payments	100,000	100,000	100,000	100,000
Interest Income	618,888	800,000	660,000	660,000
<b>TOTAL USE OF MONEY AND PROPERTY</b>	<b>825,919</b>	<b>1,018,000</b>	<b>844,958</b>	<b>845,000</b>
<b><u>Motor Vehicle in-Lieu Fee</u></b>				
Motor Vehicle in-Lieu Fee	107,583	75,000	80,000	75,000
<b>TOTAL MOTOR VEHICLE IN-LIEU FEE</b>	<b>107,583</b>	<b>75,000</b>	<b>80,000</b>	<b>75,000</b>
<b><u>Intergovernmental</u></b>				
AB 1546 C/CAG Vehicle Registration Fees	48,934	52,700	48,348	52,700
Prop 172 Public Safety Fund (Sales Tax)	106,593	110,000	108,937	110,000
Police Officer Standards/Training Reimbursement	18,026	22,000	7,167	5,000
<b>TOTAL INTERGOVERNMENTAL</b>	<b>173,553</b>	<b>184,700</b>	<b>164,452</b>	<b>167,700</b>
<b><u>Charges for Current Services</u></b>				
False Alarm Charges	21,509	22,000	17,279	22,000
Falses Alarm Charges - Collections	1,059	3,000	1,188	3,000
DUI Charges	(14)	-	-	-
Special Police Services	9,023	10,000	8,896	10,000
Taxicab Inspections	5,018	5,000	10,655	7,500
Livescan Fees	4,909	5,000	10,600	5,000
Police Booking Fees - County	12,223	6,900	8,972	-
Police Booking Fees - City	2,637	3,400	654	-
Vehicle Release Charges	21,959	25,000	23,535	25,000
Abandon Vehicle Abatement Charges	26,928	31,000	28,359	31,000
Special Fire Services	1,728	-	-	-
Paramedic Services	125,028	-	-	-
EMS Training & Supervision	71,172	-	-	-
Shared Services with Town of Hillsborough	69,117	-	-	-
Fire Plan Check and Inspection Fees	95,176	-	-	-
Fire Permit Fees	146,313	-	-	-
State Hwy Maintenance	25,132	21,000	21,343	21,000
Public Works Fees and Services	236,879	250,000	250,000	250,000
Library Fees and Services	110,815	114,300	114,422	114,300
Library Service to Town of Hillsborough	499,440	499,000	514,152	514,152
Recreation Fees and Services	1,951,314	2,000,000	2,000,000	2,000,000
Parks Special Services	56,753	50,000	50,000	50,000
Arborist Plan Check & Inspections	9,668	10,000	10,000	10,000
Arborist Planning Fees	11,550	10,000	10,000	10,000
Protected Tree Application Fee	3,800	5,000	3,375	5,000
Field Preparation Fee	-	260	-	260
Beautification Commission Appeal Fee	-	-	-	-
Nomination/Filing/Certification Fees	100	-	123	-
CND Recycling Forfeitures	-	-	-	-
Special Event Permit Fee	-	-	95	100
Zoning & Plan Check Services	104,376	90,000	90,000	90,000

**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**ESTIMATED REVENUES AND INTERFUND TRANSFERS**

<b>FUND AND DESCRIPTION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 EST. ACTUAL</b>	<b>2011-2012 ESTIMATE</b>
<b><u>(Charges for Services Continued)</u></b>				
Use Permit Fees (Alamo Car Rental)	36,500	36,500	36,500	36,500
2nd Unit Amnesty Fee	-	-	-	-
Planning Fees	194,970	150,000	150,000	150,000
Engineering Plan Check Fees	15,267	15,000	15,000	15,000
SMCCVB Processing Fee	4,000	-	4,000	4,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>3,874,349</b>	<b>3,362,360</b>	<b>3,379,148</b>	<b>3,373,812</b>
<b><u>Grant Revenue</u></b>				
COPS Grant	101,042	-	100,000	-
California State Library Reimbursement	111,200	125,000	105,293	100,000
<b>TOTAL GRANT REVENUE</b>	<b>212,242</b>	<b>125,000</b>	<b>205,293</b>	<b>100,000</b>
<b><u>Other Revenue</u></b>				
State Mandated Cost Reimbursements	-	-	14,519	-
Police Auction Proceeds	4,076	1,000	1,402	1,000
Sale of Property	-	-	10	-
Double Tree Parking Lot	4,249	4,000	4,000	4,000
Easton Library Branch Community Donations	-	-	70,000	-
Miscellaneous Revenue	53,237	25,000	10,085	25,000
<b>TOTAL OTHER REVENUE</b>	<b>61,562</b>	<b>30,000</b>	<b>100,016</b>	<b>30,000</b>
<b>TOTAL</b>	<b>36,732,669</b>	<b>39,765,530</b>	<b>41,935,668</b>	<b>43,016,324</b>
<b>AVAILABLE GENERAL FUND REVENUE</b>	<b>36,732,669</b>	<b>39,765,530</b>	<b>41,935,668</b>	<b>43,016,324</b>
<b><u>Interfund Transfers</u></b>				
From Sewer Fund	200,000	210,000	210,000	210,000
From Water Fund	200,000	210,000	210,000	210,000
From Traffic Safety Fund	63,020	60,000	60,000	60,000
From Gas Tax Fund	6,000	206,000	206,000	6,000
From Parking Fund	290,000	290,000	290,000	290,000
From Building Fund	250,000	-	-	-
From Storm Drainage Fund	-	15,000	15,000	15,000
From Self Insurance Fund	500,000	-	-	-
From Capital Project Fund	982,011	-	-	-
To Shuttle Bus Fund	(29,403)	(43,300)	(43,300)	(68,300)
To Burlingame Financing Authority	(3,385,171)	(3,469,582)	(3,469,582)	(3,494,433)
To Capital Projects	(475,000)	(1,800,000)	(1,800,000)	(2,275,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(1,398,543)</b>	<b>(4,321,882)</b>	<b>(4,321,882)</b>	<b>(5,046,733)</b>
<b>TOTAL GENERAL FUND \$</b>	<b>35,334,126 \$</b>	<b>35,443,648 \$</b>	<b>37,613,786 \$</b>	<b>37,969,591</b>



**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**ESTIMATED REVENUES AND INTERFUND TRANSFERS**

<b>FUND AND DESCRIPTION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 EST. ACTUAL</b>	<b>2011-2012 ESTIMATE</b>
<b>TRAFFIC SAFETY FUND</b>				
Vehicle Code Fines	63,020	60,000	60,000	60,000
<b>Interfund Transfers</b>				
To General Fund	(63,020)	(60,000)	(60,000)	(60,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(63,020)</b>	<b>(60,000)</b>	<b>(60,000)</b>	<b>(60,000)</b>
<b>TOTAL TRAFFIC SAFETY FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GAS TAX FUND</b>				
Measure A Sales Tax	581,577	550,000	550,000	550,000
Traffic Congestion Relief Fund AB438	263,499	120,000	-	-
Section 2103 – (excise tax)	-	287,468	259,919	287,468
Proposition 1B	-	-	-	-
Section 2107--Maintenance and Construction	208,250	204,000	200,000	204,000
Section 2105--Proposition 111 Gas Tax	156,486	153,000	150,000	153,000
Section 2106--New Construction	116,701	116,000	115,000	116,000
Interest Income	52,585	30,000	30,000	30,000
Section 2107.5--Administration	6,000	6,000	6,000	6,000
<b>TOTAL GAS TAX REVENUE</b>	<b>1,385,098</b>	<b>1,466,468</b>	<b>1,310,919</b>	<b>1,346,468</b>
<b>Interfund Transfers</b>				
To General Fund	(6,000)	(206,000)	(206,000)	(6,000)
To Capital Projects Fund	(1,438,243)	(1,034,000)	(1,200,000)	(1,609,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(1,444,243)</b>	<b>(1,240,000)</b>	<b>(1,406,000)</b>	<b>(1,615,000)</b>
<b>TOTAL</b>	<b>(59,145)</b>	<b>226,468</b>	<b>(95,081)</b>	<b>(268,532)</b>
<b>WATER ENTERPRISE FUND</b>				
Sales	11,339,888	12,507,301	12,500,000	13,275,036
Penalties	27,764	25,000	25,000	25,000
Flows and Turn ons	720	1,000	1,000	1,000
Fire flow inspections	5,490	7,500	7,500	7,500
Fire Services	26,841	25,000	25,000	25,000
Taps for New Meters	109,422	130,000	130,000	130,000
Miscellaneous & Interest	25,162	30,000	30,000	30,000
<b>TOTAL WATER FUND REVENUE</b>	<b>11,535,287</b>	<b>12,725,801</b>	<b>12,718,500</b>	<b>13,493,536</b>
<b>Interfund Transfers</b>				
To Burlingame Financing Authority	(373,655)	(387,395)	(387,395)	-
To Capital Projects Fund	-	(2,500,000)	(2,500,000)	(2,500,000)
To Capital Projects Fund (Bond Proceeds)	(4,621,130)	-	-	-
To General Fund	(200,000)	(210,000)	(210,000)	(210,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(5,194,785)</b>	<b>(3,097,395)</b>	<b>(3,097,395)</b>	<b>(2,710,000)</b>
<b>TOTAL WATER ENTERPRISE FUND</b>	<b>6,340,502</b>	<b>9,628,406</b>	<b>9,621,105</b>	<b>10,783,536</b>
<b>SEWER ENTERPRISE FUND</b>				
Service Charges	10,974,063	11,807,301	11,807,000	13,459,980
Charges to Other Agencies	1,424,057	900,000	900,000	900,000
Discharge Permits	128,720	100,000	100,000	100,000
Connection Fees	7,155	10,500	10,500	10,500
Miscellaneous & Interest Income	512	25,000	(25,000)	25,000
<b>TOTAL SEWER FUND REVENUE</b>	<b>12,534,507</b>	<b>12,842,801</b>	<b>12,792,500</b>	<b>14,495,480</b>

**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**ESTIMATED REVENUES AND INTERFUND TRANSFERS**

<b>FUND AND DESCRIPTION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 EST. ACTUAL</b>	<b>2011-2012 ESTIMATE</b>
<b>SEWER ENTERPRISE FUND CONT'D.</b>				
<b>Interfund Transfers</b>				
To Burlingame Finaneing Authority	(373,655)	(387,395)	(387,395)	-
To Capital Projects Fund	-	(3,700,000)	(3,700,000)	(3,700,000)
To Capital Projects Fund (Bond Proceeds)	(2,554,010)	-	-	-
To General Fund	(200,000)	(210,000)	(210,000)	(210,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(3,127,665)</b>	<b>(4,297,395)</b>	<b>(4,297,395)</b>	<b>(3,910,000)</b>
<b>TOTAL SEWER ENTERPRISE FUND</b>	<b>9,406,842</b>	<b>8,545,406</b>	<b>8,495,105</b>	<b>10,585,480</b>
<b>CAPITAL PROJECTS FUNDS</b>				
State Revolving Loan	-	3,800,000	3,800,000	-
Other State/Federal Grants	853,849	765,000	231,000	870,000
Other Revenue	70,573	100,000	250,000	250,000
<b>TOTAL CAPITAL PROJECTS REVENUE</b>	<b>924,422</b>	<b>4,665,000</b>	<b>4,281,000</b>	<b>1,120,000</b>
<b>Interfund Transfers</b>				
From Burlingame Finaneing Authority (Bond Proceeds)	7,175,140	9,200,000	9,200,000	-
From General Fund	475,000	1,800,000	1,800,000	2,275,000
From Gas Tax/Measure A Fund	1,438,243	1,034,000	1,034,000	1,409,000
From Prop 1B Funds	-	-	-	-
From Storm Drain Fund	481,220	-	-	2,000,000
From Water Fund	-	3,700,000	3,700,000	2,500,000
From Sewer Fund	574,115	2,500,000	2,500,000	3,700,000
To General Fund	(982,011)	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>9,161,707</b>	<b>18,234,000</b>	<b>18,234,000</b>	<b>11,884,000</b>
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>10,086,129</b>	<b>22,899,000</b>	<b>22,515,000</b>	<b>13,004,000</b>
<b>WASTE MANAGEMENT FUND</b>				
Franchise Tax--Solid Waste	442,037	242,843	245,000	250,000
AB939 Administration	118,803	133,600	133,600	150,000
Steam Cleaning Downtown	78,750	75,000	75,000	75,000
Landfill closure	94,690	187,200	187,200	209,640
Miscellaneous	1,600	-	-	-
<b>TOTAL WASTE MANAGEMENT REVENUES</b>	<b>735,880</b>	<b>638,643</b>	<b>640,800</b>	<b>684,640</b>
<b>Interfund Transfers</b>				
From General Fund (Franchise Fees)	-	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL WASTE MANAGEMENT FUND</b>	<b>735,880</b>	<b>638,643</b>	<b>640,800</b>	<b>684,640</b>
<b>BUILDING INSPECTION FUND</b>				
Construction Permits/CN&D Forfeitures	983,658	1,100,000	800,000	1,000,000
Building Plan Check Fees	462,414	400,000	400,000	400,000
Microfilm Fees	32,642	40,000	35,000	40,000
<b>TOTAL BUILDING ENTERPRISE FUND REVENUE</b>	<b>1,478,714</b>	<b>1,540,000</b>	<b>1,235,000</b>	<b>1,440,000</b>
<b>Interfund Transfers</b>				
To General Fund	(250,000)	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(250,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUILDING INSPECTION FUND</b>	<b>1,228,714</b>	<b>1,540,000</b>	<b>1,235,000</b>	<b>1,440,000</b>

**CITY OF BURLINGAME  
2011-2012 BUDGET  
ESTIMATED REVENUES AND INTERFUND TRANSFERS**

<b>FUND AND DESCRIPTION</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>	<b>2010-2011 EST. ACTUAL</b>	<b>2011-2012 ESTIMATE</b>
<b>BURLINGAME FINANCING AUTHORITY</b>				
<b>Interfund Transfers</b>				
Interfund Transfer from Storm Drainage Fund	609	704,618	704,618	827,545
Interfund Transfer from Water Fund	373,655	387,895	387,895	-
Interfund Transfer from Sewer Fund	373,655	387,895	387,895	-
Interfund Transfer from General Fund	3,385,171	3,469,582	3,469,582	3,494,433
<b>TOTAL INTERFUND TRANSFERS</b>	<b>4,133,090</b>	<b>4,949,990</b>	<b>4,949,990</b>	<b>4,321,978</b>
<b>TOTAL BURLINGAME FINANCING AUTHORITY</b>	<b>4,133,090</b>	<b>4,949,990</b>	<b>4,949,990</b>	<b>4,321,978</b>
<b>SHUTTLE BUS PROGRAM FUND</b>				
Other Grants	51,140	50,000	50,000	52,800
Contributions from Local Businesses	49,500	52,000	52,000	52,000
<b>TOTAL</b>	<b>100,640</b>	<b>102,000</b>	<b>102,000</b>	<b>104,800</b>
<b>Interfund Transfers</b>		-		
From General Fund	29,403	43,300	43,300	43,300
<b>TOTAL INTERFUND TRANSFERS</b>	<b>29,403</b>	<b>43,300</b>	<b>43,300</b>	<b>43,300</b>
<b>TOTAL SHUTTLE BUS PROGRAM FUND</b>	<b>130,043</b>	<b>145,300</b>	<b>145,300</b>	<b>148,100</b>
<b>STORM DRAINAGE FUNDS</b>				
Storm Drainage Fees	2,437,677	2,448,000	2,448,000	2,472,480
Bond Proceeds	-	9,200,000	9,200,000	-
Interest Income	21,588	-	-	-
<b>TOTAL</b>	<b>2,459,265</b>	<b>11,648,000</b>	<b>11,648,000</b>	<b>2,472,480</b>
<b>Interfund Transfers</b>				
To General Fund	-	(15,000)	(15,000)	(15,000)
To Capital Projects Fund	(481,220)	-	-	(2,000,000)
To Capital Projects Fund (Bond Proceeds)	(609)	(9,200,000)	(9,200,000)	-
To Burlingame Financing Authority	-	(704,618)	(704,618)	(827,545)
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>(481,829)</b>	<b>(9,919,618)</b>	<b>(9,919,618)</b>	<b>(2,842,545)</b>
<b>TOTAL STORM DRAINAGE FUND</b>	<b>1,977,436</b>	<b>1,728,382</b>	<b>1,728,382</b>	<b>(370,065)</b>
<b>PUBLIC TV ACCESS FUND</b>				
RCN Incentive Funds	-	-	-	-
PEG Access Fees	41,667	45,000	44,000	45,000
<b>TOTAL PUBLIC TV ACCESS FUND</b>	<b>41,667</b>	<b>45,000</b>	<b>44,000</b>	<b>45,000</b>
<b>PARKING ENTERPRISE FUND</b>				
Parking Fees	1,575,913	1,600,000	1,600,000	1,600,000
Downtown Parking Permits	69,314	75,000	75,000	75,000
<b>TOTAL</b>	<b>1,645,227</b>	<b>1,675,000</b>	<b>1,675,000</b>	<b>1,675,000</b>
<b>Interfund Transfers</b>				
To CIP	-	-	-	-
General Fd. Reimbursement for Capital Improvements	(290,000)	(290,000)	(290,000)	(290,000)
	<b>(290,000)</b>	<b>(290,000)</b>	<b>(290,000)</b>	<b>(290,000)</b>
<b>TOTAL PARKING ENTERPRISE FUND</b>	<b>1,355,227</b>	<b>1,385,000</b>	<b>1,385,000</b>	<b>1,385,000</b>
<b>TOTAL ALL FUNDS—REVENUE/TRANSFERS</b>	<b>\$ 68,733,075</b>	<b>\$ 85,446,861</b>	<b>\$ 86,550,005</b>	<b>\$ 79,728,728</b>

**CITY OF BURLINGAME**  
**2011-2012 BUDGET**  
**FULL TIME EQUIVALENT POSITION COMPARISON\***

Department	FTE		Change
	2010-11	2011-2012	
City Manager	1.50	1.50	-
City Clerk	1.50	1.50	-
Finance	10.15	10.15	-
City Attorney	1.50	1.50	-
Planning	4.00	4.00	-
Human Resources	3.00	3.00	-
Admin/Information Services	0.35	0.35	-
Facilities Services	5.00	5.00	-
Police	40.00	40.00	-
Communications	6.00	6.00	-
(1) Central County Fire Dept	43.75	43.75	-
Building Inspection	6.00	6.00	-
Parking	9.25	9.25	-
Disaster Preparedness	-	-	-
Engineering	11.30	11.30	-
Streets/Storm Drains	6.83	6.83	-
Equipment Maintenance	3.00	3.00	-
(2) Library	21.74	21.49	(0.25)
(3) Recreation	10.80	10.90	0.10
(4) Parks	17.85	17.50	(0.35)
Waste Management	2.25	2.25	-
Sewer	15.08	15.08	-
Water	17.09	17.09	-
<b>Totals</b>	<b>237.94</b>	<b>237.44</b>	<b>(0.50)</b>

\* Full time equivalent employee (FTE) is defined as a classified employee; either full-time or part time with benefits.

(1) Fire Department employees are now a part of Central County Fire Department

(2) Librarian III increased 1 position; Librarian II decreased 1.25 positions.

(3) Director increased to 50%; recreation superintendent position eliminated; 1 recreation supervisor position added and .35 recreation coordinator eliminated.

(4) Director increased to 50% and the Park superintendent .60 position eliminated.

### **ARTICLE XIII(B) APPROPRIATION LIMIT**

Article XIII(B) of the State Constitution limits all state and local government budgets to a formula based upon the 1978-79 budget plus adjustments for cost of living and population changes. In 1990, voters approved modifications to permit use of the percentage change in commercial assessed valuation to increase the limit under certain conditions. In addition, major capital improvements were excluded from the appropriation subject to the limit. Other exceptions are allowed for service charges, Federal grants and mandated programs.

In accordance with State implementation legislation (SB 1352, Chapter 1205, 1980 Statutes) and the League of California Cities Uniform Guidelines, the following is Burlingame's appropriation limit calculation:

#### **APPROPRIATION LIMIT**

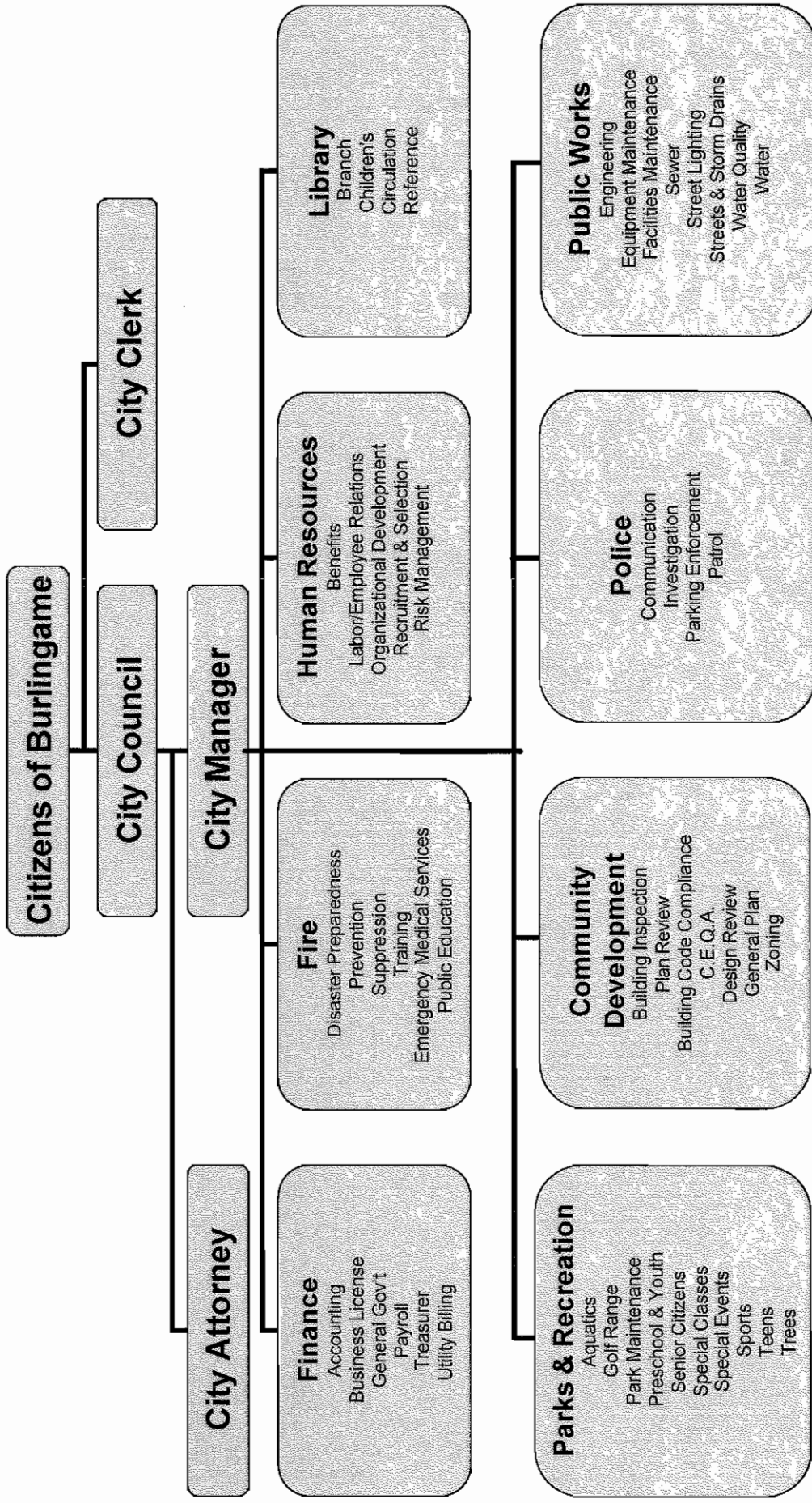
2010-11 Appropriation Limit	\$57,696,442
Plus Percentage Growth per State	<u>1.0320</u>
<b>2011-12 Appropriation Limit</b>	<b>\$59,540,882</b>

#### **APPROPRIATION SUBJECT TO LIMIT CALCULATION**

Proceeds of Taxes	\$37,335,360
Exclusions:	
Qualified Capital Projects and Debt	<u>(17,023,978)</u>
Appropriation Subject to Limit	\$20,311,382

2011-12 Appropriation Limit	\$59,540,882
Appropriation Subject to Limit	<u>20,311,382</u>
Over/(Under) Limit	(\$39,229,500)

# City of Burlingame Organizational Chart



# CITY OF BURLINGAME

## ORGANIZATIONAL COMPASS

The City of Burlingame is an organization that exists to serve and benefit the community. We deliver unsurpassed municipal services that enhance the quality of life for our citizens. As employees of the City of Burlingame, we recognize the leadership role we play in the community and we hold ourselves accountable to those we serve. We value the partnership that exists between the organization and community and strive to foster and maintain that relationship. As such, we are committed to the tenets of the Organizational Compass:

### COMMUNITY SERVICE THAT IS RESPONSIVE TO AND MEETS THE NEEDS OF THE PUBLIC BY:

- Being dedicated to the community we serve
- Involving and understanding our community
- Anticipating and adapting to the changing needs of our citizens

### AN ETHICAL ORGANIZATION THAT INTERACTS WITH THE PUBLIC AND EACH OTHER IN AN HONEST AND PROFESSIONAL MANNER BY:

- Treating people with respect and dignity
- Taking responsibility for our decisions, statements and actions to the organization and community
- Dealing with differences and conflicts in a professional, respectful and authentic fashion

### ONE ORGANIZATION THAT FOSTERS POSITIVE RELATIONSHIPS AND TEAMWORK BY:

- Being part of the solution
- Creating and maintaining constructive relationships while respecting individual contributions
- Focusing on the issues and needs of the organization and community
- Encouraging behavior that builds confidence and self-esteem
- Emphasizing self-initiative, constant improvement and employee involvement

### POSITIVE LEADERSHIP THAT IS NURTURING AND FORWARD-THINKING BY:

- Recognizing the leadership role all employees play in the community
- Encouraging innovation and creativity
- Leading by example
- Being supportive, humanistic and compassionate

As City employees we embrace the Organizational Compass and will be guided by its points.

# General Government



## ***Mayor and City Council***

<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	2011-2012	
		<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Employee costs	\$ 128,300	\$ 141,680	\$ 141,680
Supplies and services	9,780	13,150	13,150
Internal services	358	350	350
Capital outlay	-	-	-
Total	\$ 138,438	\$ 155,180	\$ 155,180
<b><u>Program Financing</u></b>			
General Fund	\$ 138,438	\$ 155,180	\$ 155,180
<b><u>Personnel (FTE)</u></b>			
City Council Members	5.0	5.0	5.0

### **Department Overview**

The City Council is the city's governing body. It provides political leadership, enacts laws, adopts resolutions and establishes policies for the city government. The council adopts an annual budget and conducts an annual audit of the city's finances. The council is composed of five members who are elected at-large on a non-partisan basis for 4-year staggered terms. The Mayor is appointed annually from among the council. The Mayor appoints Council members to working committees.

The City Council meets the first and third Monday of each month in formal, public session and holds periodic study sessions. All City Council meetings are open to the public. City Council agendas and minutes of the meetings are posted on the City of Burlingame website for the citizens to review ([www.burlingame.org](http://www.burlingame.org)). Burlingame residents who subscribe to cable television can view the council meetings on Comcast channel 27 or on Astound channel 26. The city also provides a live video stream of the meetings over the internet.

The Mayor and City Council represent the City of Burlingame on local, regional and state policy committees and commissions. The Council also reviews proposed State of California legislation and provides formal input into the legislative process.

### **Department Objectives**

1. Hold City Council Meetings twice a month.
2. Hold Special City Council meetings as necessary for commissioner interviews.
3. Conduct two annual Budget Policy Sessions and one Goal Setting Special Session.
4. Conduct a Joint Land-Use Policy Special Session with the Planning Commission.
5. Conduct a Public Hearing and Approve the Annual City Budget.

## ***Mayor and City Council***

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6. Conduct annual evaluations of Council appointees – City Manager and City Attorney.

### **City Council Goals for FY 2011-12**

1. Work with the Downtown Burlingame Business Improvement District (DBBID) to think of alternatives to try to reestablish the Christmas Holiday Parade.
2. Explore using the voter-approved 2% Transient Occupancy Tax increment to help improve directional signage to hotels for city visitors.
3. Establish an employee parking permit program for Broadway Avenue merchants using city parking lot S (by Goodwill store). Work with merchants to encourage employees not to take up limited customer parking on Broadway.
4. Look at options for modernizing the city-owned parking meters to include the use of credit cards without having to walk to a different location to pay.
5. Reach out to housing developers to inform them about our Downtown Plan and North Burlingame Plan and solicit proposals for projects that help seniors downsize and people with moderate incomes become homeowners.
6. Improve parking signage in the downtown area, publicize our parking philosophy (the farther away, the cheaper), and distribute parking maps widely.
7. Refine the sign ordinance to place a maximum size so as to avoid large signs “Bev Mo”.
8. Work with the San Mateo County Conventions and Visitors Bureau and the Burlingame Chamber of Commerce to explore working with Burlingame Buzz to develop a short promotional piece on Burlingame.
9. Work with volunteers to facilitate the creation of a community garden at Bayside Fields.
10. Work with staff to develop and review operating budget reductions to ensure that projected operating budget for fiscal year 2012-13 remains within Council policy to keep growth to no more than 2% increase over 2011-12 budget.

### **Carry Over Goals from Previous Year**

1. Work closely with High Speed Rail Authority (HSR) and Caltrain to mitigate effects of HSR and rail electrification on Burlingame properties.
2. Encourage establishment of a two tier retirement system. (CM and Human Resources)

### **Budget Changes from FY 10-11**

Budget increase is due health and PERS rate increases and increases to fund Commissioners dinner and the printing cost for annual accomplishments mailing.

## City Manager's Office

<u>Resources Allocated</u>	2010-2011 Budget	2011-2012	
		Dept. Request	C.M. Rec.
Employee costs	\$ 324,541	\$ 343,557	\$ 343,557
Supplies and Services	11,401	11,401	11,401
Internal services	40,383	41,835	41,835
Capital outlay	-	-	-
Total	\$ 376,325	\$ 396,793	\$ 396,793
<u>Program Financing</u>			
General Fund	\$ 376,325	\$ 396,793	\$ 396,793
<u>Personnel (FTE)</u>			
City Manager	1.00	1.00	1.00
Executive Assistant	0.50	0.50	0.50
Total	1.50	1.50	1.50

### Department Overview

The city manager is appointed by the city council and serves as chief executive officer. The city manager is responsible for the daily administration of the city and appoints and supervises all department directors. The city manager provides comprehensive coordination and direction to city activities, finances, and personnel to deliver effective, efficient and economical city services.

The manager's office also assists the City Clerk in providing staff support services to the city council. The city manager also directs the administration of personnel relations, participates in inter-governmental relations that affect Burlingame and makes final investigations of citizen complaints. An executive assistant staffs the office and supports the city manager and the city attorney.

### Department Goals

1. Based on Council direction, implement budget interventions to ensure a balanced budget for 2012-2013.
2. Implement council direction on the use of city owned parking lots for housing, additional parking or other beneficial economic development activities.
3. Continue to participate in the San Mateo County Municipal Employees Relations Committee to identify and develop information and analysis that will help municipalities understand the dynamics that are occurring relative to employee costs and recruitment.
4. Work with City Council and potential partners to implement Council direction on shared services opportunities for Police Dispatch/Records and other possible police services.

## ***City Manager's Office***

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5. Work with City Council, City Managers and Fire Chiefs to implement Council direction re: a possible further Fire merger with Millbrae and San Bruno.
6. Continue as Chairperson of the San Mateo County City Managers Association Shared Services Initiative.
7. In concert with the other staff implement Council direction re: funding streetscape and other infrastructure improvements for Burlingame Ave.
8. Work with labor and the Human Resources Director in pursuit of a two tier retirement system and options to address the spiraling cost of employee benefits particularly for health care.
9. Keep the council and public well informed about high speed rail developments.
10. Continue as Chairperson of the High Speed Rail City Managers Committee.

### **Budget Changes from FY 10-11**

Status quo budget. Includes assumed salary increase in the new fiscal year and that City Manager will continue to pay ten percent of monthly medical insurance premiums. No net changes to non employee operating budget but does include redistribution among operating accounts to better reflect recent budget expenditures.

## City Clerk

<u>Resources Allocated</u>	2010-2011 <u>Budget</u>	<u>2011-2012</u>	
		<u>Dept. Request</u>	<u>C.M. Rec.</u>
Employee costs	\$ 147,919	\$ 167,314	\$ 167,314
Supplies and Services	33,230	33,230	33,230
Internal services	19,291	19,742	19,742
Capital outlay	-	-	-
Total	\$ 200,440	\$ 220,286	\$ 220,286
 <u>Program Financing</u>			
General Fund	\$ 200,440	\$ 220,286	\$ 220,286
 <u>Personnel (FTE)</u>			
City Clerk	1.00	1.00	1.00
Office Assistant I	0.50	0.50	0.50
Total	1.50	1.50	1.50

### Department Overview

**Statutory Duties:** The State of California Government Code determines certain duties of the City Clerk. The clerk is obligated to maintain custody of city records; serve as clerk for the City Council; record and maintain proceedings of the City Council meetings, attest, publish, index and maintain city ordinance and city resolutions of the City Council; maintain custody of the City Seal; administer and file Oaths of Office; notarize and record specific documents for the city; and administer city elections.

**Customary:** The City Clerk prepares agendas and minutes of the City Council meetings; receives petitions concerning initiatives and referenda; gives notice of public hearings; maintains the Municipal Code Book; notarizes city documents; accepts subpoenas; attends bid openings; assists elected officials and designated employees in complying with the requirements of the Fair Political Practices Commission; maintains files for all documents related to elections, including but not limited to campaign statements and committee terminations.

### Department Objectives

1. Continue to gather email addresses for the City of Burlingame email list service. Currently the list has 4,855 subscribers. The goal for the new fiscal year is 5,000 subscribers.
2. Update the Burlingame Municipal Code on a quarterly basis.
3. Maintain Commissioner's handbook and facilitate annual new commissioner workshop.
4. Train City Manager & City Attorney's Executive Assistant on City Clerk procedures.

## ***City Clerk***

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5. Implement destruction of records using newest schedule adopted by the City Council.
6. Maintain a schedule of future council agenda items in the "Council Crystal Ball" document.
7. Maintain the city council's meeting calendar.
8. Continually update the city council agendas, staff reports, and minutes on the city's website.
9. Manage video streaming of all regular Council meetings using Granicus services.
10. Maintain City Clerk Administrative Desk Manual for processing legal documents and various reports.
11. Send out Burlingame e-newsletter on a weekly basis to promote public outreach.

### **Budget Changes from FY 10-11**

No major changes from prior year.

### **Key Indicators**

<b>CITY CLERK</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
Prepare and post City Council agendas and minutes for 24 regular meetings	100%	100%	100%	100%	100%
Prepare and post agendas for all study sessions and special council meetings	n/a	n/a	100%	100%	100%
Increase subscriptions to the city's weekly e-newsletter listserv	100%	100%	100%	100%	100%
Send weekly e-newsletter to promote public outreach on city issues & programs	56 sent	69 sent	52 sent	62 sent	66 sent
Support all general and special elections	100%	100%	100%	100%	100%

## ***City Elections***

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<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	<b>2011-2012</b>	
		<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Operating Expense	\$ -	\$ 50,000	\$ 50,000
Total	\$ -	\$ 50,000	\$ 50,000
<b><u>Program Financing</u></b>			
General Fund	\$ -	\$ 50,000	\$ 50,000

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### **Department Overview**

The City Clerk conducts city elections at the direction of the city council and citizens of Burlingame. City council elections are held biennially on odd numbered years. The next City election will be held on November 8, 2011.

### **Department Objectives**

1. Manage the city election process as outlined by the State of California Elections Code.
2. Process election filings and campaign finance reports.

### **Budget Changes from FY 10-11**

The FY 2011-2012 budget appropriates funds for the election scheduled for November 2011.

## ***City Attorney's Office***

<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	2011-2012	
		<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Employee costs	\$ 269,208	292,093	292,093
Supplies and Services	90,880	90,880	90,880
Internal services	22,964	23,257	23,257
Capital outlay	-	-	-
Total	\$ 383,052	\$ 406,230	\$ 406,230
<b><u>Program Financing</u></b>			
General Fund	\$ 383,052	\$ 406,230	\$ 406,230
<b><u>Personnel (FTE)</u></b>			
City Attorney	1.00	1.00	1.00
Executive Assistant	0.50	0.50	0.50
Total	1.50	1.50	1.50

### **Department Overview**

The City Attorney's Office provides ongoing legal advice to the Mayor, City Council, city boards and commissions and city staff. The City Attorney manages all city litigation and handles all claims filed against the city under the California Tort Claims Act (about 85 per year).

The Attorney manages the city's risk management program including property and liability insurance and the excess insurer and claims administrator, ABAG PLAN. Additionally, the office assists human resources with the city's workers compensation program. The attorney also coordinates enforcement of the municipal code among the various city departments.

The Council appoints the city attorney. The department shares an executive assistant position with the city manager. The department budget also provides funding for a part-time code enforcement officer, who is shared with the City of Millbrae on a 50-50 basis. The code enforcement officer investigates and resolves code complaints and assists in the investigation of claims filed with the city.

### **Department Objectives**

1. Assist the Community Development Department prepare zoning ordinance changes to implement the Downtown Specific Plan (Community Development).
2. Work with Public Works and Community Development Departments on revision of NPDES and wastewater standards (Public Works & Community Development).
3. Work with Community Development Department to revise the inclusionary housing ordinance and to develop and implement density bonus and second unit regulations.



(Community Development)

4. Assist Public Works in the development of procedures for implementation of the 50/50 sidewalk repair program (Public Works).
5. Develop and implement an administrative code enforcement process for all city departments. (Community Development, Public Works, Police, Fire)
6. Increase code enforcement activities to ensure proper maintenance of commercial/retail properties within the city.

**Budget Changes from FY 10-11**

No significant changes in the budget.

## ***Finance***

<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	<b><u>2011-2012</u></b>	
		<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Employee costs	\$ 1,162,271	\$ 1,233,394	\$ 1,233,394
Supplies and Services	97,591	97,591	\$ 97,591
Internal services	89,786	90,545	\$ 90,545
Capital outlay	-	44,000	\$ 44,000
Total	\$ 1,349,648	\$ 1,465,530	\$ 1,465,530
<b><u>Program Financing</u></b>			
General Fund	781,182	862,064	862,064
Water Fund	325,000	342,500	342,500
Sewer Fund	162,000	179,500	179,500
Waste Management Fund	56,692	56,692	56,692
Parking Fund	24,774	24,774	24,774
Total	\$ 1,349,648	\$ 1,465,530	\$ 1,465,530
<b><u>Personnel (FTE)</u></b>			
Finance Director/Treasurer	1.00	1.00	1.00
Financial Services Manager	1.00	1.00	1.00
Adm/Information Services Manager	0.90	0.90	0.90
Office Assistant I	0.25	0.25	0.25
Accountant	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00
Accounting Assistant III	4.00	4.00	4.00
Accounting Assistant II	1.00	1.00	1.00
Total	10.15	10.15	10.15

### **Department Overview**

The Finance Department manages the financial affairs of the City. The Finance Director/Treasurer serves as the Chief Financial Officer. The department also manages the city treasury and the investment of idle cash. The department follows sound financial management techniques in accordance with applicable laws and generally accepted accounting principles as approved by the Governmental Accounting Standards Board. The Finance Department services include budget, information technology, communications, utility billing and collections for the water and sewer funds, business license administration, accounting, payroll, accounts payable and receivable and administrative support for the city's three business improvement districts: Downtown Burlingame Avenue, Broadway Avenue and the San Mateo County Convention and Visitors Bureau. The Finance Director also administers the city's various franchise agreements and represents the city on the South Bayside Waste Management Joint Powers Authority Board of Directors and the San Mateo County Telecommunications Authority.

### **Key Indicators**

#### **Financial Services**

- General Ledger reports sent to departments by the 10<sup>th</sup> of each month
- Cash deposited and balanced daily 100% of the time
- Mail processed and delivered daily 100% of the time
- All approved invoices paid within 2 weeks
- All completed purchase orders received by Finance processed within 1 business day
- Personnel Action Notices entered into payroll system prior to next payroll
- Payroll related payments made to vendors 100% on time
- 95% adherence to annual budget calendar
- Payments made to Community Groups within 30 days of the start of the new fiscal year
- Retiree Medical wire transfer to ICMA by scheduled date 100% of time.

#### **Utility Billing and Customer Service**

- Customer requests for “Start and End of Service” processed on date requested
- Customer requests for utility bill adjustments responded to within 1 week
- Utility rebate adjustments completed within 2 business days
- Utility edit rechecks completed by the following business day
- Customer queries responded to within 2 business days
- Utility bills mailed within 1 day of generation

### **Communications**

- Keep current telephone system operable 99% of the time.
- Respond to telephone equipment failures immediately and resolve with 24 hours.

#### **Department Objectives**

- Commence new five-year, independent, external auditor engagement.
- Complete remodeling of Finance Department office space to better serve the public.
- Complete modernization of information technology network and VOIP communications system.
- Explore strategies and options for reducing the city’s retiree health unfunded financial liability.
- Work with CalPERS on the implementation of their system-wide software upgrade, including changes to employee retirement and health care reporting. Implementation due in fall 2011.
- Continue the development and implementation of a financial management disaster recovery plan.
- Continue implementation of radio read technologies for utility billing.
- Continue to build departmental capacity through staff training and development, including succession planning.
- Work with public works to review the water and sewer rates following the implementation in January 2012 of the final year of council approved water and sewer rate increases.
- Implement Governmental Accounting Standards Board, Standard No. 54 “Fund Balance Reporting and Governmental Fund Type Definitions” in the FY 10-11 CAFR.
- Smooth transition to new Financial Services Manager with the retirement of the current FSM in November 2011.

### **Program Status**

- Produced a balanced budget without any budget reductions or lay-offs.
- Completed the city's long-term financial forecast for the general fund.
- Adjusted city user fees to reflect the costs of providing services in fiscal year 2011-2012.
- Issued RFP for five-year audit services and contracted with Brown and Armstrong Accountancy.
- Completed interim and final financial audit for fiscal year 2009-2010 without note or exception.
- Completed new State Comptroller reporting requirements for public employee salaries.
- Completed invoicing and payment system for the city's business improvements districts.
- Issued Series One of the Storm Drainage Revenue Bonds totaling \$10 million.
- Refinanced the 2001 Corporation Yard Lease Revenue Bonds
- Continued work with the Water division and IT to convert another 900 *ITRON* meters to *Sensus* radio frequency meters.
- Completed final year of the three-year Business License Tax Audit.
- Worked with Redwood City to monitor and program for routine testing of the Payroll processing on the disaster recovery server located in RWC.
- Explored options for remodeling the Finance Department office space to provide greater customer service to residents and city users (mail/copier room) and utilize "dead space."
- Secured lease-purchase financing for the phone system and necessary infrastructure improvements related to the implementation of the plan.
- Provided financial information to the citizen oversight committee for storm drainage fee program.
- Presented a 5-year financial forecast to City Council and city employees.
- Developed a reserve policy as a result of the financial forecast.
- Worked to develop review and implement the cost-cutting measures to balance the 2010-2011 budget.

### **Budget Changes from FY 10-11**

No major changes in budget. Employee cost and allocation cost increases are the only changes to the FY11-12 budget.

## ***Public TV Access Fund***

<b><u>Resources Allocated</u></b>	2010-2011 <u>Budget</u>	<b>2011-2012</b>	
		<u>Dept. Request</u>	<u>C.M. Rec.</u>
Operating Expenses	\$ 70,000	\$ 70,000	\$ 70,000
Capital Outlay	-	-	-
Total	\$ 70,000	\$ 70,000	\$ 70,000

### **Department Overview**

The Public Television Access Fund is a special revenue fund used to collect fees from cable television service providers as allowed under federal and state law. The fees are used to provide public, educational and government broadcasting services to Burlingame residents.

The city collects \$0.42 per cable subscriber per month. The fund collects approximately \$45,000 per year. The city no longer has any cable franchises. All cable television service providers have state-wide franchises.

The City of Burlingame is a member of the Peninsula TV system. Pen-TV provides production services that benefit Burlingame residents. The cost of the Pen-TV contract is \$20,000 annually.

#### **Contracts for Service**

City Council Broadcast	\$ 16,000
Peninsula TV	20,000
Broadcast Maintenance & Repairs	10,000
Granicus Internet Video Streaming Services	14,000
Total Contracts:	\$ 70,000

### **Department Objectives**

1. Broadcast City Council meetings with no disruptions 100% of the time.
2. Maintain broadcast quality sound and video signals by making necessary repairs and adjustments to sound and video equipment.
3. Maintain video streaming and archiving service to enable the city to video stream and archive Council meetings using the internet.

## ***Human Resources Department***

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<b><u>Resources Allocated</u></b>	2010-2011 Budget	2011-2012	
		Dept. Request	C.M. Rec.
Employee costs	\$ 401,003	\$ 425,201	\$ 425,201
Supplies and Services	115,000	115,000	115,000
Internal services	39,737	40,468	40,468
Capital outlay	-	-	-
Total	\$ 555,740	\$ 580,669	\$ 580,669

### **Program Financing**

General Fund	555,740	580,669	580,669
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### **Personnel (FTE)**

Human Resources Director	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00
Total	3.00	3.00	3.00

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### **Department Overview**

The Human Resources Department provides the full array of employee services. The department is responsible for recruitment and retention programs; classification and compensation systems; workers' compensation and safety administration; labor and employee relations policies and programs; and training and staff development. In addition, the department also provides consultation and recommendations to management and employees on a variety of organizational issues. The Human Resources Department ensures compliance with federal and state laws as well as interprets and administers programs within the City's Memoranda of Understandings, Civil Service System and Administrative Procedures.

### **Department Objectives**

1. Negotiate new labor agreements with AFSCME 829, AFSCME 2190, and Burlingame Association of Middle Managers (BAMM) bargaining units.
2. Continue to explore strategies and options for containing rising employee costs.
3. Continue to review workers' compensation program and procedures to identify opportunities for cost reductions and more timely case resolution.
4. Revise and update Personnel Rules and Administrative Procedures as needed.
5. Oversee city safety committee and ensure compliance with Cal-OSHA.
6. Consult with all departments on various employment and labor issues as needed.

**Program Status**

1. Negotiated new labor agreements with the Police Officer's Association and the Association of Police Administrators (contracts expired 12/31/08).
2. Worked with Finance to administer the retiree medical program for 230 city retirees.
3. Worked with the third party claims administrator to conduct periodic claims reviews and identify strategies for improved administration of workers' compensation claims.
4. Met and conferred with labor groups to discuss budget reduction strategies.
5. Organized and implemented in-house management development training program for division leaders.
6. Provided mandatory non-discrimination training for supervisors and managers.
7. Continued to explore strategies and options for addressing rising employee costs.
8. Worked with all departments on various employment and labor issues.

**Significant Workload Statistics**

	<b><u>ACTUAL</u></b> <b><u>2006/07</u></b>	<b><u>ACTUAL</u></b> <b><u>2007/08</u></b>	<b><u>ACTUAL</u></b> <b><u>2008/09</u></b>	<b><u>ACTUAL</u></b> <b><u>2009/10</u></b>	<b><u>ESTIMATED</u></b> <b><u>2010/11</u></b>
Recruitments	23	26	12	5	9
New employees	27	17	15	0	7

**Key Indicators:**

- Percentage of new hires that pass probationary period  
FY 06/07: 84%  
FY 07/08: 96%  
FY 08/09: 87%  
FY 09/10: 86%  
FY 10/11: 50% *to date*
- Completed 90% of Eligibility Lists within 45 calendar days  
FY 06/07: Average number of days 44.7  
FY 07/08: Average number of days 43.8  
FY 08/09: Average number of days 47.7  
FY 09/10: Average number of days 38  
FY 10/11: Average number of days 42 *to date*

## ***Human Resources Department***

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- Turnover rate
  - FY 06/07: 5.3%
  - FY 07/08: 4.0%
  - FY 08/09: 7.6%
  - FY 09/10: 5.6%
  - FY 10/11: 2.0% *to date*
- Number of Workers' Compensation Claims filed beyond first aid
  - FY 06/07: 45
  - FY 07/08: 23
  - FY 08/09: 46 (Safety employees = 15; Miscellaneous employees = 31)
  - FY 09/10: 39 (Safety employees = 18; Miscellaneous employees = 21)
  - FY 10/11: 16 *to date* (Safety employees = 5; Miscellaneous employees = 11)
- Total lost time days in calendar year
  - FY 06/07: 892
  - FY 07/08: 532
  - FY 08/09: 2361 (Safety employees = 1109; Miscellaneous employees = 681)
  - FY 09/10: 2050 (Safety employees = 1362; Miscellaneous employees = 964)
  - FY 10/11: 2587 *to date* (Safety employees = 2032; Miscellaneous employees = 555)
- Percentage of employees participating in HR sponsored training opportunities
  - FY 06/07: 33%
  - FY 07/08: 38%
  - FY 08/09: 33%
  - FY 09/10: 17%
  - FY 10/11: 28% *to date*

### **Budget changes from FY 2010-11**

Status quo budget with an increase of \$24,200 in employee costs.



## ***Other Non-Departmental Expenses***

		<u>2011-2012</u>	
	<u>2010-2011</u> <u>Budget</u>	<u>Dept.</u> <u>Request</u>	<u>C.M. Rec.</u>
<b><u>Resources Allocated</u></b>			
Operating Expense	\$ 596,860	\$ 646,860	\$ 646,860
Total	\$ 596,860	\$ 646,860	\$ 646,860
<b><u>Program Financing</u></b>			
General Fund	\$ 596,860	\$ 646,860	\$ 646,860

### **Department Overview**

Non-Departmental Expenses is where the city budgets general fund expenditures that do not pertain to a specific city department. Expenditures include city-wide contracts; memberships in municipal organizations and participatory fees for regional organizations.

The city also contracts with community based organizations to provide human services to local residents. The city issues a Notice of Funding Availability in March of each year. Community organizations submit requests for funding in April and the city council makes an award June.

The City of Burlingame contracts with a number of local human services agencies to provide assistance to its citizens. The city also contracts with the Chamber of Commerce for business development and promotion activities and the Peninsula Conflict Resolution Center for mediation services to assist residents, the Burlingame Police Department and code enforcement.

The following information details the contracts for service that are contained in this budget.

<b>220 - Contractual Services</b>	<b>FY 08-09 Actual</b>	<b>FY 10-11 Actual</b>	<b>FY 10-11 Proposed</b>
Humane Society Contract	138,148	140,812	154,626
Chamber of Commerce	30,179	30,179	30,179
Community Groups	27,196	27,481	27,481
C/CAG & New Congestion Relief Plan	132,262	132,262	132,262
Peninsula Conflict Resolution Center	16,829	16,829	16,829

### **Department Objectives**

1. Issue a Notice of Funding Availability to community groups in March of each year.
2. Process payments to community groups within 30 days of the new fiscal year.
3. Process payments to other agencies within 30 days of receipt of invoice.

## ***Other Non-Departmental Expenses***

<b>240 – Dues and Apportionments</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Actual</b>	<b>FY 11-12 Proposed</b>
League of California Cities	9,534	9,534	9,534
Assoc. of Bay Area Governments (ABAG)	5,532	5,588	5,700
Airport Roundtable	1,500	1,500	1,500
Local Agency Formation Commission	7,746	8,500	8,500
San Mateo Housing Endowment (HEART)	11,470	11,470	11,470
Alliance for Innovation	2,500	2,500	2,500
Summer Jobs for Youth	3,000	3,000	3,000

<b>CITY OF BURLINGAME COMMUNITY GROUP FUNDING</b>				
<b>COMMUNITY GROUP</b>	<b>FY 09-10 AWARD</b>	<b>FY 10-11 REQUEST</b>	<b>FY 10-11 AWARD</b>	<b>FY 11-12 REQUEST</b>
CALL Primrose Center	\$ 4,592	\$ 6,550	\$ 4,584	
Center for Independence of Disabled	434	1,500	380	
Community Gatepath	2,446	3,500	2,510	
Human Investment Project	2,094	5,000	1,855	
Mission Hospice	988	5,000	762	
PARCA/Project Reach	1,400	2,000	1,367	
Samaritan House	5,746	8,000	5,396	
Legal Aid Society of SM Co	-	2,500	300	
Youth & Family Enrichment Svcs	1,024	2,200	638	
Shelter Network	3,370	5,000	3,440	
Community Overcoming Relationship Abuse	2,178	5,000	1,950	
Sustainable San Mateo Co.	994	3,000	873	
Safe Harbor (Winter Shelter)	-	8,000	2,200	
Burlingame Historical Society	1,000	1,000	655	
Ombudsman Program of San Mateo	930	2,000	571	
Totals	\$ 27,196	\$ 60,250	\$ 27,481	\$ -

### **Budget Changes from FY 10-11**

Budget was augmented to provide \$15,000 for Annual Holiday Tree Lighting Ceremony.

## ***Retirement Health Benefits***

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<b><u>Resources Allocated</u></b>	<b>2011-2012</b>		
	<b><u>2010-2011 Budget</u></b>	<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Retiree Health Benefits	\$ 2,735,000	\$ 2,735,000	\$ 2,735,000
Total	\$ 2,735,000	\$ 2,735,000	\$ 2,735,000
<b><u>Program Financing</u></b>			
General Fund	2,548,000	2,533,000	2,533,000
Water Fund	99,000	107,000	107,000
Sewer Fund	88,000	95,000	95,000
Total	\$ 2,735,000	\$ 2,735,000	\$ 2,735,000

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### **Department Overview**

The City of Burlingame provides group health insurance coverage to city retirees in accordance with the various Memoranda of Understanding with employee collective bargaining groups. All employee group benefit costs are allocated to departments, except for retiree medical. Currently there are 250 retirees receiving health benefits. A 3% increase in the number of retirees is expected in the new budget year.

The city pays for annual retiree health premiums on a cash basis.

As of June 30, 2010, the city's annual required contribution (ARC) as determined by the actuarial analysis:

Annual required contribution	\$ 3,330,000
Adjustment to annual required contribution	<u>2,657,000</u>
Annual OPEB cost (expense)	5,987,000
Contributions (benefit payments)	<u>(2,245,411)</u>
Increase in net OPEB obligation	\$ 3,741,589
Net OPEB obligation - beginning of year	<u>3,330,000</u>
Net OPEB obligation - end of year	\$ 7,071,589

### **Department Objectives**

1. Explore strategies and options for pre-funding the City's OPEB-Retiree Health unfunded liability.
2. Explore collective bargaining strategies to contain and possibly lessen the costs associated with future retiree medical benefits.

## ***Retirement Health Benefits***

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3. Undertake the required biennial actuarial analysis to determine the city's unfunded actuarially accrued liability for retiree health benefits.

### **Program Status**

- A formal actuarial analysis of the unfunded financial liability associated with the City of Burlingame's Other Post Employment Benefits (OPEB) retiree medical as required by the GASB Statement 45 was completed in fiscal year 2008-2009.

# Public Safety

## ***Police Department***

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<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	2011-2012	
		<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Employee costs	\$ 6,137,345	\$ 6,741,529	\$ 6,741,529
Supplies and Services	802,950	879,560	\$ 879,560
Internal services	953,751	1,156,407	\$ 1,156,407
Capital outlay	-	-	-
Total	\$ 7,894,046	\$ 8,777,496	\$ 8,777,496
<b><u>Program Financing</u></b>			
General Fund	7,794,046	8,777,496	8,777,496
COPS Grant	100,000	-	-
Total	\$ 7,894,046	\$ 8,777,496	\$ 8,777,496
<b><u>Personnel (FTE)</u></b>			
Chief of Police	1.00	1.00	1.00
Captain	2.00	2.00	2.00
Sergeant***	6.00	6.00	6.00
Police Officer	29.00	27.00	27.00
Administrative Secretary	1.00	1.00	1.00
Records Supervisor	1.00	1.00	1.00
Police Clerk***	2.00	2.00	2.00
Total	42.00	40.00	40.00

\*\*\* 1 Traffic Sergeant & 1 Police Clerk 100% to Parking Fund

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### **Department Overview**

The City of Burlingame Police Department's primary responsibilities include responding to requests for emergency and non-emergency police service, offender apprehension, crime deterrence, case investigation, evidence gathering, traffic enforcement and investigation, and maintenance of order within the community. The police department staff recognizes that we must constantly anticipate and adapt to the changing needs of our community. We understand that our main purpose is to protect and serve the community. We will accomplish this by "Serving the citizens of Burlingame by providing safety, security and confidence through excellence in policing" and working within the guidelines set forth by our city's Organizational Compass.

The quality of life and low violent crime rate experienced in the City of Burlingame can be greatly attributed to the service provided by the Police Department. Police employees share a commitment to a 24-hour, seven-day-a-week (holidays included), 365-days a year endeavor to ensure that citizens can live, play and work here safely.

## ***Police Department***

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### **Structure and Services**

The Burlingame Police Department is a full service law enforcement agency. The Department is organized into two Divisions: Field Operations and Administration/Support Services. A Police Captain commands each division and reports to the Chief of Police.

### **FIELD OPERATIONS**

#### **Patrol Bureau Mission**

To provide fast and efficient response to community emergencies while addressing crime trends in a proactive manner to reduce crime and the fear of crime and to enhance the quality of life for residents and visitors. The Patrol Bureau is staffed by 27 sworn personnel.

#### **Patrol Bureau**

The Patrol Bureau is comprised of four shifts (12hrs) of uniformed police officers that provide services 24 hours a day. Patrol officers are the first responders to emergencies, immediate and routine service calls, crime-related incidents, and quality of life issues. They conduct preliminary investigations, collect evidence, and arrest offenders. Other responsibilities include recovering lost or stolen property, ensuring the safety and protection of persons and property through proactive and directed patrol, enforcing traffic laws, providing high visibility enforcement during events, rendering aid to the community when needed, and providing the highest level of quality service through problem solving and community-oriented policing.

Special programs currently operated in the Patrol Bureau include K-9 Program, Special Weapons and Tactics Team (SWAT), Crisis Negotiation Team, Bicycle Patrol, Field Training Officer Program, homeless outreach, Neighborhood Watch, and Reserve Officer Program.

Once again, the Police Department received grant funding from the California Office of Traffic Safety to address Driving under the Influence and Occupant Safety (seatbelt enforcement). We will also continue to support other OTS grant recipient agencies with staffing and equipment.

Officers frequently participate in county-wide law enforcement efforts by taking part in the San Mateo County Gang Task Force, Avoid the 23 (DUI) Task Force, Narcotic Task Force Details, Alcohol Beverage Control Operations and as Police Academy instructors.

Each and every police officer position contributes to our department's ability to maintain the safety of the community and to continue to deliver excellent service to all those who live and work and visit Burlingame.

#### **Reserve Officer Program**

The primary purpose of the Reserve Police Officer Program is to provide the community with an auxiliary unit of trained, competent volunteer police officers. These officers supplement our regular personnel and can be used in the event of an emergency when staffing is critical.

## ***Police Department***

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Community involvement and, most of all, support are two vital elements in the operation of any law enforcement agency. Our successful Reserve Police Officer Program, being made up of citizen volunteers from within the community, is a representation of the Burlingame Police Department's commitment to partnership and teamwork in combating crime.

### **Crime Prevention**

The Crime Prevention Unit is managed by Reserve Police Officers who make presentations regarding the Neighborhood Watch Program and Emergency Preparedness.

### **Special Weapons And Tactics (SWAT)**

The Special Weapons and Tactics Team provide a supplemental resource of specially trained officers for dealing with critical incidents. The Burlingame SWAT team participates with the North Central Regional SWAT comprised of members from the following agencies: Hillsborough, San Bruno, San Mateo, South San Francisco, Foster City, Brisbane and Millbrae.

### **K-9 (Police Canine) Program**

The canine units aid in searching for missing and lost persons, evidence and criminal apprehension, and parades. The use of canines enhances safety for field personnel while adding versatility and enforcement capabilities. The department currently has two canine teams.

### **Traffic Bureau Mission**

To enforce traffic laws and work with the public and city traffic engineer to promote safe and efficient traffic flow throughout the City.

### **Traffic Bureau**

The Traffic Bureau is responsible for the enforcement of state and local traffic laws, the investigation of traffic accidents, and traffic control management within the City of Burlingame. Because traffic is one of our community's greatest concerns, officers spend significant time addressing issues brought to their attention by focusing on directed traffic enforcement in identified areas of concern. Directed traffic efforts help to change motorist behavior and encourage safe driving habits.

In partnership with the city traffic engineer and other city staff, the Traffic Safety Bureau analyzes traffic patterns within the City and works to minimize traffic problems. This includes exploring traffic calming measures and working to reduce traffic collisions by ensuring the safe movement of vehicles and pedestrians throughout the City.

The Traffic Bureau also participates in a Shared Services Task Force. This Traffic Task Force is a group of officers representing agencies from the central part of the County and includes the Sheriff's Office, Hillsborough P.D., Belmont P.D., Foster City P.D. San Mateo P.D., the Transit



## ***Police Department***

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Police, Millbrae P.D. and San Bruno P.D. who participate in monthly deployments to address traffic issues in each community.

### **ADMINISTRATION / SUPPORT SERVICES**

#### **Administration**

This division is responsible for the overall administration of the Police Department. Under the direction of the Chief of Police, this division develops and implements department budgets, policies, and directives. Also included in this division is the Professional Standards Unit, which is responsible for coordinating training, conducting personnel investigations (Internal Affairs), issuing security alarm permits and massage therapist licenses, permitting special events and facilitating the recruitment and hiring processes.

#### **Support Services**

This division is comprised of Dispatch/ 9-1-1, Police Records, Crime Prevention and Investigations and is composed of 7 sworn employees and 11 professional administrative staff.

#### **Records Bureau Mission**

Provide organized solutions for the preservation and accessibility of police records while providing excellent customer service to our community and staff in adherence with federal, state, and municipal laws.

#### **Records**

The Records Unit processes, maintains, and tracks all police crime reports, arrest reports, traffic accident reports, and traffic citations. Provide the timely processing of subpoenas for officer and civilian personnel, declarations, and requests for records. Assist the general public and police officers by taking and completing counter reports. Process and maintain the monthly Uniform Crime Reporting statistics for the Department of Justice. Fingerprint using Live Scan or rolling prints for the Police Department, city employees, bookings, registrants, city permits and public. Reports are made available to the public, the news media, and other governmental organizations in accordance with the Public Records Act (PRA) and Right to Privacy laws.

#### **Investigations Bureau Mission**

Investigate or resolve all active assigned criminal cases, including high tech crimes, to a successful conclusion or until all leads are exhausted.

#### **Investigations**

Inspectors investigate active, unsolved criminal cases. Serve as a liaison with the District Attorney to ensure successful prosecution of criminal offenders. Serve as a liaison with community based organizations and outside law enforcement agencies. Proactively investigate sex/narcotic/arson offender registrations.

### **School Resource Officer Program**

The program is a collaborative effort by the police department, educators, students, parents, and the community to offer law related educational programs and enforcement within the schools in an effort to reduce crime, drug abuse, and violence in order to provide a safe school environment.

### **Property Room Mission**

Track and store all property and evidence received for court proceedings or return to rightful owners.

### **Property Room**

The integrity of both the chain-of custody and the evidence/property room are critical to the successful prosecution of criminal cases. The Inspector assigned as the Property Room Officer is required to catalog and store all items of evidence and identify and dispose of evidence associated with closed cases. Provide legal access to items of evidence for Burlingame Police Department employees and officers of the courts. Notify the public how and when their property is available for retrieval from the property room. Catalog, track, and ensure the disposal of all weapons and drugs in a timely manner. Coordinate the delivery and retrieval of evidence for analysis with the San Mateo County Crime Lab. Prepare and catalog all items to be disposed by way of auction.

### **Key Indicators**

- Ensure that emergency “priority” calls for service are *answered* and *dispatched* within 75 seconds or less, 90% of the time.
- Ensure that officers responding to emergency “priority” calls for service *arrive at the call* at or under 4 minutes 90% of the time.
- Answer general police department business calls within 1-3 rings 90% of the time.
- Enter and process paperwork received by the records bureau within 24 hours, 80% of the time.
- Arrest, identify suspects, clear or solve Part I crimes (homicide, forcible rape, robbery, aggravated assault, burglary, larceny and theft of motor vehicles, arson) reported to the police department an average of 20% of the time.
- Complete assigned Investigation Bureau follow-up cases involving Part I crimes (as listed above) within 2 weeks 90% of the time.
- Receive a “good” (or higher) rating on 90% of returned customer satisfaction surveys.
- Make initial contacts with citizens who register complaints or suggestions within one (1) day of receipt 100% of the time.

## ***Police Department***

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- With exceptions, ensure that 100% of the required safety personnel and dispatchers are trained in accordance with state (POST) Peace Officer Standards and Training.

### **Department Objectives for FY 11-12**

1. Explore ways and opportunities to share services or contract with other nearby cities/agencies to increase efficiency and reduce costs to our community.
2. Expand selective traffic enforcement with allied law enforcement agencies to insure community safety and address citizen complaints.
3. Provide directed enforcement of traffic laws in areas with high accident rates and/or address neighborhood concerns.
4. Expand the Neighborhood Watch Crime Prevention Program to meet the requests and needs of our community.
5. Expand our Volunteer Program by hiring additional Police Cadets and Reserve Police Officer's.
6. Elevate the level of training for sworn and non-sworn department personnel in all divisions which meets State POST Standards.
7. Complete inventory of the Property Room and dispose of items in accordance with law by July 30, 2011.
8. Complete remodel of Evidence Room #3 by September 2011.
9. Implement a notification system to update victims of the status of their case.
10. Update the Police Department WEB site monthly.
11. Ensure safety of pedestrians, bicycle and vehicular traffic by providing patrol and radar/lidar enforcement to achieve a 0% increase per year in accidents

### **Program Status**

- The Department continues to be an active member in a County-wide Gang Task Force, working in a concerted law enforcement effort to reduce street crimes and gang violence throughout San Mateo County.
- The department continues to work with ABAG, the state and federal governments to seek and obtain grant funding (for equipment and personnel) to augment personnel and programs, and attempt to address traffic related calming (education and enforcement) in areas of concern within our community.

## ***Police Department***

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- The department continues to explore ways to maintain critically required training and limit our liability, while at the same time, attempting to reduce the cost of overtime associated with state training requirements.
- Community crime notification systems have been added to notify, inform and educate the Burlingame community during critical or similar events.

### **Significant Workload Statistics**

<b><u>Calendar Year</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>
Calls for service	22,825	26,275	27,320	29,124	27,484
Total crimes reported	2,476	2,155	2,081	1,797	1,733
Total arrests	602	537	536	438	471
Total vehicle accidents	549	567	449	427	435
Moving citations issued	2,438	2,893	6,104	5255	3,772
Average calls per Officer Authorized Sworn Officers	538 (41)	543 (40)	625 (42)	766 (41)	742 (37)
Average yearly of Calls for Service	(2006-2010)	26,605			
Average yearly number of Officers	(2006-2010)	40.2			
Average yearly calls per Officer	(2006-2010)	642			

Traffic Stops           6,232  
Incident Reports       1,328

### **Budget Changes from FY 2010-2011**

The Police Department budget was increased for the following items:

Compensatory Time Buyback	\$60,000 (Employee Costs)
San Mateo County First Chance Program (DUI)	\$30,000 (Supplies & Services)
San Mateo County Crime Lab	\$ 7,500 (Supplies & Services)

In addition any salary and benefit increases associated with collective bargaining agreements are included in the new budget.

## ***Police Communications***

<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	2011-2012	
		Dept. <b><u>Request</u></b>	C.M. Rec. <b><u>C.M. Rec.</u></b>
Employee costs	\$ 675,933	\$ 679,658	\$ 679,658
Supplies and Services	93,415	99,665	\$ 99,665
Capital outlay	-	-	
Total	\$ 769,348	\$ 779,323	\$ 779,323
<b><u>Program Financing</u></b>			
General Fund	\$ 769,348	\$ 759,323	\$ 759,323
Water Fund	\$ 10,000	\$ 10,000	\$ 10,000
Sewer Fund	\$ 10,000	\$ 10,000	\$ 10,000
<b><u>Personnel (FTE)</u></b>			
Communications Dispatcher	7	5	5
* One dispatcher 100% in Parking Fund			

### **Department Overview**

#### **9-1-1 Communications / Police Dispatch Mission**

Contribute to the safety and quality of life of our community by providing our citizens, our neighboring communities and our associated public safety agencies with efficient, reliable, responsive and professional public safety communications services.

### **Communications**

Dispatch staff is responsible for screening all incoming 9-1-1 emergency and non-emergency calls for service. The Burlingame Police Department Communications Center is the primary public safety answering point for the city's 9-1-1 calls, which includes all cellular devices. They also support the Police Records Unit with records processing duties and provide radio communication for personnel during emergency, routine, and disaster situations 24-hours per day, 7-days a week, 365-days a year. Communications personnel also provide dispatch services for Burlingame Public Works and Water Department after-hours and on weekends.

#### **Department Objectives for FY 11-12**

1. Explore ways and opportunities to share services or contract with other nearby cities/agencies to increase efficiency and reduce costs to our community.
2. "Cross train" Records and Communications staff.

## ***Police Communications***

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### **Significant Workload Statistics**

#### **Calls for Service (Police Only)**

Calendar Year	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Calls for Service	22,825	26,275	27,320	29,124	27,484
Average calls per dispatcher	3,260	3,753	3,902	4,161	4,580
Authorized dispatchers	(7)	(7)	(7)	(7)	(6)

Average Yearly Calls for Service (2006-2010)	26,605
Average Yearly number of Dispatchers (2006-2010)	6.8
Average calls per Dispatcher (2006-2010)	3,912

#### **Calls for Service (Police and Public Works)**

Calendar Year	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Calls for Service (w/PW)	23,634	27,182	28,959	30,542	30,463
Average calls per dispatcher (w/PW)	3,376	3,883	4,137	4,363	5077
Authorized dispatchers	(7)	(7)	(7)	(7)	(6)

Average Yearly Calls for Service (2006-2010 w/ PW)	28,156
Average Yearly number of Dispatchers (2006-2010)	6.8
Average calls per Dispatcher (2006-2010 w/ PW)	4,140

### **Budget Changes from FY 2010-2011**

Transfer of \$1000.00 from Uniforms & Equipment to Training and Safety to meet POST mandated Continuing Professional Training requirements.

## ***Fire Services (Central County Fire J.P.A)***

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<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	<b>2011-2012</b>	
		<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Supplies and Services	\$ 8,519,711	\$ 8,588,691	\$ 8,588,691
Capital Outlay	192,000	-	\$ -
Internal Services	223,250	231,671	\$ 231,671
Total	\$ 8,934,961	\$ 8,820,362	\$ 8,820,362
<b><u>Program Financing</u></b>			
General Fund	8,742,961	8,820,362	8,820,362
Capital Projects Fund	192,000	-	-
Total	\$ 8,934,961	\$ 8,820,362	\$ 8,820,362

Note: Central County Fire Department's Budget is a separate document. The above shown in supplies and services is 60% of the total CCFD 2011-2012 Budget.

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### **Department Overview**

The Fire Department is part of the Central County Fire Department Joint Powers Agreement and provides the following services to the citizens of Burlingame & Hillsborough.

**Fire Prevention:** Prevention of fires through education, engineering and enforcement. All new construction plans are checked and approved by the Fire Department for compliance with adopted regulations. This, coupled with our ongoing inspection program of all existing businesses and education programs presented to schools and places of business, leads to our low fire incident record.

**Emergency Medical Services:** Provide Basic and Advanced Life Support (ALS) / Paramedic services through ALS/First Responder Engine Companies. CPR training is available for all residents who live and work in our community.

**Fire Suppression:** To provide the best and most modern equipment, training and techniques to enable the fire department to maintain the highest level of fire suppression service possible.

**Fire Investigation:** To investigate all fires to determine point of origin and cause and to train suppression personnel to recognize indicators necessary to conduct a comprehensive investigation.

**Automatic Aid:** Providing automatic mutual aid to our immediate neighboring cities, as well as honoring our commitment to provide help when needed on a county-wide and state-wide basis.

## ***Disaster Preparedness***

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<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	<b><u>2011-2012</u></b>	
		<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Employee costs	\$ 34,078	\$ 38,462	\$ 38,462
Supplies and Services	52,147	56,497	\$ 56,497
Internal services	-	6,605	\$ 6,605
Capital outlay	-	10,000	\$ 10,000
Total	\$ 86,225	\$ 111,564	\$ 111,564
<b><u>Program Financing</u></b>			
General Fund	\$ 86,225	\$ 111,564	\$ 111,564
Total			

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### **Department Overview**

The Disaster Preparedness Program is administered by the Fire Department. It serves as the Office of Emergency Services for the City of Burlingame and is responsible for managing and coordinating the use of city resources in response to any emergency situation. The city manager and department directors are members of the emergency response team. Mock emergency response exercises are held on a semi-annual basis to rehearse the team's response and actions.

The city's primary Emergency Operating Center (EOC) is located at the Public Works Corporation Yard and is shared with the Town of Hillsborough. Burlingame's back-up EOC is located at the Police Department.

### **Department Objectives**

1. Provide City personnel with the necessary training to effectively manage potential disasters or emergencies. Training in Standard Emergency Management Systems (SEMS), National Integrated Emergency Management System (NIMS), and use of the Incident Command System (ICS) shall be incorporated to facilitate effective operation of an emergency operations center.
2. Provide public information and education to employees and residents regarding methods of preserving life and property in emergency situations.
3. Prepare and deliver disaster/emergency preparedness presentations to civic organizations, social groups, and the Burlingame School District.
4. Prepare and utilize a functional emergency operations center and back-up operation center. The emergency operation center should be well equipped and members of the emergency response team shall be well trained in its use.
5. Liaison with neighboring cities, coordinating mutual aid responses.



# Community Development

## ***Community Development - Planning***

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<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	<b>2011-2012</b>	
		<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Employee costs	\$ 649,424	\$ 696,577	\$ 696,577
Supplies and Services *	59,400	44,400	\$ 44,400
Internal services	65,474	62,780	\$ 62,780
Capital and non-capital equipment	-	-	\$ -
Total	<u>\$ 774,298</u>	<u>\$ 803,757</u>	<u>\$ 803,757</u>
<b><u>Program Financing</u></b>			
General Fund	552,298	581,757	581,757
Building Inspection Fund	72,000	72,000	72,000
Planning Fees	150,000	150,000	150,000
Total	<u>\$ 774,298</u>	<u>\$ 803,757</u>	<u>\$ 803,757</u>
<b><u>Personnel (FTE)</u></b>			
Community Development Director	1.00	1.00	1.00
Planning Manager	1.00	-	-
Senior Planner	1.00	1.00	1.00
Associate Planner	2.00	1.00	1.00
Assistant Planner	-	-	-
Administrative Secretary	1.00	1.00	1.00
Total	<u>6.00</u>	<u>4.00</u>	<u>4.00</u>

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### **Department Overview**

#### **Department Goal**

To provide prompt, courteous, efficient and cost effective zoning administration; to coordinate and formulate advanced planning programs which reflect community values and needs; to facilitate the collection and distribution of quantitative information; to facilitate decision-making and community development; to provide support to the local business community and promote Burlingame as a “good place to do business;” and provide technical support and coordination throughout the city organization on matters involving community development.

#### **Department Organization**

***Community Development Department Administration*** – Provide general oversight and policy direction to the divisions of the Community Development Department. Prepare and monitor the department budget. Serve as staff support to the City Manager, City Council and Planning Commission on land-use matters.

## ***Community Development - Planning***

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***Current Planning*** – Respond to public inquiries, gather and provide information, make site inspections, check building plans, administer residential and commercial design review and enforce the zoning and municipal ordinances in a courteous, efficient, cost effective and consistent manner in compliance with the California Permit Streamlining Act. Review plan check submittals from the Building Department for consistency with the Zoning Ordinance. Also conduct studies, prepare zoning maps and maintain accurate district boundaries; update zoning regulations and maps and recommend amendments to maintain consistency with the General Plan; clarify and modernize the zoning and sign codes. Administer the City's Reforestation Ordinance together with the Parks Department.

***Advance Planning*** - Work with the public, Planning Commission and City Council to update, amend, define and implement the community's environmental standards, land use policies and development goals as expressed in the General Plan and its specific plans. Update General Plan elements and participate in the preparation of specific plans as necessary.

***Economic Development*** – Work cooperatively with the Economic Development and Downtown Specific Plan Implementation Subcommittees of the City Council, and the Chamber of Commerce to promote a healthy business climate within the City and the perception of the City as a good place to do business. Provide outreach services to the business community in an effort to offer assistance in preserving existing businesses and encouraging new businesses to locate within the community.

***Staff Support*** - Assist the Planning Commission, City Council, City Manager and other City departments to carry out the legislative and executive responsibilities assigned to the Planning function; to oversee and/or prepare special studies, plan projects and implement and conduct programs; and to administer the Municipal Code as it applies to code enforcement. Review home occupation and amusement permits and business licenses for consistency with the Zoning Ordinance.

***Commission Support*** – Process applications, prepare staff reports which identify concerns, issues, conditions and options for action; serve as secretary to the Commission; report to Council and prepare staff reports for appeals and Council initiated concerns; keep and maintain records on properties in city files; provide public notice and opportunity for all to participate in the commission and council processes as they relate to the city's planned goals and policies and administration of the Zoning Ordinance.

***Environmental Review*** – Review all planning projects for compliance with the California Environmental Quality Act (CEQA); prepare and process environmental documents; perform contract administration for consultants hired by the City to prepare environmental reports; assist other City departments with environmental review for major projects and permit preparation.

### **Department Program Objectives FY 2011-12**

1. Ban the use of Polystyrene (EPS) by restaurants and grocery stores.
2. Using the Planning Commission as a forum; initiate discussions with residents of Burlingame neighborhoods containing concentrations of potentially historic properties to determine their

## ***Community Development - Planning***

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- interest in funding and pursuing the preparation of historic analyses for their neighborhoods, and the creation of an historic preservation program that permits property owners to “opt-in” to the program in order to receive defined benefits available through such a program.
3. Develop a policy regarding the maximum percentage of impervious surface for properties that are subject to development or redevelopment.
  4. Work with the Downtown Burlingame Avenue Business Improvement District (DBBID) to think of alternatives to try to bring back the Christmas Parade.
  5. Look into utilizing the additional Transient Occupancy Tax (TOT) to help pay for increased signage for hotels.
  6. Reach out to housing developers to inform them about our Downtown Plan and North Burlingame/Rollins Road Specific Plan, and solicit proposals for projects that help seniors downsize and people with moderate incomes become homeowners.
  7. Refine the sign ordinance to specify a maximum size in order to avoid large signs such as the “BevMo” sign.
  8. Work with the San Mateo County Convention & Visitors Bureau and the Burlingame Chamber of Commerce to explore working with Burlingame Buzz to develop a short promotional piece on Burlingame.
  9. Continue monitoring and participation in the formation of the Sustainable Communities Strategy (SCS).
  10. Review policies related to residential construction projects that permit property owners to receive approval of variances from development standards based upon the retention of portions of an existing structure that are later demolished during the construction process resulting in the construction of an essentially “new” structure at standards that do not conform to requirements applied to new construction projects.
  11. Investigate the possibility of requiring infrastructure to accommodate a 220v electric vehicle charging station in new home construction.
  12. Within the *Burlingame Downtown Specific Plan* area, consider creation of a requirement for a “house” vehicle owned by the development and used as a pool vehicle for projects that reach a certain size threshold.
  13. For substantial construction projects, require a temporary PG&E power connection rather than the use of fuel-powered generators for electrical power during construction.
  14. Work with the Planning Commission’s Neighborhood Consistency Subcommittee to evaluate basement exceptions and floor area ratio (FAR) limits for single-family residential properties.
  15. Working with the Downtown Specific Plan Implementation Subcommittee; look at opportunities for short-term closures of downtown streets on a limited basis.
  16. Consider strengthening policies related to maintenance of vacant properties within the City.

## ***Community Development - Planning***

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### **Program Status – FY 2010-11:**

1. After nearly three years of work; the City Council adopted the *Burlingame Downtown Specific Plan* on October 4, 2010. Immediately following adoption, work began to implement the policies of the Plan; this work will continue through FY 2011-12.
2. The adopted *Burlingame Downtown Specific Plan* includes provisions for an “average unit size” of 1,250 square feet for multi-family and mixed-use developments. The intent is to provide flexibility for the construction of larger dwelling units, while still encouraging (in fact, requiring) the construction of smaller units to off-set the floor areas of these larger units. The net result would be an effective increase in density of multi-family residential development, and a wider variety of unit types and affordability levels. Work is underway to codify this policy into the Zoning Ordinance.
3. The Downtown Burlingame Business Improvement District was successfully re-established in the fall of 2010. The City collaborated with the DBID on holiday activities Downtown; supported free parking on specific dates during the holiday shopping season; served as agent for the DBID while it awaited non-profit status approval; advised the DBID on collections, the Brown Act and other issues; and served as a resource during and between its board meetings. Staff continues to support the activities of the DBID where appropriate.
4. The comprehensive zoning code amendments being prepared for implementation of the *Housing Element* and the *Burlingame Downtown Specific Plan* will include an accompanying item that recommends the imposition of design review for installation of rooftop mechanical equipment on any single-family residence.
5. The adopted *Burlingame Downtown Specific Plan* includes provisions for reduced parking standards for non-residential uses in the Downtown area, reduced standards for multi-family housing within the area due to proximity to transit, the potential to consider shared parking approaches, and other approaches to creating greater flexibility.
6. Included amongst the comprehensive package of zoning code amendments prepared for implementation of the *Housing Element* and the *Burlingame Downtown Specific Plan* is a proposal by staff to expand the design review program outlined within the Specific Plan to all R-2, R-3 and R-4 areas within the City.
7. The adopted *Burlingame Downtown Specific Plan* includes a goal of promoting the use of public art and open spaces as amenities within the Downtown area. Staff is currently preparing necessary amendments to the zoning code to implement the Plan; establishment of a “percent for art” program will be included amongst the proposed amendments.
8. The Community Development Director, in conjunction with the Downtown Specific Plan Implementation Subcommittee, is currently preparing a request for qualifications (RFQ) that will be distributed to developers that may be qualified to partner with the City in developing City-owned public parking lots within the Downtown area.
9. The City’s Green Information Group (GIG) and Burlingame Citizens’ Environmental Council (CEC) now meet quarterly in an attempt to better coordinate each group’s efforts to

## ***Community Development - Planning***

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promote sustainability principles within Burlingame. City staff has indicated to the CEC that it can serve as a conduit through which that groups initiatives can be directed to reach the attention of the appropriate parties within the City government. The CEC has undertaken the comprehensive review of leaf blowing restrictions within other jurisdictions and recently reviewed its findings with the City Council. Additionally, the CEC has taken the initiative to work to secure grant funding for sustainability initiatives, such as home energy audits.

10. In December 2010, the Building Division of the Community Development Department hired a Green Building Specialist/Building Permit Technician to replace a vacant Building Permit Technician position. The incumbent in this new position assists the Community Development Department with implementation of the Climate Action Plan, and serves as liaison to the CEC.
11. Staff has been monitoring San Mateo County's efforts to adopt a ban on Polystyrene use in unincorporated County areas that is enforced by the Environmental Health Department. The County's regulations were adopted on February 15, 2011; and provide incorporated jurisdictions with the option to "opt-in" to the County program. Staff will present this option to the City Council in May, 2011.
12. The Downtown Specific Plan Implementation Subcommittee was created in 2010, and currently consists of Council Members Keighran and Brownrigg. Staff and the subcommittee are currently working on a request for qualifications (RFQ) seeking qualified developers to potentially partner with the City to develop under-utilized City parking lots within the Downtown area. On a related matter, the Public Works Director, Community Development Director, and Economic Development Specialist have conducted meetings with Downtown property owners to measure the level of interest in owner participation in funding of much-needed streetscape improvements within the Downtown area. The Community Development Director has also been tasked with seeking guidance from the local arts community regarding appropriate locations for public art within the community, particularly the Downtown area; this work is ongoing.
13. The City Council's Economic Development Subcommittee and Economic Development staff have been successful in working with CalTrans to have "lodging" signs placed near exits along Highway 101 at strategic locations, as well as on the off-ramps, to assist travelers in locating Burlingame Hotels situated within the Bayfront area of the City. Additionally, the Public Works Department will be installing "directory" signs at three locations within the Bayfront to further assist travelers in locating specific hotels by name.

### **Significant Workload Statistics**

	2003	2004	2005	2006	2007	2008	2009	2010
<b>Commission Hearings:</b>								
Conditional Use Permit	32	37	42	32	26	19	16	19
Variances	44	29	36	42	31	32	21	36
Special Permits	32	31	37	33	26	30	17	24
Hillside Area Construction Permits	9	22	36	28	11	12	7	5
Design Review	58	73	85	54	56	53	43	46
Design Review Amendments	n/a	n/a	n/a	21	19	23	13	4
Other Agenda Items	22	20	42	17	33	18	14	10

## Community Development - Planning

Applications Reviewed	125	121	127	144	140	187	131	144
General Plan elements/amendments	1	2	0	1	1	0	2	1
Council agenda items requiring Planning report	60	49	44	32	23	11	18	24
Negative declarations and EIRs	6	4	4	3	7	1	2	7
Business licenses checked	0	0	0	0	0	0	0	0
Home occupation permits checked	145	117	103	96	100	130	118	107
Plans checked	592	518	547	560	548	500	364	373
Code enforcements	16	15	53	22	35	35	18	21
Final Inspections	n/a	n/a	n/a	47	58	55	64	46
Permit amendments/FY1	4	3	12	39	56	31	24	27
Planner's Reports	n/a	n/a	n/a	40	12	15	12	13
Planning Commission Resolutions	103	107	126	126	110	102	84	78
Net New Dwelling Units	6	13	9	8	7	4	6	0
Replacement -- Single Family Dwelling Units	8	9	8	23	12	7	9	13
New Affordable Dwelling Units Approved	0	0	3	7	5	1	0	0
New Affordable Dwelling Units Built	0	0	0	0	0	1	0	1
Major Projects in Process *	n/a	n/a	n/a	6	10	5	4	1

\*Major Projects = require a Negative Declaration or EIR

### **Key Indicators**

#### **1. Complete processing all current planning projects within the State-mandated Permit Streamlining requirements.**

There were 83 planning applications processed in 2010 which were subject to the State-mandated permit streamlining requirements. California law requires that the Planning staff review a project for completeness within 30 days of submittal. In 2010, the average time to get back to applicants regarding the completeness of their application was 20 days, a 0% change from 2009 (19.99 days). The review time for 13% of these applications exceeded 30 days compared to 7% over 30 days in 2009. The increase in the percentage exceeding the 30-day response in 2010 can be attributed to a reduction in staff available to review applications. In all but one of these cases, the review time was only 1 to 3 days over the 30-day requirement (31 to 33 days; one project required 35 days).

#### **2. Maintain the “ready and waiting” project backlog for the Planning Commission below 10 projects.**

In 2010 the Planning Commission reviewed 144 project-related items. There were no instances where a “ready and waiting” project was not included on the next available agenda, and all items were able to be scheduled for the next available Commission agenda. There was essentially no change in the overall workload of new projects in 2009 and 2010 (82 and 83 applications in 2009 and 2010, respectively) and there was a slight increase in the number of design review submittals compared to last year (43 and 46 design review applications in 2009 and 2010, respectively). The number of design review study items on any agenda continues to be limited to four items, because these preliminary reviews of new applications tend to take up more meeting time.

#### **3. Average 10 business days for the Planning Division to complete their required plan checks for the Building Division.**

The Planning Division received 373 sets of plans to check for the Building Division in 2010, compared to 356 in 2009. The average time to process plan checks for the Building Division was 6.5 business days. This is an improvement in the turnaround time to complete the plan checks as occurred in 2009 (average of 7.3 business days). This improvement can be attributed to the temporary part-time planner who has been assisting the permanent planning staff with plan checks and code enforcement items.



## ***Community Development - Building Inspection***

<b><u>Resources Allocated</u></b>	2010-2011 <u>Budget</u>	2011-2012	
		Dept. <u>Request</u>	C.M. Rec.
Employee costs	\$ 731,302	\$ 749,860	\$ 749,860
Supplies and Services	345,800	345,800	345,800
Internal services	165,988	159,938	159,938
Capital outlay	-	-	-
Total	\$ 1,243,090	\$ 1,255,598	\$ 1,255,598

### **Program Financing**

Building Fees	1,243,090	1,255,598	1,255,598
Total	\$ 1,243,090	\$ 1,255,598	\$ 1,255,598

### **Personnel (FTE)**

Chief Building Official	1.00	1.00	1.00
Senior Building Inspector	2.00	2.00	2.00
Building Inspector	1.00	1.00	1.00
Permit Tech/Green Bldg Spec.	-	1.00	1.00
Permit Technician	2.00	1.00	1.00
Total	6.00	6.00	6.00

### **Department Overview**

Building Inspection is a division of the Community Development Department and provides the following services:

***Consultation:*** Meet with architects, engineers, homeowners and contractors prior to preparation of plans.

***Plan Checking:*** Review plans, specifications, calculations and energy conservation documents for compliance with the State Building Code and city ordinances. Meets and confers with applicants to resolve areas of conflict and noncompliance.

***Inspection:*** Provide field inspections to ensure that construction activity complies with the model codes, state, federal and local laws and conditions of approval.

***Complaint Response:*** Respond to complaints made by citizens or city officials regarding violations of construction codes, ordinances or standards. Coordinate responses and solutions with other internal departments and external agencies.

***Development Review:*** Attend staff review meetings and provide early input on major projects. Act as one-stop shop for permit applicants by distributing plans and data sheets to other

## ***Community Development - Building Inspection***

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departments and agencies. Verify compliance of plans with all conditions of approval prior to issuance of permits or certificates of occupancy.

***Research and Development:*** Review alternative methods or materials for equivalence to the model code requirements.

### **Department Program Objectives FY 2011-2012**

1. Continue to work with the Planning Division of the Community Development Department to promote efficient and user-friendly development review and permitting processes.
2. Continue to manage and develop the CRW “Trakit” permit tracking software and work cooperatively with the Planning Division to implement the tracking software into that division’s program in order to provide an effective means of tracking permits through the entire development process.
3. Provide opportunities for staff training to gain a greater knowledge of the provisions of the 2010 California Energy Code (CEC).
4. Hold an Owner/Builder Workshop to educate residents regarding the building permit process.
5. Balance Meeting Life-Safety Requirements of Building/Fire Codes to Encourage the Retention of Existing Buildings, Particularly in Commercial Areas.

### **Program Status – Completed Projects in FY 2010-2011:**

1. The CRW permit tracking software continues to be used as the primary permit tracking system and as the primary tool for the tracking and resolution of permit-related complaints.
2. Conducted an Owner/Builder Workshop on April 16, 2011.
3. The City Council approved an ordinance which adopted the 2010 California Building Codes. Division staff began implementation of those codes on January 1, 2011.
4. The City Council approved an ordinance which adopted the Burlingame Green Building Code. Division staff began implementation of Green Building Code on January 1, 2011.
5. Staff continues to prepare for state-required certification as Certified Accessibility Specialists (CASp).
6. An average of two pre-application meetings per month were held to assist potential commercial customers in understanding the various City processes. Staff from Building, Planning, Fire, Engineering, Wastewater / Storm water, and Economic Development attended these meetings as an outreach service to our customers.

## ***Community Development - Building Inspection***

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### **Key Indicators**

- Complete 95% of building plan checks within 15 working days.
- Receive a “good” or better rating on 90% of the returned Building Customer surveys.
- Issue 70% of all building permits over the counter

### **Key Indicators Status**

- 97% of all plan checks were completed within 15 working days
- Received a “good” or better rating on 87% of the Customer Service surveys; 40% rated service as exceptional
- Issued 73% of all building permits over the counter

### **Significant Workload Statistics**

	<b><u>Actual</u></b> <b><u>2009-2010</u></b>	<b><u>Estimated</u></b> <b><u>2010-2011</u></b>	<b><u>Projected</u></b> <b><u>2011-2012</u></b>
Building permit issued	952	1,000	1,000
Plan checks performed	651	650	650
Inspections conducted	3,938	4,000	4,000

# Public Works

## ***Public Works - Engineering***

<b><u>Resources Allocated</u></b>	2010-2011 <u>Budget</u>	2011-2012	
		Dept. <u>Request</u>	C.M. Rec.
Employee costs	\$ 1,619,037	\$ 1,697,517	\$ 1,697,517
Supplies and Services	432,978	446,497	\$ 446,497
Internal services	159,441	161,407	\$ 161,407
Capital outlay	-	-	-
Total	\$ 2,211,456	\$ 2,305,421	\$ 2,305,421
<b><u>Program Financing</u></b>			
General Fund	1,411,456	1,505,421	1,505,421
Charges to Capital Projects	800,000	800,000	800,000
Total	\$ 2,211,456	\$ 2,305,421	\$ 2,305,421
<b><u>Personnel (FTE)</u></b>			
Director of Public Works *	-	-	-
Asst Director of Public Works	1.00	1.00	1.00
Program Manager***	0.55	0.55	0.55
Transportation Engineer**	0.75	0.75	0.75
Assistant Civil Engineer	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00
Senior Civil Engineer	3.00	3.00	3.00
Senior Public Works Inspector	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00
Project Manager/GIS Coord	-	-	-
Engineer Technician III	-	-	-
Administrative Secretary	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Total	11.30	11.30	11.30

\* Director- 50% in Street Dept 25% Water and 25% Sewer \*\* Transportation Engineer- 25% in Parking Fund \*\*\*Program Manager-25% in Waste Management

### **Department Overview**

The Public Works Engineering Division checks land development plans to ensure compliance with city codes and ordinances; provides engineering services to city departments, commissions and council as required. The Engineering Division also ensures that the city's capital improvement projects are planned, designed and constructed in a timely, safe, functional, aesthetic and economical manner.

## ***Public Works - Engineering***

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The Engineering Division is composed of the following subprograms:

### **Development Review for Impacts on City Infrastructure**

- Review private development work for compliance with codes and regulations.
- Coordinate development requirements with the Planning Division.
- Issue encroachment permits for work within the public right-of-way.
- Inspect utility work and private construction within the public right-of-way.
- Coordinate the issuance and inspection of building permits.
- Serve as liaison to the Planning Commission regarding engineering related matters.
- Process review and recordation of subdivision and parcel maps.

### **Capital Improvement Program**

Manage the planning, design and construction of capital improvements projects for:

- Water system
- Sanitary sewer system
- Storm drainage system
- Street resurfacing program
- Sidewalk/ramp program
- Americans with Disability Act (ADA) improvements
- Street lighting system
- Traffic signal, signing and pavement markings
- Facility improvements
- Wastewater Treatment Plant

### **Traffic**

- Serve as liaison at the Traffic Safety and Parking Commission regarding traffic related matters.
- Serve as liaison to the Bicycle Committee regarding traffic related matters.
- Represent the city at regional transportation meetings.
- Respond to resident inquiries about traffic related matters.
- Obtain and administer grant funding for transportation related projects.
- Review traffic studies and impacts for private development projects.
- Administer street lighting and traffic signal maintenance contracts.

### **Administration and General**

- Assist Operations in the program management of the:
  - Water system
  - Sewer system
- Review and coordinate work performed by Caltrain, Caltrans and Transportation Authority.
- Represent the city on regional public works issues.
- Manage the city shuttle program.
- Maintain city maps and utility records.
- Prepare and administer city ordinances.
- Provide support to city departments on miscellaneous requests.

## ***Public Works - Engineering***

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**Accounting Procedures:** Place actual staff charges to funded capital projects. Some smaller projects are not in the Capital Improvement Plan and these are all charged to this Department's function. In most cases, this includes work done for other departments.

### **Department Objectives**

- Complete the construction of the wastewater treatment plant's influent retention basin to handle wet weather flows in compliance with the Regional Water Quality Control Board permit and legal settlement with the BayKeepers.
- Continue implementation of citywide sewer master plan to address high inflow and infiltration areas as part of the BayKeeper settlement compliance.
- As directed by Council, represent the City at High Speed Rail Technical Working Group to advocate for City's concerns and minimize impacts from the High Speed Rail project.
- Continue implementation of the storm drainage capital improvements program.
- Work with the downtown merchants and property owners to obtain support for funding and implement the design and construction of downtown streetscape improvements along with the water and sewer infrastructure upgrade.
- Implement phase II of the 50/50 sidewalk repair program per Council direction.
- Implement Capital Improvements program for potable water system, sanitary sewer system, waste water treatment plant and street resurfacing.
- Pursue Federal and State grants for transportation and bicycle/pedestrian improvements projects.
- Continue to coordinate with the San Mateo County Transportation Authority/Caltrans to complete engineering design and begin right of way acquisition for U.S. Highway 101/Broadway Interchange project.
- Provide technical support regarding Public Works issues to the Community Development Department on Safeway and Millenium projects.
- Coordinate with San Francisco Public Utility Commission regarding the construction of the Crystal Springs water transmission pipeline and minimize construction impacts.
- Work with Bay Area Water Supply and Conservation Agency to develop long term reliable water supply and monitor water supply based on the reduced interim water supply allocations from SFPUC.
- Continue to implement measures to effectively reduce discharge of pollutants and trash into the storm drains and other measures as required by the new Municipal Regional Permit as best as possible within existing staffing resources.

- Continue the implementation of water conservation plan to meet future water needs of the City and implement the following water conservation program:
  - Provide water conservation education to the community through Art in the Park, school classes and website.
  - Provide rebates for high efficiency washing machines and high efficiency toilets to conserve water as part of joint BAWSCA and PG & E energy conservation program.

### **Program Status**

- Implemented the following CIP projects:
  - Burlingame Gate/Grove/Village water main replacement
  - Newhall Road and Forest View Avenue water main replacement
  - Hillside Reservoir generator replacement
  - Alcazar and Donnelly Tank coating
  - Hillside and Skyview Reservoir pressure tanks
  - Phase 1A Downtown water, sewer and storm drain replacement
  - 2010 City-wide sewer rehabilitation
  - Marsten storm drainage outfall structure and Easton Creek widening
  - Bernal Avenue Mills Creek Culvert replacement project
  - Neighborhood Storm Drain projects #1 & #2
  - Safeway Box Culvert
  - 2010 street resurfacing program
  - Howard Avenue safety and energy efficient street lighting improvements
  - ADA sidewalk ramps, curb and gutter project
  - Donnelly Avenue Parking Lot C Green Streets
  - Signal Controller upgrades on California Drive
  - Signal Interconnect project on Old Bayshore Highway
- Completed 85% construction of influent retention basin at the Waste Water Treatment to handle wet weather flows and comply with the Regional Water Quality Control Board permit and Baykeeper settlement.
- Began implementation of citywide sewer master plan to address high inflow and infiltration areas to reduce sewer overflows as part of the Baykeeper settlement compliance.
- Worked with the Finance Department to issue the first series of bonds in the amount of \$9.2 million to fund accelerated construction of storm drainage projects.
- Implemented CIP for water system, sewer system, storm drainage system, roadways, traffic signal and street lighting as approved by the Council.
- Represented the City at High Speed Rail Technical Working Group to advocate for City's concerns and minimize impacts from the High Speed Rail project.



## ***Public Works - Engineering***

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- Implemented 50/50 sidewalk repair program including outreach to affected neighborhoods.
- Coordinated with the San Mateo County Transportation Authority/Caltrans and completed environmental document for the Broadway/U.S. Highway 101 Interchange project.
- Coordinated with the San Mateo County Transportation Authority/Caltrans on re-construction of Airport Blvd. and Peninsula Avenue interchange as part of the U.S. Highway 101 auxiliary lane project.
- Provided technical support regarding Public Works issues to the Community Development Department on private development projects such as the Safeway and Millenium projects.
- Coordinated with San Francisco Public Utility Commission (SFPUC) on the Crystal Springs water transmission pipeline upgrade and ensure unrestricted supply of water to Burlingame during the construction period. In addition, reviewed EIR and traffic control to minimize construction impacts to the community.
- Worked with Bay Area Water Supply and Conservation Agency (BAWSCA) to develop unanimous support for a new water supply allocation under reduced water supply conditions from SFPUC.
- Worked with BAWSCA and SFPUC to negotiate Interim Water Supply Allocations as required by the Water Supply agreement with San Francisco.
- Developed Urban Water Management Plan to address future water demands and available supply through 2035 in accordance with the requirements of the California Water code.
- Implemented measures to effectively reduce discharge of pollutants and trash into the storm drains as required by the new Municipal Regional Permit as best as possible within existing staffing resources.
- Received TDA grant funding for bicycle and transportation related projects
- Received Federal and State Grants for street resurfacing programs.

### **Key Indicators**

<b>ENGINEERING</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
▪ Limit construction change orders to 10% or less of the contract for 80% of the CIP projects (excluding annual maintenance projects such as sidewalk, re-surfacing and pipeline replacement)	92%	100%	93%
▪ Receive a “good” or better rating on 90% of the returned engineering customer surveys.	90%	92%	93%
▪ Maintain a citywide average pavement condition index score of at least 65	72	73	73

## ***Public Works - Engineering***

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### **Significant Workload Statistics**

	<b><u>Actual</u></b> <b><u>2009-2010</u></b>	<b><u>Estimated</u></b> <b><u>2010-2011</u></b>	<b><u>Projected</u></b> <b><u>2011-2012</u></b>
Major Studies	12	12	14
Streets, sidewalk and storm drainage	7	9	11
Sewer Projects	7	6	6
Water Projects	8	5	4
Park Projects	2	3	2
Miscellaneous Projects	9	10	9
Private Development Project Review	80	80	100

## ***Public Works – Streets & Storm Drainage***

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<b><u>Resources Allocated</u></b>	2010-2011 <u>Budget</u>	<b><u>2011-2012</u></b>	
		Dept. <u>Request</u>	<u>C.M. Rec.</u>
Employee costs	\$ 756,078	\$ 813,400	\$ 813,400
Supplies and Services	424,125	484,125	\$ 484,125
Internal services	650,149	687,065	\$ 687,065
Capital outlay	-	10,000	\$ 10,000
Total	\$ 1,830,352	\$ 1,994,590	\$ 1,994,590

### **Program Financing**

General Fund	1,768,475	1,932,713	1,932,713
Parking Fund	61,877	61,877	61,877
Total	\$ 1,830,352	\$ 1,994,590	\$ 1,994,590

### **Personnel (FTE)**

Director of Public Works	0.50	0.50	0.50
Secretary	0.33	0.33	0.33
Street and Sewer Supervisor	1.00	1.00	1.00
Street and Sewer Leadworker	1.00	1.00	1.00
Traffic Sign/Paint Leadworker	1.00	1.00	1.00
Street and Sewer Maint Worker	2.00	3.00	3.00
Street and Sewer Laborer	1.00	-	-
Total	6.83	6.83	6.83

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### **Department Overview**

The Streets and Storm Drainage Division provides the following services:

**Street Repair:** Perform maintenance for pothole repairs and dig up repairs on streets. In addition perform crack sealing repairs to streets to increase longevity prior to resurfacing.

**Sidewalk, Curb and Gutter Repair:** Performs permanent sidewalk, curb and gutter repairs in conjunction with Engineering Division. Perform temporary sidewalk repairs through asphalt patching and grinding of sidewalks to prevent tripping hazards.

**Traffic:** Installs and maintains traffic and street signs, striping and pavement marking.

**Storm Drainage:** Comply with the Municipal Regional Permit by maintaining capture devices for catch basins, as well as pump stations and creeks to prevent flooding during storms. Maintains pits in creeks and channels as required and clean storm drainage system. Clean catch basins in fall with street sweeper catch basin attachment.

## ***Public Works – Streets & Storm Drainage***

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**Street Cleaning:** Sweep business areas six times per week and other areas every other week during the summer months (July through September). During the leaf and winter season, the street sweeping will be performed on a weekly basis on a set schedule with 1.6 sweeper operators. The work also includes cleaning city parking lots, Burlingame Avenue and accompanying planter boxes, as well as Broadway Avenue five times per week as required. Clean garbage can liners on a weekly basis, painting garbage cans as needed, and power washing both Burlingame and Broadway business district sidewalks on a quarterly basis.

**Reduced Services:** Continued reduction of staffing resources will impact staff's ability to respond to citizen requests such as those stated above with street cleaning, as well as reducing the amount of maintenance of potholes, street failures, and curb and gutter repairs; sidewalk ramping, replacement and grinding of tripping hazards reduced.

### **Department Objectives**

- Continue prioritizing work programs to meet residents' needs of high priority requests based on public health & safety.
- Coordinate with the Countywide Storm Water Pollution Prevention Program for cleaning the City's "Hot Spot" areas; provide data and other information needed to meet the Municipal Regional Permit (MRP) report requirements.
- Continue to develop and implement measures to effectively reduce discharge of pollutants and trash into the storm drains as required by the new Municipal Regional Permit (MRP) as best as possible within existing staffing resources.
- Continue to work with Engineering division in implementing storm drainage capital improvement program.
- Coordinate with Engineering division regarding the resurfacing program to provide street maintenance information and identifying streets for resurfacing.
- Coordinate with Engineering division regarding the 50/50 sidewalk repair program to address tripping hazards.

### **Program Status**

- Due to reduced staffing resources, prioritized work programs to respond to high priority requests based on public health & safety needs.
- Identified trash "Hot Spot" areas in the City for 2009-10 based on the new Municipal Regional Permit (MRP).
- Complied with the new Municipal Regional Permit (MRP) which went into effect on December 2009 and planned for the additional changes and additions of labor, maintenance and equipment needed to meet the permit requirements.

## ***Public Works – Streets & Storm Drainage***

- Coordinated with Engineering division for the operations input in the design and construction of the Marsten pump station outfall and pump station project.
- Coordinated with Engineering division in identifying problem areas for the Storm Drain Improvements and neighborhood projects.
- Worked with Engineering division in implementing a 50/50 sidewalk repair program per Council direction.

### **Key Indicators**

<b>STREETS</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
▪ Receive a "Good" or better rating on 90% of the returned Street customer surveys.	100%	100%	100%
▪ Make initial response to street cleanup and repair requests from dispatch in an average time of 30 minutes or less.	20 mins	21 mins	21 mins
▪ Make initial response to investigate and prioritize pothole & sidewalk complaints within 48 hours 90% of the time.	100%	100%	100%
▪ After initial response, complete the interim pothole & sidewalk repair within five (5) days, 90 % of the time.	-	100%	100%

### **Significant Workload Statistics**

		<b>Actual 2009-10</b>	<b>Estimated 2010-11</b>	<b>Projected 2011-12</b>
Street repair	sq. ft.	14,154	10,000	10,000
Signs repaired/replaced/installed	each	2,293	2,000	1,500
Striping	L. F.	29,499	30,000	30,000
Pavement marking	each	2,281	2,000	2,000
Sidewalk & curb repair *	sq. ft.	4,233	3,500	3,500
Temporary patch (sidewalk)	sq ft.	4,724	3,000	3,000
Storm sewer lines cleaned	L.F.	1,968	2,000	2,000
Catch basins cleaned	each	1,935	1,500	1,500
Crack Sealing	L.F.	54,348	40,000	40,000
Creeks Cleaned & Debris Removed	Each / tons	4 / 533	4 / 468	4 / 400

\* includes repairs made through ABAG grant fund (\$50,000)

## ***Public Works - Burlingame Shuttle Bus Program***

<b><u>Resources Allocated</u></b>	2010-2011 Budget	<b><u>2011-2012</u></b>	
		Dept Request	C.M. Rec.
Staff Administration	\$ 6,700	\$ 6,180	\$ 6,180
Operating Expense	143,250	143,750	\$ 168,750
Total	<u>\$ 149,950</u>	<u>\$ 149,930</u>	<u>\$ 174,930</u>
 <b><u>Program Financing</u></b>			
General Fund	\$ 33,950	\$ 43,300	\$ 68,300
Revenue	116,000	106,630	\$ 106,630
Total	<u>\$ 149,950</u>	<u>\$ 149,930</u>	<u>\$ 174,930</u>

### **Department Overview**

The Burlingame Shuttle Bus Program provides public transportation within the city limits using four shuttle buses. The program is administered by the Public Works department.

The ***Bayside Commuter Shuttle*** serves employers in the Rollins Road-Bayshore-Airport Blvd. area, connecting them with the BART Intermodal Station in Millbrae during peak commute hours. The ***North Burlingame Shuttle*** connects the Mercy High School and Peninsula Hospital to the same BART station. The ***Hotel/Downtown Shuttle*** connects Burlingame hotels with the Broadway/Burlingame Avenue Shopping Districts. Administration of these three shuttles is assisted by the Peninsula Traffic Congestion Relief Alliance (Alliance), of which the City is a member, and the San Mateo County Convention and Visitors Bureau. A fourth shuttle, managed and paid for by Caltrain/Samtrans, transports commuters from the Broadway Train Station to the BART station during peak AM and PM weekday hours.

For the Bayside Commuter Shuttle to BART, the San Mateo County Transportation Authority (SMCTA) contributes 75% toward the cost. The City pays 25% of the total cost.

The North Burlingame shuttle is funded 50% by a City/County Association of Governments (C/CAG) grant and 50% by the Sisters of Mercy and Peninsula Hospital. City costs are for staff time to manage the shuttle and obtain grant and private financing. The North Burlingame Shuttle serves the north area businesses and residents going to the BART Intermodal station.

The Burlingame Shopper Shuttle is being paid for by the hotel group and the downtown merchants. It is primarily managed by the San Mateo County Convention and Visitors Bureau. It operates Monday through Saturday during the lunch and dinner hours. City staff provides coordination efforts between the hotels, downtown groups and the convention bureau. Council

## ***Public Works - Burlingame Shuttle Bus Program***

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approved an additional \$25,000 contribution, reducing the General Fund contribution to CIP, in order to help fund extended hours for the Hotel/Shopper Shuttle beginning July 1, 2011.

The Broadway to Millbrae shuttle is administered by Samtrans/Caltrain during peak commute hours. The City does not contribute to the cost of the shuttle.

Shuttle management and administration is done through the Public Works Department with assistance from the Finance Department for billings.

### **Department Objectives**

- Continue to participate in the Peninsula Traffic Congestion Relief Alliance addressing such issues as shuttle advertising and increasing ridership.
- Continue to monitor and promote ridership on the North Burlingame shuttle, the Bayside Commuter shuttle as well as the Hotel/Downtown Shuttle.
- Continue to administer grant programs and private contributions to pay for shuttle services. (As a note, Mills Peninsula Hospital must maintain their shuttle as part of their Transportation Demand Management conditions of approval through C/CAG and the City.)

### **Program Status**

- Coordinated with Joint Powers Board towards the City contribution towards of the Bayside Commuter Shuttle.
- Coordinated and managed private sponsorship for the North Burlingame Shuttle.
- Improved shuttle signage and advertising for existing shuttle routes.

# Leisure and Culture



## ***Burlingame Library***

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<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	<b>2011-2012</b>	
		<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Employee costs	\$ 2,520,021	\$ 2,663,423	\$ 2,663,423
Supplies and Services	510,358	692,314	\$ 692,314
Internal services	257,499	290,830	\$ 290,830
Capital and non-capital equipment	-	12,000	\$ 12,000
Total	\$ 3,287,878	\$ 3,658,567	\$ 3,658,567
<b><u>Program Financing</u></b>			
General Fund	\$ 2,529,522	\$ 2,905,115	\$ 2,930,115
CLSA	125,000	125,000	100,000
Fines and Fees	114,300	114,300	114,300
Hillsborough Contract	519,056	514,152	514,152
Total	\$ 758,356	\$ 753,452	\$ 728,452
<b><u>Personnel (FTE)</u></b>			
City Librarian	1.00	1.00	1.00
Library Technology Supervisor	1.00	1.00	1.00
Librarian III	1.00	2.00	2.00
Librarian II	5.25	4.00	4.00
Circulation Supervisor	1.00	1.00	1.00
Library Assistant III	2.00	2.00	2.00
Library Assistant II	8.25	8.25	8.25
Graphic Artist	0.63	0.63	0.63
Building Maintenance Worker	0.63	0.63	0.63
Administrative Secretary	0.98	0.98	0.98
Total	21.74	21.49	21.49

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### **Department Overview**

#### **Library Mission Statement:**

“The Burlingame Public Library is the cultural and learning center for the community, encouraging the joy and wonder of reading, the wisdom of diverse ideas, and the power of lifelong learning. Within and beyond its walls, the Library strives to preserve the past, serve the present and shape the future with opportunities to connect people and the world of information.”

### **COMMUNITY ACCESS TO INFORMATION, COLLECTIONS AND RESOURCES**

## ***Burlingame Library***

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**Public Services:** Provide professional guidance and access to information via library collections, electronic resources, and instruction. Select print and electronic resources to meet library user needs. Offer technical education including basic computer education and instruction on library databases, library e-services, and online catalog. Provide jobs programs, outreach to the homebound, volunteer programs, and interlibrary loans. Provide other special library programs including history, author, and summer reading programs. Promote library materials and programs through PR materials, library's e-newsletter, Facebook and website.

**Circulation Services:** Provide customer service in the loaning and returning of library materials. Maintain circulation, overdue, and billing records. Control inventory. Provide centralized hiring, training and managing of library pages and shelvees.

**Children's/Teen/Branch:** Provide reader's advisory services and access to information for children and teens. Promote effective use of the library through a wide variety of programs in the library including "Baby, Toddler, and Pre-School" story-times, author events, special programs and Summer Reading. Promote the library's services through local schools and the community. Select materials for children and teens. Direct services to children through story times and class visits at Easton Branch library. Outreach to schools includes special teacher cards and library class visits.

### **TECHNICAL AND PROFESSIONAL SUPPORT SERVICES**

**Technical Support & IT Services:** Technical Support: acquire, catalog, process and maintain print and media collections in all formats. Oversee vendor outsourcing for cataloging & processing. Maintain online databases: local (PLS), regional (State), national (OCLC). IT Services: Oversee and maintain computer hardware, software, database access, and local area networks for 100+ PC network. Liaison with Peninsula Library Area Network (PLAN) and City IT network. Train staff in technology protocols. Work with City IT and outside vendors to provide phone system. Maintain and upgrade library's website.

### **Community Partnerships**

Maintain partnerships and share resources with Peninsula, regional, and state libraries. Maintain liaison with constituent groups: Library Board of Trustees, Burlingame Library Foundation, PLS Administrative Council, PLS System Advisory Board, service clubs, schools, businesses, community groups and other City departments.

### **Department Goals for Fiscal 2011-2012**

1. Coordinate the development of the *Millennium Plan* regarding the space allocation for library functions, materials and technology that results in a defined space allocation plan, budget approval from City Council and the beginning of implementation of at least one phase of the plan by September 2011.
2. Implement the first stage of RFID project that results in all library materials RFID by July 2011.

3. Develop a plan to address the compact shelving room that results in emptying the compact shelving room and distributing materials to the appropriate places by August 2011.
4. Implement a mobile Technology Center that results in offering hands-on technology classes for patrons and staff based on the Technology Needs survey of January 2011, by August 2011.
5. Work with city to install new Voice over IP system at the library coordinating with city staff, vendor, consultant and PLS ongoing through June 2012.

**Library Service Indicators and Program Highlights**

	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Projected</u>
Population served	37,033*	37,033
Registered borrowers	29,746	29,118
Population registered	80.3%	80%
Items Circulated	718,445	710,000
Media items	233,941	215,000
Children's items	271,220	271,000
Circulation per capita	19.4	19.2
Circulation per child	40	40
Library visits	456,726	450,000
Internet/Virtual Visits	245,499	245,000
Programs offered	385	320
Program attendance	19,113	18,000
Items added	16,154	16,000
Self check use	78%	80%

**Library Service Highlights cont.**

## ***Burlingame Library***

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**\$70,000+ raised for Easton** – The community raised over \$70,000 for library services at the Easton Branch Library. Thanks to the community's generosity we re-instated Friday hours beginning in January 2011.

**Library Foundation Board and Library Board of Trustees fund the book budget** – During FY 10-11 the book budget of \$186,000 was funded by the two library boards.

**Jobs Programs** – This year's adult programs have focused on job hunting. We have had 8 jobs programs this year and served 214 people.

**Tech Talks – Popular Tech Talks Series Continues!** – Tech Talks began in April 2009 and are lecture-style technology classes given the 4th Friday afternoon of each month. Tech Talks have covered a wide range of topics including: internet basics, introduction to Microsoft Word, digital photo sharing online, technology for booklovers, social networking, organizing computer files for Windows and Mac, and tips for selling on Ebay.com. In over a year and half of Tech Talks, they have served around 25 people a month, and reached almost 450 people in total.

**Kindergarten Library Card Drive** – 217 kindergarten students in Burlingame and Hillsborough received a new library card, representing 95% of all local kindergarten students.

**Poetry Month – January 2011** – A record year! All children in grades K-5<sup>th</sup> were encouraged to write an original poem and bring it to the library during the month of January to receive a free paperback book of poetry (sponsored by the Burlingame Library Foundation). This year we had a record number of poets – 441 participants! This is a 22 percent increase over January 2010.

**Peninsula Health Care District funds our new Study Room** - The study room, on the Lower Level of the library, is for groups of 2 to 6 people for up to 2 hours and is available all the hours the library is open. The room is reserved for student groups from 3 p.m. to 7 p.m., Monday through Thursday and 3 p.m. to 5 p.m. on Friday.

**Children's Holiday Tea** – The Burlingame Library Foundation presented the first annual Children's Holiday Tea at the Easton Branch Library. The Tea featured delicious 'Tea Fare', musical entertainment, and author Marissa Moss set in a festive winter wonderland. Generously underwritten by Gymboree, and supported by local businesses, all proceeds benefited the Burlingame Library children's programs and collections.

**B-Tab or Burlingame Teen Advisory Board begins!** – Murder Mystery Night, held in the library afterhours on October 30<sup>th</sup> was the brainchild of B-Tab. The 60 teen guests, many wearing dresses and pearls, or suits and ties, enjoyed "mocktail" drinks and fancy hors d'oeuvres before being divided into 5 Detective Groups to solve the mystery.

**Volunteers** – The Burlingame Public Library volunteers contribute approximately 8,400 hours a year or the equivalent of 4 full-time staff. They are used by all library departments and with special events. Our very active book sale brought in \$55,000 to the library for books and library programs.

## ***Parks & Recreation Department – Recreation Division***

<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	2011-2012	
		<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Employee costs	\$ 1,569,639	\$ 1,703,028	\$ 1,703,028
Supplies and Services	1,258,380	1,259,680	\$ 1,364,680
Internal services	361,187	387,991	\$ 387,991
Capital outlay	-	8,610	\$ 8,610
Total	\$ 3,189,206	\$ 3,359,309	\$ 3,464,309
<b><u>Program Financing</u></b>			
General Fund	1,189,206	1,359,309	1,464,309
Recreation Revenues	2,000,000	2,000,000	2,000,000
Total	\$ 3,189,206	\$ 3,359,309	\$ 3,464,309
<b><u>Personnel (FTE)</u></b>			
Director of Parks and Recreation	0.25	0.50	0.50
Recreation Superintendent	1.00	-	-
Recreation Supervisor	1.60	2.60	2.60
Administrative Secretary	1.00	1.00	1.00
Office Assistant I	1.00	1.00	1.00
Office Assistant II	1.00	1.00	1.00
Recreation Coordinator	3.35	3.00	3.00
Building Attendant/Coordinator	0.80	1.00	1.00
Aquatics Program Coordinator	0.80	0.80	0.80
Total	10.80	10.90	10.90

### **Department Overview**

***“The Burlingame Parks and Recreation Department is Creating a Better Place to Live, Work and Play by:***

- ***Providing well-maintained playgrounds, street trees, park space and recreational facilities;***
- ***Offering a high-quality, diversified program of recreational activities; and***
- ***Supporting other community groups in our mission.”***

**Target Populations:** The Recreation Division provides a variety of recreation and leisure opportunities to the Burlingame community. The Division's target populations include: pre-school and elementary school-age children, middle school students, high school students, adults, senior citizens, families, schools and local non-profit agencies. In addition to City general fund support; user fees, volunteers, donations, and the support of other community groups are utilized to provide facilities, activities and programs that make Burlingame a special place to live, work and play. The Division's most significant goal continues to be seeking to offer the highest

## ***Parks & Recreation Department – Recreation Division***

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quality services to the public at the lowest possible cost. With the continuing economy issues and its effect on the City and this Division's budget allocation, this goal will be a greater challenge this fiscal year.

**Facilities And Types Of Programs:** The Recreation Division conducts programs that provide individuals with opportunities to improve their health and fitness; continue life-long learning; enjoy outdoor areas within the City; and socialize with other members of the community. Programs are held at the Burlingame Recreation Center, Bayside Park, Village Park, Burlingame Aquatic Center, Burlingame Golf Center, Murray Field, Dog Exercise Park, Washington Park, Burlingame School District and San Mateo High School District facilities and other private venues.

**2011-12 Program Impacts:** The Recreation Division has had a number of significant staffing impacts that may well affect the delivery of programs to our residents

The relationship between the City and the San Mateo Union High School District continues to be nurtured. City staff works with the District on the use and operations of the community pool. City programs and Burlingame non-profit youth groups use of high school district facilities continue to be significantly affected by the high fees charged, resulting in higher costs, elimination of programs and a higher demand for City fields and courts. The agreement between the City and The District for use of the BHS Stadium field at no fee terminates this summer. This will likely result in an increased demand on City fields.

Staffing changes continuing within the Division make stability quite challenging, however, staff has accepted these changes and adapted well.

Staff continues to work closely with both school districts and the local non-profit community organizations towards the successful completion of the objectives below in an effort to ***“Create a Better Place to Live, Work and Play”***.

### **Department Objectives**

1. Assess all fees to more fully recover full costs of providing programs.
2. Continue discussions with SMUHSD to facilitate increased use of district facilities by community groups, workable shared fees, clarifying and amending existing Aquatics Center pool contract, and overall improved relations.
3. Assess results of implemented marketing program to enhance & share costs of special events and specific program areas.
4. Continue working with San Mateo County Convention & Visitors Bureau in pursuit of raising additional funding in exchange for use of City facilities.

### **RECREATION (CONT)**

## ***Parks & Recreation Department – Recreation Division***

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5. Continue working with the Burlingame Elementary School District on improving the after-school enrichment offerings at the 5 elementary schools and with the BSD School Board to create a stronger partnership with the after school sports program.
6. Maintain close & coordinated relationship with Pacific Fine Arts in their contracted oversight of the “Art in the Park” event, including involvement of community groups.
7. Coordinate with the Burlingame Aquatics Club on their assumption of program & facility functions at the Burlingame Aquatics Center.
8. Facilitate discussion with user groups on resolution of impact of expiring BHS stadium field contract with SMUHSD.
9. Seek additional shared services efforts, such as the regional administration of the Adult Softball program and Van Sharing Program.
10. Utilize new staff reassignments to explore additional program offerings for the Mature Adult age group.
11. Utilize more fully the e-news, city’s Facebook page, and other social networking sites to tap new resources for program participants.
12. Expand and increase contract classes to offer more participation opportunities and to generate additional department revenue.
13. Pursue new avenues to increase Youth Scholarship program.

### **Program Status**

**Preschool Activities:** School year programs were held for:

- Villagers - 4 year olds – 52 participants
- Cottage Kids - 3 year olds – 48 participants
- Lil Sprouts - 2 year olds – 56 participants
- After Lunch Bunch - 3 & 4 year olds – 28 participants per year
- Preschool Classes - approximately 1203 kids
- Pre-K Summer School – 20 kids
- Camp Tree House – 114 kids
- Kinderclub – 32 kids per year

**Youth Activities:** The following activities produced the following participants:

- | <u>Elementary Sports</u>  | <u>Enrichment Classes</u> |
|---|---------------------------|
| - Flag Football - 80 players                                    | - Fall - 280 students     |
| - Basketball – 178 players                                      | - Summer - 321 Students   |
| - Volleyball - 61 players                                       | - Winter - 144 students   |
| - K-3 <sup>rd</sup> Basketball – 87 players                     | - Spring - 105 students   |
| - Youth Summer Day Camps – 875 participants                     |                           |
| - Youth Vacation Day Camps (Winter & Spring) – 122 participants |                           |
| - Tee Ball – 48 players   |                           |

## ***Parks & Recreation Department – Recreation Division***

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5<sup>th</sup> – 8<sup>th</sup> Grade Summer Volleyball – 33 participants

**Teen Activities:** Intermediate Teen Sports produced the following participants:

Held 5 “All City” dances with an average attendance of 275 students	
Golf - 18 golfers	Badminton – 27 players
Tennis - 40 players	Basketball - 253 players
Track & Field - 74 participants	Girls Lacrosse - 18 players
Flag Football – 69 players	Cross-Country - 29 runners
Volleyball – 96 players	Cheerleading – 5
Teen Summer Camps - 247 participants	
Jr. Police & Fire – 30	Agility Class - 27

Youth Advisory Committee advises the Parks and Recreation Commission on matters pertaining to the youth and teen populations within the City of Burlingame. The committee is comprised of 11 Burlingame youths in grades 7<sup>th</sup> through 12<sup>th</sup>. The Youth Advisory Committee participated in the following events:

- Decorated for 5 “All City” dances
- Organized donation to Princess Project
- Attended YAC Social 2011 Youth Conference in San Carlos

**Adult Activities:** In the area of Adult Sports, the following activities occurred:

- Softball – 90 teams
- Basketball – 13 teams
- Women’s Soccer (age 35 and over) – 18 teams
- 35+ Drop-in Soccer – 50 participants (over 40 weeks)

**Senior Activities:**

- Bingo-N-Bag Lunch program = 25 participants per week
- Mature Driving classes - 48 participants per class (3 classes per year)
- Senior Showcase Health Fair – 50 vendors, 175 participants
- 10 Trips with 125 participants

**Free Programs or Services for Senior Citizens:**

- Exercise classes (20/day - 2 days/wk)
- Senior Drop-in program (Fridays) averages 12 bridge players and 25 for the movie
- Tax Assistance – 200 people
- Burlingame High School Computer Classes: 15 Seniors/BHS Students – approx 10

**Aquatic Activities:**

- Preschool, Youth, Teen, Adult & Seniors
- Lap Swim: total 14,311
- Recreation Swim: total 3,300
- Swimming Lessons: total 2,290



## ***Parks & Recreation Department – Recreation Division***

### **Special Events/Other Programs and Services:**

- Art in the Park – 105 artist booths/ 13 Community, non-profit and City booths
- Music in the Park – 4 concerts
- Lobby Gallery – wall & display case shows – over 50 artists, monthly shows
- Community Support – AYSO, BGSL, BYBA, CYSA, Coyotes Youth Lacrosse, BHS, Burlingame School District, Adult Education, College of San Mateo
- Movie in the Park – 3 showings

### **Significant Workload and Key Indicators**

	2010	2009	2008	2007	2006	2005
Class Participation	12,031	15,500	15,444	15,914	17,927	15,651
Sr. Discount Participants	674	604	733	663	698	700
Scholarships Given	12	16	23	34	78	143
Scholarships Value	4,345	7,175	1,665	2,200	3,455.50	\$6,812
Elementary School Sports	407	370	305	279	349	331
Intermediate School Sports	656	658	790	644	713	732
Adult Sports (Teams)	120	135	147	190	181	165
Facility Rental Revenues	\$70,082	\$78,391	\$79,969	\$75,069	\$73,681	\$68,305
Aquatics (Lap/Rec Swim)	17,611	18,941	18,735	18,735	20,045	19,328
No. days pool closed for maintenance	25	30	5	5	7	7
Percentage of revenue compared to expenses*	68.8%	55.0%	59.0%	66.0%	66.4%	65.5%
Total revenue per capita*	\$68.50	\$66.39	\$73.04	\$70.63	\$67.40	\$64.03
GF Impact Subsidy	1,062,666	1,287,590	1,058,276	1,011,655	1,094,420	1,068,995

\* Figures are per budget year (ex: 2010=2009/2010)

## ***Parks & Recreation Department – Parks Division***

<b><u>Resources Allocated</u></b>	2010-2011 Budget	2011-2012	
		Dept. Request	C.M. Rec.
Employee costs	\$ 1,701,314	\$ 1,916,861	\$ 1,916,861
Supplies and Services	291,100	303,200	\$ 303,200
Internal services	218,762	215,937	\$ 215,937
Capital outlay	19,500	6,000	\$ 6,000
Total	\$ 2,230,676	\$ 2,441,998	\$ 2,441,998
<b><u>Program Financing</u></b>			
General Fund	2,143,909	2,366,738	2,366,738
Parking Fund	11,508	11,508	11,508
Park & Arborist Fees	75,259	75,260	75,260
Total	\$ 2,230,676	\$ 2,453,506	\$ 2,453,506
<b><u>Personnel (FTE)</u></b>			
Director of Parks and Recreation	0.25	0.50	0.50
Park Superintendent	0.60	-	-
Park Supervisor	1.00	1.00	1.00
Maintenance Leadworker	1.00	1.00	1.00
Landscape Leadworker	1.00	1.00	1.00
Tree Leadworker	1.00	1.00	1.00
Tree Worker	2.00	2.00	2.00
Grounds Equipment Repair Worker	1.00	1.00	1.00
Irrigation Repair Specialist	1.00	1.00	1.00
Park Maintenance Worker II	6.00	6.00	6.00
Administrative Secretary	1.00	1.00	1.00
Tree Maintenance Worker	2.00	2.00	2.00
Total	17.85	17.50	17.50

### **Department Overview**

The Parks Division provides the following services.

**Administration:** 1) Schedule and monitor Division operations. 2) Prepare and maintain necessary personnel, budget, and operations files and records. 3) Meet and work with City Council, P&R Commission, Beautification Commission, other public agencies, city departments and the general public.

**Facilities & Equipment Maintenance:** 1) Install, inspect, and maintain playground equipment and irrigation systems. 2) Prepare City athletic fields for use by numerous softball, baseball,

## ***Parks & Recreation Department – Parks Division***

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soccer, lacrosse and football leagues. 3) Perform routine and emergency maintenance on all department equipment.

**Grounds Maintenance:** 1) Maintain turf and landscaping in all parks, medians, parking lots and other City owned facilities. 2) Provide seasonal landscaping in selected locations. 3) Maintain plant materials in the nursery.

**Tree Maintenance:** 1) Ensure protection of people and property through maintenance or removal of hazardous trees. 2) Ensure safe pedestrian and vehicular access to streets and sidewalks by removing fallen or intruding trees, limbs and/or other vegetation. 3) Protect the health and vigor of City-owned trees through a program of inspection, pruning and pest control. 4) Plant trees where others have been removed and in areas where the need for a new tree exists.

### **Department Objectives**

The FY 2011-12 goals of the Parks Division include:

1. Seek Tree City USA award for the 33<sup>rd</sup> consecutive year.
2. Assess possibility of seeking dedicated funding for the Tree Maintenance Program using a Lighting & Landscape District or other similar source.
3. Support Leadworkers in newly defined role and ensure that it is understood and respected by subordinate staff.
4. Implement use of completed Tree Inventory to enhance maintenance and upkeep efforts.
5. Seek partnership in converting a portion of the Washington Park horseshoe pits into bocci ball courts.
6. Replace woodchips under play equipment at Ray Park & Village Park with resilient surfacing.

### **Key Indicators**

Service Population: 28,158 (per California, Dept of Finance January 2008)

Tree Crew Full Time Equivalents: 5 for 2011-12

Landscape/Maintenance Crew FTE: 10 for 2011-12

#### **Tree Crew**

- |   |                              |                           |
|---|------------------------------|---------------------------|
| 1. Annual tree plantings:                         | Gross – 204 + 81 grant trees | Per Tree Crew FTE - 44.4  |
| 2. Annual tree removals:                          | Gross - 175                  | Per Tree Crew FTE - 42.0  |
| 3. Annual tree trimmings:                         | Gross - 1898                 | Per Tree Crew FTE - 366.2 |
| 4. Total City maintained street trees per capita: | .43                          | Per Tree Crew FTE - 2,549 |

## ***Parks & Recreation Department – Parks Division***

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5. Percentage completed of the annual section trimming - 85%
6. Initial inspection for Protected Tree application within 5 business days - 100%

### **Maintenance Crews**

1. Percentage of playground equipment in compliance with current state and federal regulations, such as California SB 2733 and ADA -- 85%
2. Frequency of thorough inspection (seeking any structural or compliance issues) of each park's play equipment – once per year. This is undertaken by trained certified City Playground Safety Inspectors.
3. Play equipment is visually inspected 2 times per week as part of routine park maintenance. 100% of all recorded maintenance issues are repaired each month.
4. Percentage of staff inspections completed monthly of all park play equipment -- 70%  
Monthly inspections are lower than desired due to reductions in staff.

### **Program Status**

- The Tree Crew continued its program to inspect or prune every city street tree in designated areas. The Division is on schedule to service or inspect every street tree using a 4-year cycle, except the Eucalyptus trees on Easton and Burlingame Avenue which are on a 3-year cycle.
- Anticipate contract pruning of Eucalyptus trees on Easton Dr., ECR between Rosedale and Murchison, and Skyline from north of Rivera to Trousdale.
- The Parks Division processed fifty-five (55) permit applications for the removal of private protected trees. Four (4) of the applications were denied.
- 81 trees were planted in vacant planting sites during second phase of the Green Trees for the Golden State Grant funded by the State of California.
- Two Parks staff who are Certified Playground Inspectors, completed safety audits of all playgrounds throughout the City.
- Irrigation clocks at six locations were upgraded and are now part of the centralized irrigation system. New irrigation control equipment such as flow sensors, rain gauges, evapo-transpiration gauges, and automatic valves are added to better monitor our water usage.
- Landscape maintenance crews renovated numerous landscapes throughout the City including the Vernon Memorial Garden, Main Library and Washington Park picnic area.
- Anticipate the California Conservation Corps conducting vegetation management program in Mills Canyon.
- Through donations, 5 park benches were replaced and installed by Parks Maintenance Crew at various locations in Washington Park and City Hall.

### **Budget Changes From FY 10-11**

1. Council earmarked \$5,000 annually (from the \$20,000 T-Mobile cell antenna lease in Washington Park) to fund the Tree Replacement Fund. This program is an essential part of keeping our Tree USA status and ensures the future of our urban forest. The \$5,000 will allow Parks to plant 150 replacement trees, representing about 50% of our annual goal.
2. \$7000 for the California Conservation Corp. is budgeted back into Contractual Services for trail maintenance in Mills Canyon Wildlife Area.

**New 2011-12 Projects and Impacts**

1. Central irrigation control upgrades will continue with the addition of controllers in smaller planter areas and medians. The project will reduce water usage and lower staffing costs.
2. Small landscaping renovation projects will continue in parking lots, medians, and islands.
3. Path renovations at Ray and Pershing Parks. This project will eliminate tripping hazards and improve usability at each park, it will have negative impact during construction, but the impacts on the public and maintenance will be a long term positive.

**Significant Workload Statistics**

**Facilities and Equipment Maintenance:**

The Parks Division maintains and cares for numerous park facilities and equipment:

8	courts
9	baseball/softball fields
7	double restrooms
125+	pieces of playground equipment

11	grandstands and bleachers
16	miscellaneous game courts
21+	pieces of rolling stock
50+	pieces of power equipment

**Landscape Maintenance:**

The Parks Division also is responsible for maintaining the following properties:

Landscaping – 66 acres

Turf Care – 32 acres (8 parks, 5 tot lots)

Burlingame Intermediate School/Franklin/McKinley/Roosevelt athletic fields

City buildings – 5

City Parking Lots – 20

Street Median Islands – 48

Miscellaneous Areas – 20 +

**City Tree Crew**

	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Tree Plantings	204	222	267	229	334	240	165	213
Grant Tree Planting	81	197	172	NA	NA	NA	NA	NA
Tree Removals	174	210	249	148	199	144	162	144
Tree Trimmings	1898	1831	1531	1574	1350	1307	1041	1173
Permit Applications	55	61	56	65	67	85	72	94
(Private Tree Removals)								

# Enterprise Services

## ***Parking Enterprise***

<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	2011-2012	
		Dept. <b><u>Request</u></b>	<b><u>C.M. Rec.</u></b>
Employee costs	\$ 971,613	\$ 1,021,739	\$ 1,021,739
Supplies and Services	161,926	171,286	\$ 171,286
Internal services	186,850	174,915	\$ 174,915
Capital - Non-capital Equipment	37,000	57,000	\$ 57,000
Total	\$ 1,357,389	\$ 1,424,940	\$ 1,424,940
<b><u>Program Financing</u></b>			
Downtown Monthly Permits	75,000	75,000	75,000
Parking Fees	1,600,000	1,600,000	1,600,000
Total	\$ 1,675,000	\$ 1,675,000	\$ 1,675,000
<b><u>Personnel (FTE)</u></b>			
Police Sergeant	1.00	1.00	1.00
Police Dispatcher	1.00	1.00	1.00
Transportation Engineer	0.25	0.25	0.25
Parking Enforcement Officers	4.00	4.00	4.00
Police Clerk	1.00	1.00	1.00
Parking Meter Service Worker	2.00	2.00	2.00
Total	9.25	9.25	9.25

### **Department Overview**

The Parking Enterprise Fund is used to account for the revenues and expenses from the city owned parking facilities. Parking fees are charged for both on-street and off-street parking in the Burlingame Avenue (Downtown Business Area) and Broadway Avenue shopping districts. The city owns one (1) municipal parking structure, twenty-five (25) municipal parking lots and approximately 1,800 metered parking spaces.

Revenue from the parking enterprise fund pays for the operations and maintenance of the city's parking system. The revenue is also used to reimburse the general fund for past investments in parking improvements made in the Broadway shopping district. An annual payment of \$290,000 is made to the General Fund for those past expenses. Surplus revenue is earmarked for future parking and streetscape capital improvements in the Burlingame shopping district.

Multiple departments assist in the management of the parking enterprise fund. They include Police, Public Works, Parks and the Finance department. The Police Department handles the day-to-day operations of the district.

## ***Parking Enterprise***

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### **Mission**

The primary objective of this unit is to work with residents, property owners and business owners to ensure the availability of limited parking resources. This is accomplished through education, engineering and enforcement of regulations and laws.

### **Overview**

The Police Department operates a high quality public parking system in the downtown areas. Parking Enforcement Officers issue warnings and enforce time zone restrictions, residential parking regulations and other Municipal Code and California Vehicle Code Regulations. They also issue warnings and tow abandoned vehicles stored on city streets and other city maintained or owned property.

### **Parking Enforcement and Facilities:**

The Parking Enterprise Fund is administered by the Burlingame Police Department. A sergeant oversees the operations of the parking enforcement officers and meter service workers. The four (4) full-time parking enforcement officers and one P/T employee are responsible for enforcing parking ordinances and regulations. The two (2) meter service workers oversee the maintenance of all street and lot parking meters and parking lot pay-by-space parking machines. They are also responsible for the collection of money from the meters and machines. The cost of meter collections and deposits are also included within this enterprise fund.

### **Parking Lot Beautification and Landscaping:**

The Parks Department provides landscaping and irrigation services and seasonal plantings for the city parking system.

### **Parking and Streetscape Capital Improvements:**

The Public Works Department provides planning, engineering and construction services for any future parking and streetscape improvements.

### **Department Objectives**

1. Complete a parking fee study to determine potential new parking fees that support a strong, well funded capital program.
2. Work with the Transportation and Parking Safety Commission to develop parking and traffic flow strategies and solutions.
3. Complete inventory of Parking Meters and Pay by Space Machines by September 31, 2011.
4. Develop a replacement program for Parking Meters and Pay by Space Machines by December 31, 2011.



5. Ensure 2 employees attend the California Parking Association Conference.
6. Establish permits for employees on Broadway to park in City Parking Lot S (by Goodwill store) to encourage them to not take up customer parking on Broadway.
7. Improve parking signage in the downtown area, publicize our parking philosophy (the farther away, the cheaper), and distribute parking maps widely.
8. Look at options for new parking meters. One that takes credit cards and you don't have to walk to a different location to pay.
9. Develop a report on alternate parking enforcement models including the one recommended in the City Gate Police Shared Services Report that is currently in use in San Mateo.

**Key Indicators**

- Respond to complaints for repair of broken meters or pay by space parking machines during weekdays when reported to Officers, PEO's, etc., within 30 minutes or less, 95% of the time.
- Respond to complaints for repair of broken meters via the Meter Hotline within 24 hours, 95% of the time.
- Respond to complaints for repair of pay by space parking machines within 30 minutes or less, 95% of the time.
- Cash collections from pay by space parking machines completed at least twice per week, 100% of the time.
- Cash collections from parking meters in 14 routes throughout the city completed at least once per week, 100% of the time.

**Budget Changes from FY 10-11**

There is a slight \$2000 increase to Training and Safety to fund training needs for the PEO's.

## Public Works - Water

<u>Resources Allocated</u>	2010-2011 <u>Budget</u>	2011-2012	
		Dept. <u>Request</u>	<u>C.M. Rec.</u>
Employee costs	\$ 1,945,387	\$ 2,173,189	\$ 2,173,189
Supplies and Services	5,273,301	7,316,168	\$ 7,316,168
Debt Service	2,592,066	2,718,728	\$ 2,718,728
Depreciation	1,000,000	1,600,000	\$ 1,600,000
Internal services	719,493	719,294	\$ 719,294
Capital outlay	151,900	417,050	\$ 417,050
Total	\$ 11,682,147	\$ 14,944,429	\$ 14,944,429
 <u>Program Financing</u>			
Water Fund	\$ 11,682,147	\$ 14,944,429	\$ 14,944,429
 <u>Personnel (FTE)</u>			
Director of Public Works	0.25	0.25	0.25
Public Works Superintendent	1.00	1.00	1.00
Secretary	0.34	0.34	0.34
Asst Water Operations Supt	1.00	1.00	1.00
Water Supervisor	1.00	1.00	1.00
Water Quality Supervisor	1.00	1.00	1.00
Maintenance Leadworker	2.00	2.00	2.00
Maintenance Electrician	0.50	0.50	0.50
Water Service Worker	1.00	1.00	1.00
Meter Reader	1.00	1.00	1.00
Water Quality/Meter Repairer	1.00	1.00	1.00
Water Maintenance Worker	4.00	4.00	4.00
Laborer	3.00	3.00	3.00
Total	17.09	17.09	17.09

Director 50% in Streets, 25% in Water, 25% in Sewer- Secretary 1/3 in Streets, 1/3 in Water, 1/3 in Sewer

### Department Overview

**Water Service Investigation and Meter Reading:** Perform daily pump station inspections, check water leaks on public and private property, recheck meter readings, performs turn-offs & turn-ons and other related investigations. Read all the meters in the city every two months using the hand-held Itron Electronic Remote Reader or by Radio Read. Test and calibrate large water meters every other year to insure accuracy.

## ***Public Works - Water***

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**Water Health Sampling:** Per the State Department of Public Health requirements, collect and analyze: Total Coliform samples weekly, THM/HAA5 samples quarterly, lead & copper samples every three years, and asbestos sampling every nine years. Perform additional monitoring sampling for HPC and nitrites weekly to ensure water quality.

**Pump Station and Special Valve Maintenance:** Operates and maintains distribution system pumps and pump control valves. Perform annual preventive maintenance on all emergency generators. Monitor pressures and perform weekly maintenance at our main PRV connections.

**Maintenance Work for Contract Jobs:** Inspects installation of water mains and services in conjunction with the Engineering Department. Inspects all underground piping installed by private contractors for fire sprinkler systems.

**Water Main, Valve and Service Maintenance Program:** Repairs leaks on water mains and renew services if in bad condition. Exercises and indexes all water main valves in the city. Install larger residential services when required by the Building Division.

**Flush System and Hydrant Maintenance:** Biannual program to flush the water system in a uni-directional manner to remove sediment from the water mains and improve water quality. This activity is essential for water quality control especially since converting to Chloramines as a disinfectant. Checks hydrants for needed repairs and lubricate caps. Repairs hydrants and repacks hydrant stems.

**Backflow Prevention Device Testing:** Annually performs device testing, certify and repairs devices owned by the City of Burlingame. Work with the San Mateo County Cross Connection Specialist to meet County and State health requirements.

### **Department Objectives**

- Continue water conservation programs as follows:
  - Provide water conservation education at Art in the Park and Green Fair.
  - Participate in “Water Wise” programs for elementary school water education
  - Provide rebates for high efficiency washing machines and high efficiency toilets to conserve water as part of joint BAWSCA & PGE conservation program.
  - Implement Best Management Practices (BMP) for water conservation based on Urban Water Management Plan (UWMP).
  - Implementation of the indoor and outdoor water conservation ordinance for new development to reduce water consumption.
- Continue to work with the San Francisco Public Utility Commission (SFPUC) on the Crystal Springs Pipeline #2 replacement project and ensure unrestricted water supply to Burlingame residents & business during the 18-month construction period starting March 21, 2011 thru October 19, 2012, 578 days shutdown.

## ***Public Works - Water***

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- Implement Phase VI of the Meter Change Out/Automated Meter Reading program. This includes replacement of 900 new water meters to result in quicker meter reading capability and accurate recording of water consumption.
- Coordinate with the Engineering division on upgrading the water main infrastructure Capital Improvement Projects (CIP) on Burlingame Avenue and Gate/Grove subdivision.
- Coordinate with the Engineering division for the rehabilitation of the Hillside reservoir roof structure and upgrading of the Supervisory Control and Data Acquisition (SCADA) main computers that controls the City's pumping stations and reservoirs.
- Coordinate with the Engineering division to install a new Pressure Reducing Valve (PRV) and concrete vault at the SFPUC Easton Turnout.

### **Program Status**

- Implemented water conservation program as follows:
  - Provided water conservation education at Art in the Park and the Green Fair.
  - Completed 2nd year in "Water Wise" programs for elementary school water education
  - Provided rebates for high efficiency washing machines and high efficiency toilets to conserve water.
  - Provided commercial water audits to the top water users in Burlingame.
  - Adopted the indoor and outdoor water conservation ordinances for new development to reduce water consumption.
- Participated in the Bay Area Water Supply and Conservation Agency Technical Advisory Committee meetings to monitor SFPUC Water System Improvement Program (WSIP) and local impacts. Worked with the SFPUC to negotiate an interim water supply allocation of 4.97 million gallons per day through 2018.
- Completed Phase 1 of the *Long-Term Reliable Water Supply Strategy* to meet projected water needs to 2035 and increase water supply reliability under normal and drought years.
- Worked with BAWSCA agencies to collectively negotiate a Drought Implementation Plan (DRIP) which has been adopted by City Council.
- Completed construction of the Trousdale Pump Station. The pump station is currently under operation. Minor work remains to be done which is anticipated to be completed by September 2011.
- Coordinated with San Francisco Public Utility Commission (SFPUC) on the Crystal Springs Pipeline #2 replacement project to ensure unrestricted supply of water to Burlingame during the 578 days of construction by installing two temporary water supplies to meet customer demands.

## ***Public Works - Water***

- Completed Phase V of the Meter Change Out/Automated Meter Reading program. This included replacement of 965 new water meters to result in quicker meter reading capability and accurate recording of water consumption.

### **Key Indicators**

<b>WATER</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
▪ Complete 95% of the water service installation requests of contractors/owner requests within ten working days.	95%	95%	95%
▪ Make initial response to water service calls within an average of 30 minutes or less.	22 mins	21mins	22mins
▪ Receive a "Good" or better rating on 90% of the returned Water Customer Surveys.	100%	100%	100%
▪ Meet State and Federal Regulatory Compliance Monitoring of Bacteriological sampling requirement for Total Coliform: 95% of samples must be free from Total Coliform.	100%	99.8%	100%

### **Significant Workload Statistics**

	<b>Actual 2009-10</b>	<b>Estimated 2010-11</b>	<b>Projected 2011-12</b>
Billion Gallon Water Purchased	1.55	1.43	1.60
Meters Replaced	1,027	965	944
Customer Service Calls	1,219	1,200	1,200
Main and Valve Repairs	28	15	15
Valves exercised	600	650	650
Service Repairs	17	10	10
New Services Installed	19	25	25
Fire Hydrants Serviced or Repaired	694	700	700
Fire Hydrants Replaced	0	5	5
Water Quality Samples Taken	1340	910	910
Miles of Water Main Flushed (107 total miles)	39	25	25
Backflow devices tested	40	43	43
Fire Flow Test	28	40	40

## ***Public Works – Sewer Maintenance***

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<b><u>Resources Allocated</u></b>	2010-2011 <u>Budget</u>	2011-2012	
		Dept. <u>Request</u>	<u>C.M. Rec.</u>
Employee costs	\$ 1,801,146	\$ 1,973,797	\$ 1,973,797
Supplies and Services	662,123	744,123	\$ 744,123
Debt Service	1,597,317	2,427,779	\$ 2,427,779
Depreciation	900,000	1,100,000	\$ 1,100,000
Internal services	966,843	579,205	\$ 579,205
Capital outlay	114,000	89,000	\$ 89,000
Total	\$ 6,041,429	\$ 6,913,904	\$ 6,913,904

### **Program Financing**

Sewer Fund	\$ 6,041,429	\$ 6,913,904	\$ 6,913,904
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### **Personnel (FTE)**

Director of Public Works	0.25	0.25	0.25
Asst Street & Sewer Superintendent	1.00	1.00	1.00
Secretary	0.33	0.33	0.33
Street and Sewer Supervisor	1.00	1.00	1.00
Street and Sewer Leadworker	4.00	4.00	4.00
Maintenance Electrician	0.50	0.50	0.50
Street & Sewer Maintenance Worker	5.00	5.00	5.00
Laborer	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00
Total	15.08	15.08	15.08

Director 50% in Streets, 25% in Water, 25% in Sewer/Secretary 1/3 Streets, 1/3 Water, 1/3 Sewer

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### **Department Overview**

The Sewer Enterprise Fund is used to account for the revenues and expenses associated with the provision of sanitary sewer services. The City of Burlingame charges for sewer services and bills on a bimonthly basis. Sewer rates are set by city ordinance.

**Sewer Complaint Crew:** Answers all complaints in connection with a sewer problem, and attempts to relieve the blockage if it is a city responsibility. Records each call made and tracks the call on a computer database. Performs preventative maintenance on problem sewer laterals on a regular basis. Accomplishes locating sewer laterals and mains per Underground Service Alert (USA) tags, which are generated by private contractors.

## ***Public Works – Sewer Maintenance***

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**Sewer Main Preventative Maintenance:** Cleans entire sewer line system within three years to prevent line blockages due to grease, roots and other debris. Sewer lines are foam treated for root growth and power rodded with proper saws and other necessary equipment. Then lines are jetted to clean and trap all roots and debris at the first manhole downstream. Our infrastructure is also on a six year program to be inspected by our Close Captioned Television (CCTV) camera. All data captured by the CCTV camera is entered into our data system and evaluated for maintenance and Capital Improvement Projects.

**Sanitary System Repair Crew:** Repairs broken sewer mains and laterals. Insert liners to laterals as part of our SSO reduction program. Uses sewer main and lateral video camera to locate problem repair area to reduce overall repair cost. Removes obsolete traps and replaces with our standard wye connection. Installs new manholes to improve preventative maintenance operations. Raises manholes and cleanouts to prevent infiltration.

**Pump Station Maintenance:** Checks pump stations daily and performs preventative maintenance as required. Uses bacteria cultures to dissolve grease in pump station wet wells and connecting upstream and downstream sewer mains. Uses sewer cleaning machine to remove grease and other solid debris from the pump station wet wells at least once a year. Monitors all sewer and pump station work done by other City Departments and private contractors.

**Sewer Lateral Testing/Inspection:** Tests laterals involved in the sale of private property or remodel of a home. Replaces one lateral in every ten tested due to broken wyes or an inaccessible wye. Inspects underground sewer lateral installations, main connections, and cleanout installations.

### **Department Objectives**

- Continue to provide Engineering division with the identification of structural defects in the collection system for implementation into the sewer CIP program.
- Meet the Regional Board and BayKeeper Consent Decree requirements for Sewer collection system maintenance for calendar year 2011:
  - Provide Annual Reports on time (March 2012)
  - Reduce SSO's in accordance with SSO reduction goals for mains and laterals
  - Perform 25 miles of CCTV inspection of collection system, including 4 miles of large diameter pipe.
  - Perform Pipeline Assessment & Certificate Program (PACP) rating 4 & 5 structural repairs
- Coordinate with Engineering division to perform a condition assessment study for Force Main, 1740 Rollins sewer pump station rehabilitation & completing the rehabilitation of Mitten pump station and force main bypass.
- Implement the 4<sup>th</sup> year of lateral cleaning with root foaming and servicing laterals with the Spartan machine to eliminate tree roots and thereby reducing sewer backups and SSO's.

## ***Public Works – Sewer Maintenance***

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- Continue to work with Engineering division to develop a plan for inspection of the five (5) miles of force mains within the collection system, including a contingency plan for emergencies.
- Coordinate with Engineering division for the design and construction of sewer infrastructure along Burlingame Avenue and minimize impacts to businesses.

### **Program Status**

- Provided Engineering division with the identification of structural defects with the collection system for implementation into the sewer CIP program.
- Met the Regional Board and BayKeeper Consent Decree requirements for Sewer collection system maintenance for calendar year 2010:
  - Provided Annual Reports on time (March 2011)
  - Met SSO reduction goals for mains and laterals
  - Televised 25 miles of CCTV inspection
  - Performed Pipeline Assessment & Certificate Program (PACP) rating 4 & 5 structural repairs
- Worked with Engineering division to develop a work plan for the evaluation of sewer Force Mains & 1740 Rollins sewer pump station rehabilitation.
- Completed the 3<sup>rd</sup> year of lateral cleaning with root foaming and servicing laterals with the Spartan machine to eliminate tree roots and thereby reducing sewer backups and SSO's.
- Worked with Engineering division on implementing a citywide sewer master plan to address inflow and infiltration areas to reduce sewer overflows as part of the BayKeeper settlement compliance.

### **Key Indicators**

<b>SEWER</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
▪ Make initial response to sewer service calls within an average of 30 minutes or less.	20 mins	21 mins	21mins
▪ Receive a "Good" or better rating on 90% of the returned sewer customer surveys.	100%	100%	100%



## ***Public Works – Sewer Maintenance***

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### **Significant Workload Statistics**

		<b>Actual 2009-10</b>	<b>Estimated 2010-2011</b>	<b>Projected 2011-2012</b>
Citizen Calls	Each	450	350	350
Preventive Maint., main cleaning (non easements)	Feet	273,062	250,000	250,000
Preventive Maint., main cleaning (easements)	Feet	133,882	120,000	120,000
Lateral Repair/Replace by staff and CIP	Each	126	332	150
Main Repair/Replace	Feet	6,235	7,000	6,500
Pump Repair	Each	3	8	6
Private Lateral Inspections	Each	107	200	200
TV Sewer Mains	Miles	27.1	30	30
Manholes replaced	Each	30	56	40
Lateral maintenance	Each / Ft	4,169 / 166,760	2,044 / 119,700	3,000 / 119,700
Main Root Control	Feet	28,844	35,656	30,000
Lateral Root Control	Each	550	495	550

## ***Public Works – Wastewater Treatment***

<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	2011-2012	
		Dept. <b><u>Request</u></b>	<b><u>C.M. Rec.</u></b>
Supplies and Services	\$ 3,297,468	\$ 3,348,532	\$ 3,348,532
Debt Service	\$ 2,388,200	1,667,844	\$ 1,667,844
Depreciation	\$ 850,000	850,000	\$ 850,000
Internal services	8,995	4,052	\$ 4,052
Capital outlay	183,500	186,500	\$ 186,500
	<u>\$ 6,728,163</u>	<u>\$ 6,056,928</u>	<u>\$ 6,056,928</u>
<b><u>Program Financing</u></b>			
Sewer Fund	\$ 6,728,163	\$ 6,056,928	\$ 6,056,928

### **Department Overview**

The treatment plant treats domestic, commercial and industrial wastewater by removing hazardous elements and pollutants and then disposes the treated effluent in a manner that does not harm the San Francisco Bay environment.

The Burlingame Wastewater Treatment Plant is a Class IV activated sludge plant. The Regional Water Quality Control Board issues a discharge permit, which sets forth minimum treatment requirements. The current permit was issued in January 2008.

The plant is operated by Veolia Water North America Operating Services, LLC under a five-year contract that expires June 2013. Veolia Water specializes in wastewater treatment plant operations and maintenance. Effluent is pumped north to a sub-regional, de-chlorination plant and released into the San Francisco Bay using a deepwater outfall located at South San Francisco. Dewatered sludge is trucked to a sanitary landfill or a land application site.

### **Department Objectives**

- Continue assistance to the Public Works operations staff in preparing for collection system capacity, management operations and maintenance sewer regulations.
- Test and confirm proper operation of the new storm water retention basin.
- Complete another year of final effluent compliance as was accomplished in 2010/11.
- Rebuild the Gravity Belt Thickener.
- Rebuild the #1 influent channel bar screen.
- Perform electrical service on the main control centers and switchgears at the Rollins Road lift station and treatment plant.
- Complete the capital outlay projects for FY2011-12.

## ***Public Works – Wastewater Treatment***

### **Program Status**

- Assisted Public Works staff with the management and operations issues associated with the sewer collection system and regulations.
- Assisted Engineering staff with the construction coordination of the storm water retention basin project which is due for completion in September 2011.
- Achieved 100% compliance for all NPDES permit effluent parameters in 2010. This is the fifth year without an NPDES permit exceedence.
- Painted and provided corrosion protection on Flocculation Basin “B.”
- Replaced the roof on the sewage gas booster building.
- Clarifier D is planned to be painted for corrosion protection in the summer of 2011.
- Performed electrical service on standby emergency generator at Rollins Road Pump Station.
- Successfully completed chronic toxicity test and evaluation as required by the Regional Water Quality Control Board.
- Achieved the Veolia Water Operation Excellence Award (3<sup>rd</sup> Place in the USA).
- Completed 14 years with no “lost time” accidents or serious injuries to facility personnel.

### **Significant Workload Statistics**

Flows	Actual 2009/10	Actual 2010/11	Estimated 2011/12
Minimum MGD	2.6	2.6	2.6
Average MGD	3.6	3.3	3.3
Maximum MGD	12	12	12
Loading BOD-Average Lbs/Day	9,000	8,600	8,600
TSS -- Average Lbs/Day	7,100	6,700	6,700

**Violation Notices:** None to report for 2010/11

2009/10	2010/11	2011/12
None	None	None forecast

## ***Solid Waste Enterprise Fund***

<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	<b><u>2011-2012</u></b>	
		<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Employee costs	\$ 280,338	\$ 292,759	\$ 292,759
Supplies and Services	240,300	247,300	\$ 247,300
Internal services	117,905	142,649	\$ 142,649
Capital outlay	-	-	\$ -
Total	\$ 638,543	\$ 682,708	\$ 682,708
<b><u>Program Financing</u></b>			
Fees collected through rates	395,800	434,640	434,640
Franchise Fee transfer	242,743	250,000	250,000
Transfer to/from Retained Earnings	-	(1,932)	(1,932)
Total	\$ 638,543	\$ 682,708	\$ 682,708
<b><u>Personnel (FTE)</u></b>			
Street Sweeper Operator	1.60	1.60	1.60
Maintenance Worker	1.00	1.00	1.00
Program Manager	0.25	0.25	0.25
Total	2.85	2.85	2.85

### **Department Overview**

The Solid Waste Enterprise fund is used to account for the revenues and expenses associated with the City of Burlingame's franchise agreement with Recology. A new ten-year franchise agreement began on January 1, 2011. The city council sets solid waste rates annually to recover the costs of solid waste services, waste diversion programs and monitoring of the city's former landfill. The council approved a 17% increase in all solid waste rates effective February 1, 2011.

The City of Burlingame is a member of the South Bayside Waste Management Authority (SBWMA) a joint powers authority that contracts with Recology for solid waste collection and disposal; collection of inert recyclable materials; and yard and organic waste collection and composting. The Finance Director represents the city on the SBWMA Board of Directors. The Board meetings are held on the fourth Thursday of each month at the San Carlos Public Library.

### **Landfill Testing and Monitoring**

The city landfill has been closed for over a decade. It was redeveloped into park and recreational space. Under federal and state law, the city is responsible for the long-term monitoring of the former city landfill. The Regional Water Quality Control Board and the Bay Area Air Quality Management District require sampling and analysis of the ground water around the landfill site. They also require a landfill gas extraction system with flare to burn off any residual methane gas.

## ***Solid Waste Enterprise Fund***

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### **Computer Recycling and Electronic Waste**

The city entered into a two-year agreement with Goodwill of San Francisco and San Mateo to recycle all city computer equipment. The city currently replaces 60 personal computers per year. The old computers are picked up by Goodwill for free. Goodwill salvages any equipment that can be refurbished and resold. Residual material is recycled and disposed of in compliance with federal and state laws. Goodwill has also agreed to organize two electronic recycling events for the city, at the city's request.

### **Downtown Litter Control and Recycling**

The solid waste fund covers the cost of keeping the city's business districts free of litter and debris. A public works laborer is responsible for keeping downtown sidewalks and the numerous city-owned garbage cans liners clean. The costs of street sweeping were transferred to this budget in fiscal year 2003-04. A transfer from the general fund covers these costs.

### **Department Objectives**

1. Continue to monitor landfill gas and groundwater at Bayside Park facilities to comply with regional and state regulations.
2. Maintain compliance with California State recycling and diversion requirements.
3. Recycle all city generated computer e-waste
4. Hold electronics recycling events as needed.
5. Install additional storm drain trash capture devices in "Hot Spot" areas based on the new Municipal Regional Permit (MRP) requirements.
6. Continue with the Street Sweeping program assuring meeting state permit (MRP) requirements.
7. Increase participation in the organics recycling program among hotels and restaurants.

### **Program Status**

- Continued to monitor landfill gas and groundwater at Bayside Park facilities to comply with regional and state regulations.
- Maintained a minimum 50% recycling of all collected solid waste materials as required by California State law.
- Continued an annual Electronics Recycling event.
- Identified trash "Hot Spots" in downtown areas and implemented first phase of catch basin capturing devices based on the new Municipal Regional Permit (MRP).

## ***Solid Waste Enterprise Fund***

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- Modified the Street Sweeping program to comply with new state permit (MRP).
- Increased participation in the organics recycling program among hotels and restaurants.

### **Significant Workload Statistics**

		<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
<b>Street Sweeping</b>		<b><u>2009-2010</u></b>	<b><u>2010-2011</u></b>	<b><u>2011-2012</u></b>
	Curb miles swept	*9,683	8,500	9,000
	Cubic yards hauled	4,069	3,500	3,500

\*Sweeping program modified

# Internal Services

## ***Administrative Services and Information Technology***

<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	2011-2012	
		<b><u>Dept. Request</u></b>	<b><u>C.M. Rec.</u></b>
Employee costs	\$ 52,878	\$ 71,557	\$ 71,557
Supplies and Services	592,645	580,265	580,265
Internal services	2,024	2,001	2,001
Capital and non-capital	144,000	127,500	127,500
Supplies and Services	\$ 791,547	\$ 781,323	\$ 781,323
<b><u>Program Financing</u></b>			
Allocations to Departments	640,829	653,823	653,823
Use of Reserves	150,718	127,500	127,500
Total	\$ 791,547	\$ 781,323	\$ 781,323
<b><u>Personnel (FTE)</u></b>			
Adm/Information Services Manager	0.10	0.10	0.10
Office Assistant I	0.25	0.25	0.25
Total	0.35	0.35	0.35

### **Department Overview**

Administrative Services & Information Technology is a division of the Finance Department. It is operated as an Internal Service fund because it provides services solely to city departments. Annual expenses are allocated to city departments. The goals of the division are to:

- Manage and maintain a modern, city-wide, information technology network for all departments to use in performing their duties. The IT network consists of computer hardware and software for running the city's "mission-critical" business applications: communications; financial information management system (FIMS); utility billing system; building permit tracking system; city email; Internet and Intranet services, and the City's website [www.burlingame.org](http://www.burlingame.org)
- Ensure compliance with private vendor software licenses and city email, Internet and electronic data transmission administrative policies.
- Provide administrative support to city hall: staff reception desk; provide clerical services; document management; printing and delivery of council agendas and mailroom service.

Burlingame contracts with Redwood City for its information technology services. The city owns its software and hardware but relies on Redwood City employees to staff the operations. A five-year agreement defines the level of service provided and associated costs. The city also contracts with private consultants for Internet and the Intranet support. Information technology services are essential to the city. In addition to the costs budgeted here, Police, Fire, Library, and Finance provide additional staff support for IT services in those departments.



## ***Administrative Services and Information Technology***

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All information technology planning is managed by the city's Information Technology Advisory Committee. Each city department has a representative on the committee. The committee meets monthly to discuss data and voice network issues; develop IT plans and strategies; and ensure the modernity of the information technology infrastructure.

### **Key Indicators**

- Track IT help calls resolved at time of call
- All IT help-tickets prioritized and resolved within 48 hours
- Host System (enterprise system) problems resolved within 2 hours
- Host System enhancements budgeted and implemented based on 5-year IT equipment plan
- Desktop PC replacements budgeted and implemented based on 5-year IT equipment plan
- Servers backed-up daily and monthly 100% of the time

### **Department Objectives**

1. Complete the *Burlingame Communications and Information Technology Modernization Project* by December 31, 2011.
2. Work with Redwood City IT staff to identify hardware and software enhancements that improve efficiency and provide added value to users.
3. Work with IT Advisory Committee to implement IT Infrastructure Master Plan.
4. Continue to update and manage the City of Burlingame's web site as needed.
5. Manage and monitor the IT operating agreement with Redwood City.
6. Continue to work with Finance on the development and implementation of a financial management disaster recovery plan to include accounts payable and utility billing.
7. Continue to work with Finance to build departmental capacity through staff training and development, including succession planning.
8. Continue to meet with Access Security committee to address ongoing issues of the AMAG security system and future needs.
9. Manage the printer/copier accounting through specialized software, implement user needs, and assist with on-going training issues and deployment of any new features.
10. Work with Finance and Facilities on Finance Department remodeling project in conjunction with expansion of the IT server room to accommodate new telecommunications equipment and improve customer service.

### **Program Status**

- Implemented VMware virtual server technology to reduce the need to replace multiple servers and reduce the demand for storage space and energy.
- Installed new HP server for expansion of Burlingame's VMware virtual server infrastructure.
- Installed a new HP server for Central County fire Department for payroll processing. Also created a new VMware virtual terminal server for use by Town of Hillsborough Finance Department members to establish a RDP (Remote Desktop Protocol) connection to access the physical CCFD payroll server.
- Upgraded network tape backup server (NTSERVER3) operating system from Microsoft Windows Server 2000 to Microsoft Windows Server 2003.
- Upgraded the CA ARCserve Backup software on NTSERVER3 from version r11.3 SP3 to version r15.
- Consolidated all SQL server databases running on three (3) different physical Microsoft SQL servers onto a new Microsoft SQL 2005 VMware virtual server.
- Upgraded the GBA application used by the Burlingame Corporation Yard to version 7.0 service pack 4.0 on the server and all client workstations and added two new module components to the GBA application server to provide additional capabilities in the GBA work order tracking system for corporation yard users.
- Upgraded the Remote Administrator software from version 2.0 to version 3.4 on all Burlingame servers and desktop computers.
- Created a detailed map of Burlingame's network infrastructure that provides specific information for all network routers and switches on the Burlingame network.
- Upgraded the anti-virus software on all city servers, desktop and laptop computers to Symantec Endpoint Protection Release Update 11.0.6. MP2.
- Purchased and replaced 60 new desktop computers or laptops
- Continued IT Helpdesk software to track PC support requests (about 750-800 yearly).
- Continued the fourth year of negotiated Five-Year IT support contract with Redwood City.
- Renewed Symantec antivirus software for city network.

## ***Administrative Services and Information Technology***

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- Continued with Diskeeper 2009 (manages and optimizes file server disk operations), Undelete 2009 (allows recovery of deleted data on the file server), GBA web based upgrade.
- Interaction with website host to continue security compliance status.
- Monitored phone network, trouble shot system failures and repaired system after failures.
- Monitored printer/copier contract and provide data for monthly departmental charges.
- Monitored the postal machine contract and kept up with all U.S. postal regulations and postage increases.
- Acquired new postage machine and contract reducing costs.

### **Budget Changes from FY 10-11**

Line item reductions include: office supplies (\$4,000); communications (\$10,000); and equipment maintenance (\$20,050). Special department expense increased by \$400 and website funding was reinstated for enhancements in the amount of \$16,050. The cost of the Redwood City IT support contract increased by 4.5%. Employee cost and allocation cost increases are for both additional web services and admin support services.

*IT capital improvements are funded at \$13,500.* The funds will be used for server and miscellaneous equipment contingency. The Administrative Services and IT Division, in accordance with the recommendations of the Five-Year IT Master Plan, will administer the project. The five-year personal computer replacement program will resume FY 10-11. Sixty PCs will be replaced. Obsolete PCs will be recycled. The city has contracted with a State-certified electronics recycler to pick up the PCs; erase all hard-drives to Department of Defense standards and reuse the various components.

## ***Public Works – Vehicle Maintenance***

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<b><u>Resources Allocated</u></b>	2010-2011 <u>Budget</u>	<b><u>2011-2012</u></b>	
		<u>Dept. Request</u>	<u>C.M. Rec.</u>
Employee costs	\$ 348,549	\$ 366,373	\$ 366,373
Supplies and Services	262,600	262,600	\$ 262,600
Internal services	19,516	19,555	\$ 19,555
Capital outlay	559,000	970,000	\$ 970,000
Total	\$ 1,189,665	\$ 1,618,528	\$ 1,618,528
<b><u>Program Financing</u></b>			
Allocated to Departments	339,925	619,528	619,528
Use of reserves	449,500	970,000	970,000
Billing to outside agencies	29,000	29,000	29,000
Total	\$ 818,425	\$ 1,618,528	\$ 1,618,528
<b><u>Personnel (FTE)</u></b>			
Fleet Manager	1.00	1.00	1.00
Mechanic	2.00	2.00	2.00
Total	3.00	3.00	3.00

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### **Department Overview**

Equipment Maintenance is a division of the Public Works Department and is operated as an internal service fund. It is responsible for managing the city fleet of vehicles and rolling stock. The following services are provided:

**Purchase Vehicles:** The Fleet Manager will purchase vehicles and rolling equipment based on replacement criteria and schedule. Vehicles are specified out; bids are sent and purchased. All vehicles are prepared for field use by Auto Shop employees.

**Preventive Maintenance:** Vehicles are scheduled for routine maintenance on the basis of time or mileage. Maintenance and repairs are performed on Police, Public Works and Park vehicles. Major engine work, automatic transmissions, air conditioning, front-end alignments or major bodywork is performed by outside vendors. All parts, gas, oil and tires are ordered through the shop and charged to the various departments. All vehicles are serviced and checked every 3,000 miles or three months; vehicles are tuned every 12,000 miles or 12 months; brakes are relined, rotors and drums turned as needed. Vehicles are smog certified every two years, even VIN numbers on even years, and odd VIN numbers on odd years. All vehicles are set up for field use.

**Emergency Repairs:** All other repairs are completed as needed.

**Welding:** The shop does welding for the different departments and designs and fabricates various items as the need arises.

## ***Public Works – Vehicle Maintenance***

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### **Objectives**

- Purchase the following vehicles and equipment in FY 11-12:
  - 2 Patrol Cars for the Police Department
  - 2 Detective Vehicles for the Police Department
  - 2 Street Division Vehicles/ Supv. And Dump
  - 1 Sewer Division Supv. Vehicle (Hybrid)
  - 1 Park Div. Pickup/Maint.
  - 1 Water Div. Pickup/Maint.
  - 1 Library Service Vehicle (Poss. Hybrid)
  - 1 Replacement Sweeping Vehicle
- Continue with users in exploring purchasing of smaller vehicles as well as reducing fleet size. Add Hybrid vehicles where practical.
- Continue sending mechanics to training on new technology of vehicles as budget permits.
- Complete installation of purchased updated vehicle radios for frequency band mandate.
- Comply with annual Periodic Smoke Inspection Program (PSIP) Testing for Diesel Vehicles.
- Continue with development and replacement plan for stand-by generators. Still collecting data for development. Also get bids on retrofitting for emissions standards.
- Continue to provide vehicle maintenance service to Town of Hillsborough.

### **Program Status**

- Purchased the following vehicles and equipment in FY 10-11:
  - 3 Patrol Cars Police Dept.
  - 3 Detective Vehicles
  - 3 Diesel Retro fit Devices to be installed
  - 1 Fire sedan vehicle
  - 1 Fire command Vehicle
  - Radio Equipment for Vehicles
  - 1 Rec. Center Vehicle
  - 3 Park Div. Vehicle
  - 1 Water Div. Truck
- Completed Retrofit of 14,000 lbs and greater Diesel trucks to comply with BQAAMD mandate.
- Worked with users in exploring purchasing of smaller vehicles as well as reducing fleet size. Fire Division we were able to replace two vehicles with Hybrid.

## ***Public Works – Vehicle Maintenance***

- Sent mechanics to training on new technology of vehicles as budget permits.
- Completed 80% of installation of newly purchased updated Vehicle Radios for frequency band mandate.
- Complied with annual Periodic Smoke Inspection Program (PSIP) Testing for Diesel Vehicles.
- Collected data for Development and Replacement Plan For Stand-by Generators.
- Provided vehicle maintenance service to Town of Hillsborough.

### **Key Indicators**

<b>EQUIPMENT MAINTENANCE</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
Receive a “good” or better rating on 90% of the returned customer surveys.	94%	94%	95%
Complete 95% of the services and minor repairs within one working day.	95%	95%	95%
Complete 90% of scheduled preventative maintenance checks in the month they are due.	95.8%	92.4%	94%

### **Significant Workload Statistics**

	<b><u>Actual 2009-10</u></b>	<b><u>Estimated 2010-11</u></b>	<b><u>Projected 2011-12</u></b>
Vehicles Serviced	Every 3 mo.	Every 3 mo.	Every 3 mo.
Vehicles Tuned	Every 12 mo.	Every 12 mo.	Every 12 mo.
Vehicles Smog Tested	28	34	34
Number of Vehicles and Equipment Serviced (This includes generators and Hillsborough’s Fleet)	281	290	290
Number of Road Calls	21	25	25
Number of flats	12	21	21
Number of no start due to battery	25	30	36

## ***Public Works – Facilities Maintenance***

<b><u>Resources Allocated</u></b>	2010-2011 <b><u>Budget</u></b>	2011-2012	
		Dept. <b><u>Request</u></b>	<b><u>C.M. Rec.</u></b>
Employee costs	\$ 524,183	\$ 560,553	\$ 560,553
Supplies and Services	490,835	541,835	\$ 541,835
Internal services	46,309	53,630	\$ 53,630
Capital outlay	2,000	20,000	\$ 20,000
	<u>\$ 1,063,327</u>	<u>\$ 1,176,018</u>	<u>\$ 1,176,018</u>
<b><u>Program Financing</u></b>			
Charges to departments	\$ 1,063,327	\$ 1,176,018	\$ 1,176,018
Use of Reserves	-	-	-
<b><u>Personnel (FTE)</u></b>			
Facilities Supervisor	1.00	1.00	1.00
Office Assistant II	1.00	1.00	1.00
Facilities Leadworker	1.00	1.00	1.00
Facilities Worker	2.00	2.00	2.00
Total	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

### **Department Overview**

**Preventative Maintenance:** Maintains HVAC, building pumps, generators, lighting control systems, security systems, and other building systems on a regular predetermined schedule. Extend building life through routine maintenance. Manage custodial needs for the city buildings. Continually assesses which facility maintenance functions should be performed by contract, city staff, CIP, or other city divisions to ensure greatest efficiency and cost savings.

**Emergency Repairs:** Makes emergency repairs to building systems that fail due to age or malfunction. Repair systems or equipment using private contractors as needed.

**Project Planning And Implementation:** Work with city departments to maintain each building. Provide technical expertise on remodeling, rehabilitation, and new construction projects. Helps determine the need for and recommend capital improvements for city facilities. Manage facility projects, monitor contractors' progress, and perform inspections on contractors work.

### **Department Objectives**

- Explore Green Business Certification requirements for City Hall through the San Mateo County Green Business Program.
- Participate in the final year of the *San Francisco Community Power Demand & Respond Program* to reduce energy usage, rolling blackouts and greenhouse gas emissions.

## ***Public Works – Facilities Maintenance***

- Complete final Arc Flash rating and labeling (OSHA Requirement) for Library and City Hall.
- Implement Energy Efficiency Conservation Block Grant (EECBG) funded projects approved by the California Energy Commission (CEC). Projects are estimated to save 275,000 kWh annually and CO2 reduction by 137,743 pounds annually.

### **Program Status**

- Received *Green Business Certification* for the Public Works Corporation Yard.
- Participated in third year of the *San Francisco Community Power Demand & Respond Program* to reduce energy usage, rolling blackouts and greenhouse gas emissions.
- Completed phase one electrical panels evaluation for Arc Flash rating (OSHA requirement).
- Installed a waterless urinal at city hall to reduce water usage. A second waterless urinal will be installed as part of the first floor restroom ADA improvements.
- Completed all necessary requirements with the California Energy Commission (CEC) prior to the installation of the Energy Efficiency projects (EECBG) as approved by California Energy Commission as follows: LED Street Light Retrofit on California Dr; Fire Station 36 Lighting Retrofit; Police Station Lighting Retrofit; Donnelly Parking Garage Lighting Retrofit; PW Corp Yard Lighting Retrofit and Library Lighting Retrofit.
- Switched to core gas purchasing with Tiger Natural Gas, estimated to save 10%+ on our annual gas costs.

### **Key Indicators**

<b>FACILITY MAINTENANCE</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
Complete 70% of Help Desk tickets within 3 days of receipt, excluding requests that require ordering specialty parts.	97%	97%	90%
Receive a "Good" or better rating on 90% of the returned Facilities customer surveys.	100%	100%	100%

### **Significant Workload Statistics**

	<b>Actual 2009-2010</b>	<b>Estimated 2010-2011</b>	<b>Projected 2011-2012</b>
Buildings Maintained	19	20 *	20
Help Desk tickets received	479	500	500
Square footage of building walls painted	7,875	10,000	10,000
Facilities Capital Improvement Projects	\$0	\$100,000	\$220,000

\* Acquired additional building –Satellite Parks Corp Yard located at Golf Center



## ***Risk Management***

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<b><u>Resources Allocated</u></b>	2010-2011 <u>Budget</u>	<b><u>2011-2012</u></b>	
		<u>Dept. Request</u>	<u>C.M. Rec.</u>
Operating Expense	\$ 2,928,000	\$ 2,928,000	\$ 2,928,000
Total	\$ 2,928,000	\$ 2,928,000	\$ 2,928,000

### **Program Financing**

Allocated to departments/recoveries/revenue	\$ 2,928,000	\$ 2,928,000	\$ 2,928,000
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### **Department Overview**

The City of Burlingame is self insured for the first \$500,000 for workers compensation and the first \$250,000 of liability claims for 2010-2011. The appropriation represents the annual contribution to the Self Insurance Fund by the operating departments for insurance program expenses and reserves associated with claims. Additional reserves are maintained to protect against unusual losses beyond normal experience. The City Attorney administers the liability and property risk management program. The Human Resources Director administers the workers compensation program.

The City currently belongs to the Association of Bay Area Governments (ABAG) Plan for adjusting liability and property damage claims, and with Athens Administrators to adjust workers compensation claims. Liability, Property and Bond insurance are currently purchased through the ABAG Plan. This budget includes costs of liability coverage, outside counsel, claims administration and claims costs.

### **Budget Changes from FY 10-11**

No changes.

# Debt Service

## ***Burlingame Financing Authority/Debt Service***

<u>Resources Allocated</u>	2010-2011 <u>Budget</u>	2011-2012	
		CM <u>Request</u>	Adopted <u>Budget</u>
<u>Principal Payments</u>			
2004 Library Bond Refunding	\$ 600,000	\$ 620,000	\$ 620,000
2001 Corp Yard Reconstruction Bond	225,000	-	\$ -
2010 Corp Yard Lease Revenue Refunding	-	-	\$ -
2006 Pension Obligation Bonds	\$ 1,595,000	1,331,250	\$ 1,331,250
2010 Storm Drainage Bonds	\$ -	245,000	\$ 245,000
Lease Purchase Telephone Project		194,093	\$ 194,093
			\$ -
<u>Interest Payments</u>			
			\$ -
2004 Library Bond Refunding	152,965	131,228	\$ 131,228
2001 Corp Yard Reconstruction Bond	159,170	-	\$ -
2010 Corp Yard Lease Revenue Refunding	-	96,125	\$ 96,125
2006 Pension Obligation Bonds	1,500,162	1,062,259	\$ 1,062,259
2010 Storm Drainage Bonds	-	578,295	\$ 578,295
Lease Purchase Telephone Project		46,553	\$ 46,553
Trustee Expense	5,700	8,000	\$ 8,000
Other Debt Expense	6,375	9,175	\$ 9,175
Total	\$ 4,244,372	\$ 4,321,978	\$ 4,321,978
<u>Program Financing</u>			
General Fund	\$ 3,468,582	\$ 3,494,433	\$ 3,494,433
Storm Drainage Fund	-	827,545	\$ 827,545
	\$ 3,468,582	\$ 4,321,978	\$ 4,321,978

The Burlingame Financing Authority budget contains the long-term debt obligations of the General fund. Enterprise fund debt obligations are budgeted in the water and sewer funds. The information on enterprise is for informational purposes only.

### **2011 Communications and IT Modernization Project Lease-Purchase Agreement**

The City entered into a master equipment lease purchase agreement with Holman Capital Corporation on February 22, 2011. The lease purchase agreement provides \$1.5 million for the city communications and IT project. Debt term is 7 years with annual debt service of \$241,000.

### **2004 Library Reconstruction Lease Revenue Bonds Refunding**

On July 2, 2004, the Burlingame Financing Authority issued \$6.7 million in lease revenue bonds to refund the outstanding Lease Revenue Bonds (Library Reconstruction Project) Series 1995 which financed improvements to the city's library. Interest is payable semiannually on June 1 and December 1. The 2004 Bonds have interest rates ranging from 2.50% to 5.00% and maturity dates ranging from December 1, 2005 to December 1, 2015. The 2004 Bonds are repaid through lease payments made via transactions through the City's General Fund.

**2004 Library Bond Refunding**

**Payments**

Principal	\$ 620,000
Interest	131,228
Other Debt Expenses	3,000
Total	754,228

**Funding**

General Fund	\$ 754,228
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**2006 Pension Obligation Bonds**

The City issued \$32,975,000 in Pension Obligation Bonds to refinance the City's obligation to CalPERS as evidenced by the PERS Contract and to pay the costs of issuance. The proceeds were used to pay off the city's unfunded actuarially accrued liability. The Bonds interest rate that range from 5.190 to 5.551 with maturity dates ranging from June 1, 2007 through June 1, 2036.

**2006 Pension Obligation Bonds**

**Payments**

Principal	\$ 1,775,000
Interest	1,416,345
Trustee	<u>4,000</u>
Total	3,195,345

**Funding**

General Fund	\$ 2,396,509
Sewer Fund	399,418
Water Fund	<u>399,418</u>
Total	\$ 3,195,345

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**2010 Corporation Yard Lease Revenue Bond Refunding**

On September 30, 2011 the Burlingame Financing Authority issued Bonds to refund and defease all of the Authority's outstanding Lease Revenue Bonds Series 2001, which financed construction of a Corporation Yard, fund a reserve fund for the bonds and pay costs of issuance of the bonds. The bonds are limited obligation of the Authority payable solely from revenues, consisting primarily of base rental payments to be paid by the City and from amounts on deposit in certain funds and accounts held under the trust agreement. Interest only is due only for fiscal years 10-11 and 11-12. It is due semiannually on December 1 and June 1. The 2010 Bonds have interest rates ranging from 2.5% to 4.00%. The 2010 Refunding Bonds are repaid through lease

## ***Burlingame Financing Authority/Debt Service***

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payments made via transactions through the City's General Fund (33.3% of debt service), Water Enterprise Fund (33.3% of debt service), and Sewer Enterprise Fund (33.3% of debt service).

### **2010 Corporation Yard Lease Revenue Bond Refunding**

<b>Payments</b>	
Principal	\$ -
Interest	288,375
Trustee	<u>5,925</u>
Total	294,300
<b>Funding</b>	
Sewer Fund	\$ 98,100
Water Fund	98,100
General Fund	<u>98,100</u>
Total	294,300

### **2010 Storm Drainage Revenue Bonds**

In August, 2010, the Burlingame Financing Authority issued \$9,805,000 Storm Drainage Revenue Bonds. \$2,635,000 Tax Exempt and \$7,170,000 Taxable Build America Bonds. Pursuant to the Recovery Act, the City expects to receive a cash subsidy payment from the US Treasury equal to 35% of the interest payable on the Build America Bonds. The bonds were issued to provide funds to the City to finance certain improvements to the City's Storm Drainage System, fund a reserve account for the Bonds and pay the costs of issuance of the Bonds. The installment payments are payable solely from, and secured by a pledge of the System Revenues. The System Revenues consist primarily of Storm Drainage Fees approved by a majority of the parcel owners in the City voting at a special election on May 5, 2009. The Storm Drainage Fees are imposed on every parcel proerty in the City other than vacant, unimproved parcels and streets, highways, channels and canals. The Storm Drainage Fees are currently imposed on 8,579 parcels of property in the City. The interest payments are payable semiannually on January 1 and July 1. The interest rates range from 3% – 6.8%.

### **2010 Storm Drainage Revenue Bonds**

<b>Payments</b>	
Principal	\$ 245,000
Interest	578,295
Trustee	<u>4,250</u>
Total	827,545
<b>Funding</b>	
Storm Drainage Fees	\$ 827,545

**Enterprise Fund Debt – Water and Sewer (informational purposes only)**

**1998 Lease Revenue Bonds**

In March 1998, the City issued \$17,590,000 of Lease Revenue Bonds (the 1998 Bonds) to refund the City of Burlingame 1991 Certificates of Participation (Wastewater Treatment Capital Improvement Projects) (the Certificates) and construct a new sewer collection line. The 1998 Bonds have interest rates ranging from 4.00% to 4.75% and maturity dates ranging from October 15, 1998 to October 15, 2011.

**1998 Wastewater Treatment Improvements**

**Payments**

Principal	\$ 1,625,000
Interest	38,593
Trustee	<u>6,950</u>
Total	1,663,593

**Funding**

Sewer Fund	\$ 1,663,593
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**2003 Water-Wastewater Revenue Bonds**

On April 1, 2003, the Burlingame Financing Authority issued \$8,700,000 in revenue bonds (the 2003 Bonds) in order to finance certain improvements to the City's Water System and Wastewater System through the utility system's net revenues. Interest on the 2003 Bonds is payable semi-annually on April 1 and October 1, commencing October 1, 2003. The 2003 Bonds have interest rates ranging from 3.00% to 4.75% and maturity dates ranging from April 1, 2004 to April 1, 2028. The City used the proceeds to pay costs of capital improvements to the City's Water and Wastewater Systems. The 2003 Bonds will be repaid through System net Revenues made via the Water Enterprise Fund (65%) and Sewer Enterprise Fund (35%).

**2003 Water-Wastewater Revenue Bonds**

**Payments**

Principal	\$ 280,000
Interest	307,809
Trustee	<u>5,350</u>
Total	593,159

**Funding**

Sewer Fund	\$ 204,344
Water Fund	<u>388,815</u>
Total	593,159

**2004 Water-Wastewater Revenue Bonds**

On April 1, 2003, the Burlingame Financing Authority issued \$20,320,000 in revenue bonds (the 2004 Bonds) to finance improvements to the City's Water and Wastewater Systems through the utility system's net revenues. Interest on the 2004 Bonds is payable semi-annually on April 1 and October 1, starting October 1, 2004. The 2004 Bonds have interest rates ranging from 2.5% to 4.5% and maturity dates ranging from April 1, 2005 to April 1, 2029. The City used the proceeds to pay for capital improvements to the City's Water and Wastewater Systems. The 2004 Bonds will be repaid through net revenues made via the Water Enterprise Fund (65%) and Sewer Enterprise Fund (35%).

**2004 Water-Wastewater Revenue Bonds**

<b>Payments</b>	
Principal	\$ 645,000
Interest	659,428
Trustee	5,350
Total	1,309,778
<b>Funding</b>	
Sewer Fund	\$ 438,921
Water Fund	870,857
Total	1,309,778

**2007 Water-Wastewater Revenue Bonds**

The Burlingame Financing Authority issued \$25,180,000 in revenue bonds to finance improvements to the City's Water and Wastewater Systems through the utility system's net revenues. Interest on the 2007 Bonds is payable semi-annually on April 1 and October 1. The 2007 Bonds have interest rates ranging from 4.0% to 5.0% and maturity dates ranging from April 1, 2008 to April 1, 2031. The City used the proceeds to pay for capital improvements to the City's Water and Wastewater Systems. The 2007 Bonds are repaid through net revenues made via the Water Enterprise Fund (55%) and Sewer Enterprise Fund (45%).

**2007 Water-Wastewater Revenue Bonds**

<b>Payments</b>	
Principal	\$ 470,000
Interest	1,028,708
Trustee	5,350
Total	1,504,058
<b>Funding</b>	
Sewer Fund	\$ 561,920
Water Fund	942,138
Total	1,504,058

# Capital Improvements



# **CITY OF BURLINGAME**

## **CAPITAL IMPROVEMENT PROGRAM: 2011-2012**

**And**

## **FIVE-YEAR PLAN: 2012-2016**

### **FY 2011-2012 CAPITAL IMPROVEMENT PROGRAM**

The Proposed Capital Improvement Program for the 2011-2012 Budget is \$13,029,000, a decrease of \$5,686,000 from the 2010-11 figure of \$18,715,000. The decrease is due mainly to the alternate year construction funding of the storm drainage projects. There is a general fund contribution of 2,300,000. The balance of the general improvements is being funded from grant/revenue funding of \$1,120,000, and Gas Tax and Measure A funds of \$1,409,000. Water projects are being funded 2.5 million from water enterprise funds, sewer projects 3.7 million from sewer enterprise funds, and storm drainage projects 2.0 million from storm drain revenue bonds.

The totals by major project categories are:

Streets .....	\$ 4,219,000
Storm Drainage .....	\$ 2,000,000
Sewer Collection and Treatment.....	\$ 3,700,000
City Facilities .....	\$ 420,000
Water .....	\$ 2,500,000
Parks and Recreation.....	\$ 190,000

**GRAND TOTAL.....\$13,029,000**

A detailed listing of the projects and their funding sources is included on pages vi - vii at the front of this document. The five-year plan schedules begin on the next page.

### **FIVE-YEAR PLAN: 2012-2016**

The five-year plan details projects totaling \$110 million. Including projects planned for future years beyond the five-year plan, almost 170 projects are included, with a total cost of \$438 million. The continuing financial challenges require the city to prioritize projects and use a conservative approach to financing these improvements.

**CAPITAL IMPROVEMENTS  
5-YEAR PLAN 2012-2016**

PROJECT	TOTAL (000)	AVAILABLE EXIST. NON BOND FUND (000)	TOTAL FUNDS (000)	TRANSFERS (000)	2012/13 (000)	2013/14 (000)	2014/15 (000)	2015/16 (000)	5 Year Total (000)	BEYOND 2016/16 (000)	TOTAL (000)
<b>A-STREETS</b>											
a. STUDIES											
a-1 Traffic Signal Maintenance Program (9916-1)/(79160)	\$0	\$22	\$22		\$50	\$50	\$50	\$50	\$222	\$0	\$222
a-2 Traffic Control Inventory (9916-2)	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$50	\$0	\$50
a-3 Traffic and Truck Count Program (9916-3)	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$50	\$0	\$50
a-4 Hotel district Signage	\$40	\$0	\$40		\$0	\$0	\$0	\$0	\$40	\$0	\$40
a-5 Traffic Calming Program	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$500	\$0	\$500
<b>SUBTOTAL:</b>	<b>\$40</b>	<b>\$22</b>	<b>\$62</b>		<b>\$50</b>	<b>\$50</b>	<b>\$100</b>	<b>\$100</b>	<b>\$362</b>	<b>\$500</b>	<b>\$862</b>
<b>b. PAVING/RECONSTRUCTION</b>											
b-1 Annual Street Resurfacing Program 2011	\$1,209	\$0	\$1,209		\$0	\$700	\$1,100	\$700	\$4,509	\$12,000	\$16,509
b-2 Annual Street Resurfacing Program 2010 (82500)	\$0	\$803	\$803		\$0	\$400	\$0	\$400	\$1,603	\$0	\$1,603
b-3 Annual Street Microsurfacing Program 2010 (82080)	\$0	\$184	\$184		\$0	\$0	\$0	\$0	\$184	\$0	\$184
b-4 Pavement Management System (81160)	\$308	\$33	\$333		\$0	\$30	\$0	\$30	\$93	\$0	\$93
b-5 Federal Grant Resurfacing 2011 (82520)	\$508	\$68	\$576		\$0	\$0	\$0	\$0	\$507	\$500	\$1,007
b-6 El Camino Median and Linear Park (N. Buell/Rollins Develop fee 739-39550)	\$0	\$168	\$168		\$0	\$0	\$0	\$0	\$208	\$1,350	\$1,558
b-7 Rollins Road Gateway	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$150	\$150
b-8 Thermoplastic Pavement Marking - Citywide	\$60	\$0	\$60		\$0	\$0	\$0	\$0	\$60	\$0	\$60
b-9 U.S. 101 - Broadway Interchange (82530)	\$560	\$500	\$1,060		\$1,300	\$500	\$500	\$6,000	\$9,860	\$85,000	\$73,860
<b>SUBTOTAL:</b>	<b>\$2,847</b>	<b>\$1,817</b>	<b>\$4,664</b>		<b>\$1,300</b>	<b>\$1,630</b>	<b>\$1,600</b>	<b>\$7,130</b>	<b>\$18,124</b>	<b>\$79,000</b>	<b>\$96,124</b>
<b>c. TRAFFIC SIGNALS</b>											
c-1 City-Wide Traffic Signal Upgrade (81730)	\$50	\$17	\$67		\$100	\$100	\$100	\$100	\$467	\$500	\$967
c-2 Bayshore Corridor Signal (81950)	\$0	\$19	\$19		\$0	\$0	\$0	\$0	\$19	\$0	\$19
c-3 CA Dr. Video Detection Signal Controller (81950)	\$35	\$32	\$67		\$0	\$0	\$0	\$0	\$32	\$0	\$32
c-4 Pedestrian Crosswalk at Bayshore Hwy	\$40	\$0	\$40		\$0	\$0	\$0	\$0	\$35	\$0	\$35
c-5 Radar Display Speed Signs	\$125	\$68	\$193		\$100	\$100	\$100	\$100	\$593	\$500	\$1,018
<b>SUBTOTAL:</b>	<b>\$125</b>	<b>\$68</b>	<b>\$193</b>		<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$593</b>	<b>\$500</b>	<b>\$1,018</b>
<b>d. RAILROAD IMPROVEMENTS</b>											
d-1 Baywater Ave. North Lane Crossing (79350)/(9935)	\$0	\$125	\$125		\$0	\$0	\$0	\$0	\$125	\$0	\$125
d-2 Caltrain Grade Separation at Broadway (82540)	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$40,000	\$0	\$40,000
d-3 High Speed Rail (82550)	\$0	\$136	\$136		\$0	\$0	\$0	\$0	\$136	\$0	\$136
<b>SUBTOTAL:</b>	<b>\$0</b>	<b>\$261</b>	<b>\$261</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$261</b>	<b>\$40,000</b>	<b>\$40,261</b>
<b>e. DOWNTOWN IMPROVEMENTS</b>											
e-1 Burlingame Ave (81030)	\$300	\$1,099	\$1,399		\$8,000	\$0	\$0	\$0	\$9,399	\$27,177	\$36,576
e-2 Downtown Parking Lot Resurfacing	\$0	\$0	\$0		\$100	\$100	\$100	\$100	\$400	\$0	\$400
<b>SUBTOTAL:</b>	<b>\$300</b>	<b>\$1,099</b>	<b>\$1,399</b>		<b>\$8,100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$9,799</b>	<b>\$27,177</b>	<b>\$36,976</b>
<b>f. BIKE/PEDESTRIAN IMPROVEMENTS</b>											
f-1 Howard Ave. Bike & Pedestrian Signage (81540)	\$0	\$51	\$51		\$0	\$0	\$0	\$0	\$51	\$0	\$51
f-2 Broadway Pedestrian Safety Improvement (82730)	\$0	\$204	\$204		\$0	\$0	\$0	\$0	\$204	\$0	\$204
f-3 Installation of Bike Lane at Hillside, Rollins & Trousdale	\$245	\$0	\$245		\$0	\$0	\$0	\$0	\$245	\$0	\$245
f-4 Installation of Bike Lane at Airport, Old Bayshore & Beach Rd.	\$137	\$0	\$137		\$0	\$0	\$0	\$0	\$137	\$0	\$137
<b>SUBTOTAL:</b>	<b>\$382</b>	<b>\$255</b>	<b>\$637</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$637</b>	<b>\$0</b>	<b>\$637</b>
<b>g. LIGHTING/POLES</b>											
g-1 Airport Boulevard Underpinning (Rule 20A)	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$3,000	\$3,000
g-2 Streetlight Replacement - Howard (81870)	\$0	\$590	\$590		\$0	\$0	\$0	\$0	\$590	\$0	\$590
g-3 Burlingame Avenue Streetlights (82510)	\$0	\$20	\$20		\$0	\$0	\$0	\$0	\$20	\$0	\$20
g-4 Citywide Streetlight Replacements / Masterplan	\$0	\$0	\$0		\$200	\$200	\$200	\$200	\$800	\$3,800	\$3,800
<b>SUBTOTAL:</b>	<b>\$0</b>	<b>\$610</b>	<b>\$610</b>		<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$1,410</b>	<b>\$6,000</b>	<b>\$7,410</b>
<b>h. SIDEWALKS / CURB &amp; GUTTERS</b>											
h-1 2010 Annual Sidewalk Program (82070)	\$0	\$572	\$572		\$275	\$375	\$375	\$375	\$2,072	\$0	\$2,072
h-2 2011 Annual Curb & Gutter Program	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
h-3 2011 Annual ADA Ramp Program	\$75	\$0	\$75		\$100	\$100	\$100	\$100	\$475	\$0	\$475
h-4 2011 Annual Sidewalk Program	\$650	\$0	\$650		\$0	\$0	\$0	\$0	\$650	\$0	\$650
<b>SUBTOTAL:</b>	<b>\$725</b>	<b>\$572</b>	<b>\$1,297</b>		<b>\$475</b>	<b>\$475</b>	<b>\$475</b>	<b>\$475</b>	<b>\$3,107</b>	<b>\$0</b>	<b>\$3,107</b>
<b>i. BRIDGES</b>											
i-1 Airport Blvd. Bridge Widening (9719)	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$800	\$0	\$800
<b>SUBTOTAL FOR SECTION A</b>	<b>\$4,219</b>	<b>\$4,704</b>	<b>\$9,923</b>	<b>\$0</b>	<b>\$10,225</b>	<b>\$2,555</b>	<b>\$2,575</b>	<b>\$3,105</b>	<b>\$32,983</b>	<b>\$153,977</b>	<b>\$196,265</b>

**\*NOTES ON SECTION A-STREET**

(Note: Avail. Exist. Funds from Finance Dept Rpt of January 31, 11)

**CAPITAL IMPROVEMENTS  
5-YEAR PLAN 2012-2016**

PROJECT	TOTAL (000)	AVAILABLE EXIST FUND\$ (000)	TOTAL (000)	TRANSFERS (000)	2012/13 (000)	2013/14 (000)	2014/15 (000)	2015/16 (000)	5 Year Total (000)	BEYOND 2014/15 (000)	TOTAL (000)
<b>B - STORM DRAINAGE</b>											
<b>a. STORM DRAIN STUDIES</b>											
a-1 Administrative Services (80710)	\$0	\$0	\$0	:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
a-2 Storm Drain Fee (9851)	\$0	\$26	\$26	:	\$0	\$0	\$0	\$0	\$26	\$0	\$26
a-3 Program Management, 2010 (82640)	\$300	\$112	\$112	:	\$0	\$0	\$0	\$0	\$112	\$0	\$112
a-4 Program Management, 2011	\$300	\$0	\$300	:	\$300	\$300	\$300	\$300	\$1,500	\$900	\$2,400
<b>SUBTOTAL:</b>	\$300	\$138	\$438	:	\$300	\$300	\$300	\$300	\$1,638	\$900	\$2,538
<b>b. CAPACITY IMPROVEMENTS-EASTON CREEK</b>											
b-1 Marsten Pump Station Improvements (82460)	\$0	\$6,258	\$6,258	:	\$0	\$0	\$0	\$0	\$6,258	\$0	\$6,258
b-2 Outfall Pipeline, Marsten PS to SF Bay (80520)	\$0	\$2,034	\$2,034	:	\$0	\$0	\$0	\$0	\$2,034	\$0	\$2,034
b-3 Easton Creek Improvements (79410)	\$0	\$0	\$0	:	\$0	\$0	\$0	\$0	\$0	\$500	\$500
<b>SUBTOTAL:</b>	\$0	\$8,292	\$8,292	:	\$0	\$0	\$0	\$0	\$8,292	\$500	\$8,792
<b>c. CAPACITY IMPROVEMENTS-MILLS CREEK</b>											
c-1 Mills Creek Improvements	\$0	\$0	\$0	:	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
<b>SUBTOTAL:</b>	\$0	\$0	\$0	:	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000
<b>d. CAPACITY IMPROVEMENTS-BURLINGAME CREEK</b>											
d-1 Safeway SD Box Culvert (82570)	\$0	\$285	\$285	:	\$0	\$0	\$0	\$0	\$285	\$0	\$285
d-2 Howard Ave SD Box Culvert (82060)	\$0	\$728	\$728	:	\$0	\$0	\$0	\$0	\$728	\$0	\$728
d-3 Burlingame Creek Improvements	\$0	\$0	\$0	:	\$0	\$0	\$0	\$5,200	\$5,200	\$700	\$5,900
d-4 Ralston Creek Improvements	\$0	\$0	\$0	:	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
d-5 New Rollins Rd Pump Station and Pipeline Design (82590)	\$950	\$100	\$450	:	\$0	\$0	\$0	\$0	\$450	\$2,600	\$3,050
<b>SUBTOTAL:</b>	\$950	\$1,113	\$1,463	:	\$0	\$0	\$0	\$5,200	\$6,953	\$4,800	\$11,463
<b>e. CAPACITY IMPROVEMENTS - SANCHEZ CREEK (including TERRACE CREEK AND LAGUNA AREA)</b>											
e-1 Terrace Creek Improvements	\$0	\$0	\$0	:	\$0	\$0	\$0	\$0	\$0	\$1,800	\$1,800
e-2 Laguna Pump Station and Debris Basin Design (82600)	\$450	\$67	\$517	:	\$5,700	\$0	\$0	\$0	\$6,217	\$0	\$6,217
<b>SUBTOTAL:</b>	\$450	\$67	\$517	:	\$5,700	\$0	\$0	\$0	\$6,217	\$1,800	\$8,017
<b>f. CAPACITY IMPROVEMENTS - EL PORTAL CREEK (including TROUSDALE AND GILBRETH CREEKS)</b>											
f-1 El Portal Creek, Trousdale Channel, Gilbreth Creek Improvements	\$0	\$0	\$0	:	\$500	\$0	\$0	\$0	\$500	\$0	\$500
<b>SUBTOTAL:</b>	\$0	\$0	\$0	:	\$500	\$0	\$0	\$0	\$500	\$0	\$500
<b>g. NEIGHBORHOOD AREA SD IMPROVEMENTS</b>											
g-1 Citywide Neighborhood Storm Drain Improvements (82470)	\$700	\$893	\$1,614	\$21	\$700	\$700	\$700	\$700	\$4,414	\$3,422	\$7,836
g-2 Miscellaneous SD Improvements (82200) (Close)	\$0	\$21	\$0	(\$21)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL:</b>	\$700	\$914	\$1,614	:	\$700	\$700	\$700	\$700	\$4,414	\$3,422	\$7,836
<b>h. BRIDGE AND STORM CULVERT IMPROVEMENTS</b>											
h-1 Bridge and Culvert Facilities Improvements (82580)	\$200	\$83	\$283	:	\$200	\$200	\$200	\$200	\$1,083	\$0	\$1,083
<b>SUBTOTAL:</b>	\$200	\$83	\$283	:	\$200	\$200	\$200	\$200	\$1,083	\$0	\$1,083
<b>i. PUMP STATIONS</b>											
i-1 Pump Station Upgrades	\$0	\$0	\$0	:	\$200	\$200	\$100	\$100	\$600	\$900	\$1,500
i-2 SCADA System (79400)	\$0	\$0	\$0	:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL:</b>	\$0	\$0	\$0	:	\$200	\$200	\$100	\$100	\$600	\$900	\$1,500
<b>SUBTOTAL FOR SECTION B</b>	\$2,000	\$10,607	\$12,607	:	\$7,600	\$1,400	\$1,300	\$6,500	\$28,407	\$13,322	\$42,729

**\*NOTES ON SECTION B-STORM**

g-1: \$21k from g-2 (close 82200)  
(Note: Avail. Excl. Funds from Finance Dept Rpt of January 31, 11)

**CAPITAL IMPROVEMENTS  
6-YEAR PLAN 2012-2016**

PROJECT	TOTAL (000)	AVAILABLE		TRANSFERS (000)	2012/13 (000)	2013/14 (000)	2014/15 (000)	2015/16 (000)	5 Year Total (000)	BEYOND 2014/15 (000)	TOTAL (000)
		TOTAL (000)	EXIST. SEWER BOND 07 (000)								
<b>C-SEWERS</b>											
<b>a. STUDIES</b>											
a-1 Administrative Service (80710)	\$100	\$24	\$124		\$50	\$80	\$50	\$80	\$414	\$0	\$414
a-2 Force Main Sewer Study	\$400	\$0	\$400		\$0	\$0	\$0	\$0	\$190	\$0	\$190
a-3 Sewer Master Plan Study & Model (82240)	\$0	\$34	\$34		\$20	\$20	\$20	\$20	\$114	\$0	\$114
a-4 Geo Based Information System (8517/75170)	\$0	\$44	\$44		\$0	\$0	\$0	\$0	\$44	\$0	\$44
a-5 Sewer Pump Station Studies	\$100	\$0	\$100		\$50	\$0	\$0	\$0	\$150	\$0	\$150
<b>SUBTOTAL:</b>	\$300	\$102	\$402		\$120	\$140	\$100	\$150	\$912	\$0	\$912
<b>b. SEWER MAIN REHABILITATIONS</b>											
b-1 2010 City-wide Sewer System Improvement (82350)	\$0	\$1,375	\$1,375		\$0	\$0	\$0	\$0	\$1,175	\$0	\$1,175
b-2 2011 Sanchez Area Sewer Rehabilitation Project, Phase 1 (82620)	\$1,330	\$21	\$1,351		\$0	\$0	\$0	\$0	\$1,351	\$0	\$1,351
b-3 2012 Sanchez Area Sewer Rehabilitation Project, Phase 2 (82621)	\$0	\$0	\$0	\$200	\$3,000	\$0	\$0	\$0	\$3,200	\$0	\$3,200
b-4 Burlingame Ave. District Sewer Rehabilitation Program (82060)	\$300	\$1,375	\$1,675		\$0	\$0	\$0	\$0	\$1,675	\$0	\$1,675
b-5 Millen Pump Station Force Main	\$100	\$0	\$100		\$0	\$100	\$100	\$0	\$300	\$0	\$300
b-6 2011 Sewer Rehabilitation at Various Locations	\$1,000	\$0	\$1,000		\$0	\$0	\$0	\$0	\$1,000	\$0	\$1,000
b-7 Annual City-wide Sewer Master Plan Improvements*	\$0	\$0	\$0		\$0	\$2,650	\$3,250	\$3,250	\$9,100	\$50,500	\$59,200
<b>SUBTOTAL:</b>	\$2,730	\$2,772	\$5,502		\$3,000	\$2,900	\$2,750	\$3,250	\$17,402	\$50,500	\$67,902
<b>c. MISC. SEWER REPAIRS</b>											
c-1 Sewer Lateral Retrofit	\$0	\$0	\$0		\$50	\$50	\$50	\$50	\$200	\$0	\$200
c-2 Misc. Sewer Root Forming (80730)	\$50	\$4	\$54		\$50	\$50	\$50	\$50	\$204	\$0	\$204
<b>SUBTOTAL:</b>	\$50	\$4	\$54		\$100	\$100	\$100	\$100	\$404	\$0	\$404
<b>d. PUMP STATIONS</b>											
d-1 Millen Pump Station and Force Main (81350)	\$100	(\$7)	\$93		\$0	\$0	\$0	\$0	\$93	\$0	\$93
d-2 Rollins Pump Station Upgrade	\$0	\$0	\$0		\$100	\$200	\$200	\$0	\$500	\$0	\$500
<b>SUBTOTAL:</b>	\$100	(\$7)	\$93		\$100	\$200	\$200	\$0	\$593	\$0	\$593
<b>e. TREATMENT</b>											
e-1 New Weissman Barscreen system	\$70	\$0	\$70		\$0	\$0	\$0	\$0	\$70	\$0	\$70
e-2 Joint Outfall & SSF decolor. (78380)	\$0	\$50	\$50		\$0	\$0	\$0	\$0	\$50	\$0	\$50
e-3 WWTP Retention Basin (81280)	\$200	\$4,129	\$4,329		\$0	\$0	\$0	\$0	\$4,329	\$8,500	\$12,829
e-4 Secondary Clarifier Roofs	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$750	\$750
e-5 Replace Old Boiler #2 System	\$0	\$0	\$0		\$0	\$0	\$0	\$100	\$100	\$0	\$100
e-6 Secondary Clarifier Weir Rehabilitation (82660)	\$0	\$70	\$70		\$0	\$0	\$0	\$0	\$70	\$0	\$70
e-7 Digester #1 Roof and Dome	\$0	\$0	\$0		\$0	\$200	\$0	\$0	\$200	\$0	\$200
e-8 Gravity Belt Thickener (GBT) Launder Replacement	\$0	\$0	\$0		\$250	\$0	\$0	\$0	\$250	\$0	\$250
e-9 GBT Overhaul	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
e-10 Rollins Rd. Gen-set Replacement	\$0	\$0	\$0		\$0	\$0	\$150	\$0	\$150	\$0	\$150
e-11 Final Contact Wier Replacement	\$0	\$0	\$0		\$60	\$60	\$0	\$0	\$120	\$0	\$120
e-12 Replacement of Old Boiler System (81280)	\$0	\$59	\$59		\$0	\$0	\$0	\$0	\$59	\$0	\$59
e-13 Solar Panel System	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$3,000	\$3,000
e-14 GBT Overhaul	\$100	\$0	\$100		\$0	\$0	\$0	\$0	\$100	\$0	\$100
e-15 Master Plan Study on Facility Buildings & Equipment	\$0	\$0	\$0		\$0	\$0	\$300	\$0	\$300	\$0	\$300
<b>SUBTOTAL:</b>	\$370	\$4,348	\$4,718		\$310	\$260	\$450	\$100	\$5,638	\$13,000	\$18,938
<b>f. MISCELLANEOUS</b>											
f-1 Large Main CCTV	\$100	\$0	\$100		\$50	\$50	\$50	\$50	\$300	\$0	\$300
f-2 Sewer Main Trench Paving (81800)	\$50	\$0	\$50		\$20	\$50	\$50	\$50	\$220	\$0	\$220
<b>SUBTOTAL:</b>	\$150	\$0	\$150		\$70	\$100	\$100	\$100	\$520	\$0	\$520
<b>SUBTOTAL FOR SECTION C</b>	\$3,700	\$7,219	\$10,919		\$3,700	\$3,700	\$3,700	\$3,700	\$25,719	\$63,500	\$89,219
	(000)	(000)	(000)		(000)	(000)	(000)	(000)	(000)	(000)	(000)

**\*NOTES ON SECTION C-SEWER**

- b-1 Transfer \$200K to b-3.
- b-3 \$200K from b-1.
- b-7 The Annual City-wide Sewer Master Plan Improvements will be based on the 2011 Annual City-wide Sewer Master Plan (Note: Avail. Excl. Funds from Finance Dept Rpt of January 31, 11)

**CAPITAL IMPROVEMENTS  
5-YEAR PLAN 2012-2016**

PROJECT	TOTAL FUNDING (000)	AVAILABLE EX WATER (000)	TOTAL (000)	TRANSFERS (000)	2012/13 (000)	2013/14 (000)	2014/15 (000)	2015/16 (000)	5-Year Total (000)	BEYOND 2015/16 (000)	TOTAL (000)
<b>D-WATER</b>											
<b>a. PLANNING</b>											
a.1 CIP Administrative Services (80710)	\$25	\$30	\$165		\$125	\$125	\$130	\$120	\$545	\$1,450	\$2,085
a.2 Recycled Water Distribution Planning (82720)	\$0	\$50	\$50		\$0	\$0	\$0	\$0	\$50	\$0	\$50
a.3 Geo Base Information System (75170)	\$0	\$1	\$1		\$0	\$0	\$90	\$60	\$161	\$720	\$901
a.13 2010-2011 Water System Program Management (82630)	\$0	\$107	\$107		\$0	\$0	\$0	\$0	\$107	\$0	\$107
a.13 2011-2012 Water System Program Management ( )	\$75	\$0	\$75		\$200	\$200	\$200	\$200	\$875	\$0	\$875
<b>SUBTOTAL:</b>	\$200	\$188	\$388		\$325	\$365	\$380	\$380	\$1,668	\$2,170	\$4,028
<b>b. STORAGE</b>											
b.1 Hillside Storage Tank Expansion (81210)	\$0	\$17	\$17		\$0	\$0	\$1,100	\$1,100	\$2,217	\$7,250	\$9,467
b.2 Roof Repair of Hillside Storage Tank (82780)	\$0	\$0	\$370	\$370	\$0	\$0	\$0	\$0	\$370	\$0	\$370
<b>SUBTOTAL:</b>	\$0	\$17	\$387	\$370	\$0	\$0	\$1,100	\$1,100	\$2,687	\$7,250	\$9,937
<b>c. TRANSMISSION PIPELINES</b>											
c.1 Howard ECR to Carolan	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$2,520	\$2,520
c.2 Train Track Kings	\$0	\$0	\$0		\$0	\$1,000	\$0	\$0	\$1,000	\$2,510	\$1,000
c.3 Easton Turnout to Easton Pump Station	\$0	\$0	\$0		\$0	\$1,000	\$0	\$0	\$1,000	\$5,030	\$5,030
<b>SUBTOTAL:</b>	\$0	\$0	\$0		\$0	\$1,000	\$0	\$0	\$1,000	\$7,530	\$7,530
<b>d. PIPELINES REHABILITATION</b>											
d.4 Area Bounded by ECR/Edgerhill/Calfornia/Oak Grove [MR-4A/B]	\$0	\$0	\$0		\$0	\$0	\$450	\$450	\$900	\$3,520	\$4,420
d.5 d.9 Burlingame/Gale/Grove/Village Main Replacement [MR-5&9] (81180)	\$1,500	\$258	\$1,758		\$0	\$0	\$0	\$0	\$1,758	\$0	\$1,758
d.6 Oak Grove to Burlingame/Washington Park to Dwight [MR-6]	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$8,370	\$8,370
d.7 Elm to Occidental/Ralston to Barrollet [MR-7]	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$1,110	\$1,110
d.8 Occidental to ECR to Barrollet [MR-8]	\$0	\$0	\$0		\$1,655	\$545	\$0	\$0	\$2,200	\$3,550	\$5,750
d.10 ECR: Hillside to Broadway & Sanchez to Barrollet [MR-10]	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$3,060	\$3,060
d.13 Washington Park Well Phase IIb (73171)	\$0	\$1	\$1		\$0	\$0	\$0	\$0	\$1	\$0	\$1
d.15 Broadway and ECR to Chula Vista	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$740	\$740
d.18 Peninsula Highway 101 Auxiliary Lane (81220)	\$0	\$370	\$370		\$0	\$0	\$0	\$0	\$0	\$340	\$340
d.21 Ray Park/Easton Fire Flow Improvement	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$4,730	\$4,730
d.22 Emergency Main Replacement (81230)	\$275	\$98	\$373		\$250	\$220	\$220	\$220	\$1,463	\$3,800	\$5,333
d.23 La Mesa Main Replacement (81370)	\$0	\$4	\$4		\$0	\$0	\$0	\$0	\$0	\$0	\$0
d.24 Burlingame Terrace Subdivision Water Main Replacement	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$4,000	\$4,000
d.25 Microtunnel Crossing of ECR	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$180	\$180
d.26 Replace Riveted Steel on Loma Vista	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$180	\$180
d.27 New PRVs at Turnouts	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$170	\$170
d.28 Newhall Road Main Replacement & Turnout (82090)	\$0	\$335	\$335		\$0	\$0	\$0	\$0	\$335	\$520	\$855
d.30 Hillside Transmission Main To New Taps (82050)	\$0	\$40	\$40		\$0	\$0	\$0	\$0	\$40	\$40	\$40
d.31 Adeline Main Replacement from Hillside to Vista	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$420	\$420
d.32 1300 Block of Trousdale	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$70	\$70
d.33 Burlingame Ave between ECR and California (82050)	\$250	\$1,390	\$1,640		\$0	\$0	\$0	\$0	\$1,640	\$300	\$1,940
d.34 Broadway between ECR and Laguna	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$500	\$500
<b>SUBTOTAL:</b>	\$2,025	\$2,494	\$4,519		\$1,905	\$965	\$770	\$670	\$6,355	\$36,860	\$44,015
<b>e. PUMP STATIONS</b>											
e.1 Trousdale Pump Station Improvements (80910)	\$25	\$361	\$386	\$4	\$0	\$0	\$0	\$0	\$390	\$0	\$390
<b>SUBTOTAL:</b>	\$25	\$361	\$386	\$4	\$0	\$0	\$0	\$0	\$390	\$0	\$390
<b>f. WATER QUALITY &amp; CHLORINATION</b>											
f.1 Water System Insulation (81240)	\$0	\$5	\$5		\$0	\$0	\$0	\$0	\$5	\$0	\$5
<b>SUBTOTAL:</b>	\$0	\$5	\$5		\$0	\$0	\$0	\$0	\$5	\$0	\$5
<b>g. SCADA</b>											
g.1 SCADA for barnouts (79400)	\$0	\$168	\$168		\$0	\$0	\$0	\$0	\$168	\$0	\$168
g.2 SCADA Operations	\$0	\$0	\$0		\$20	\$20	\$20	\$20	\$80	\$140	\$220
<b>SUBTOTAL:</b>	\$0	\$168	\$168		\$20	\$20	\$20	\$20	\$248	\$140	\$388
<b>h. MISCELLANEOUS</b>											
h.1 Miscellaneous Improvements (Planning tanks)(82390)	\$0	\$416	\$416		\$0	\$0	\$0	\$0	\$416	\$0	\$416
h.2 Hillside Recycled Water Emergency Generator (82350)	\$0	\$199	\$199		\$0	\$0	\$0	\$0	\$199	\$0	\$199
h.3 Water Motor Replacement (81380)	\$200	\$268	\$468		\$200	\$180	\$180	\$160	\$1,268	\$620	\$2,288
h.4 Seters of Merry Single Port of Failure	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
h.5 Hydro-pneumatic Tank (82040)	\$0	\$49	\$49		\$0	\$0	\$0	\$0	\$49	\$0	\$49
h.6 Urban Water Management Plan Update	\$0	\$0	\$0		\$0	\$0	\$0	\$100	\$100	\$60	\$160
h.7 Water Main Trench Paving (82500)	\$50	\$50	\$100		\$50	\$50	\$50	\$50	\$200	\$0	\$200
<b>SUBTOTAL:</b>	\$250	\$982	\$1,232		\$250	\$230	\$230	\$230	\$2,272	\$1,010	\$3,282
<b>SUBTOTAL FOR SECTION D</b>	\$2,500	\$4,215	\$6,715	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$16,715	\$31,260	\$67,605

**\*-NOTES ON SECTION D-WATER**

b.2 370k from d.18 (81220)  
d.23 4k to e.1 (80910)

(Note: Avail. Excl. Funds from Finance Dept Rpt of January 31, 11)

**CAPITAL IMPROVEMENTS  
5-YEAR PLAN 2012-2016**

PROJECT	TOTAL FUNDING (000)	AVAILABLE EXIST FUNDS (000)	TOTAL (000)	TRANSFERS (000)	2012/13 (000)	2013/14 (000)	2014/15 (000)	2015/16 (000)	5 Year Total (000)	BEYOND 2014/15 (000)	TOTAL (000)
<b>E-CITY FACILITIES</b>											
<b>a. IMPROVEMENTS</b>											
a-1 P.W. Corporation Yard Parking Lot (81600)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
a-2 City Hall Project*	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,600	\$7,600
a-3 Police Building*	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600	\$1,600
a-4 Recreation Center Seismic** (82370)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000
a-5 Fire Department*	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,900	\$2,900
a-6 Park Corporation Yard*	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,400	\$3,400
a-7 Aquatic Center*	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$250
a-8 Citywide Facility Master Plan (80760)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
a-9 Citywide Minor Building Facilities (80730)	\$0	\$210	\$210	\$0	\$300	\$300	\$300	\$300	\$1,410	\$0	\$1,410
<b>SUBTOTAL:</b>	\$0	\$210	\$210	\$0	\$300	\$300	\$300	\$300	\$1,410	\$45,750	\$47,160
<b>b. MINOR UPGRADES</b>											
b-1 Police Radio (82010)	\$0	\$51	\$51	\$0	\$50	\$50	\$0	\$0	\$151	\$0	\$151
b-2 Police Emergency Power Supply	\$0	\$0	\$0	\$0	\$50	\$50	\$0	\$0	\$100	\$0	\$100
b-3 Police Antenna	\$50	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$50
b-4 Library RFID	\$150	\$0	\$150	\$0	\$150	\$150	\$0	\$0	\$350	\$0	\$350
b-5 Library System Integration (81310)	\$0	\$4	\$4	\$0	\$50	\$50	\$0	\$0	\$104	\$0	\$104
b-6 Permit Tracking Software System Project (81300)	\$0	\$1	\$1	\$0	\$0	\$0	\$0	\$0	\$1	\$0	\$1
b-7 Telephone System	\$0	\$0	\$0	\$0	\$100	\$100	\$0	\$0	\$200	\$0	\$200
b-8 Fire Department Radios	\$0	\$0	\$0	\$0	\$200	\$200	\$0	\$0	\$200	\$0	\$200
b-9 Fire Station 36 - Emergency generator	\$10	\$0	\$10	\$0	\$0	\$0	\$0	\$0	\$10	\$0	\$10
b-10 Exterior painting of Main Library	\$50	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$50
b-11 Carpet replacement of Recreation Center	\$35	\$0	\$35	\$0	\$0	\$0	\$0	\$0	\$35	\$0	\$35
b-12 Roof repairs at Grandstand in Bayside Park	\$30	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$30	\$0	\$30
b-13 ADA Improvements at Police Station	\$40	\$0	\$40	\$0	\$0	\$0	\$0	\$0	\$40	\$0	\$40
b-14 Customer Service Area Improvements	\$25	\$0	\$25	\$0	\$0	\$0	\$0	\$0	\$25	\$0	\$25
<b>SUBTOTAL:</b>	\$420	\$56	\$476	\$0	\$550	\$350	\$0	\$0	\$1,376	\$0	\$1,376

**SUBTOTAL FOR SECTION E (000)**

TOTAL FUNDING (000)	\$420
AVAILABLE EXIST FUNDS (000)	\$265
TRANSFERS (000)	\$0
TOTAL (000)	\$565
2012/13 (000)	\$550
2013/14 (000)	\$350
2014/15 (000)	\$0
2015/16 (000)	\$0
5 Year Total (000)	\$2,786
BEYOND 2014/15 (000)	\$45,750
TOTAL (000)	\$48,536

**\*NOTES ON SECTION E-CITY FACILITIES**

(Note: Avail. Excl. Funds from Finance Dept Rpt of January 31, 11)

PROJECT	TOTAL FUNDING (000)	AVAILABLE EXIST FUNDS (000)	TOTAL (000)	TRANSFERS (000)	2012/13 (000)	2013/14 (000)	2014/15 (000)	2015/16 (000)	5 Year Total (000)	BEYOND 2014/15 (000)	TOTAL (000)
<b>F-PARKING &amp; GARAGES</b>											
<b>a. IMPROVEMENTS</b>											
a-1 Burlingame Ave. District parking lots* (80470)	\$0	\$1	\$1	\$0	\$50	\$50	\$50	\$50	\$201	\$0	\$201
a-2 Lot O Re-configuration (82400)	\$0	\$51	\$51	\$0	\$0	\$0	\$0	\$0	\$51	\$0	\$51
a-3 Donnelly Ave. Green Project (82340)	\$0	\$231	\$231	\$0	\$0	\$0	\$0	\$0	\$231	\$0	\$231
<b>SUBTOTAL:</b>	\$0	\$283	\$283	\$0	\$50	\$50	\$50	\$50	\$483	\$0	\$483
<b>b. METERS</b>											
b-1 Burlingame Ave District Meter Replacement (80480)	\$0	\$1	\$1	\$0	\$50	\$50	\$50	\$50	\$201	\$0	\$201

**SUBTOTAL FOR SECTION F (000)**

TOTAL FUNDING (000)	\$0
AVAILABLE EXIST FUNDS (000)	\$284
TRANSFERS (000)	\$0
TOTAL (000)	\$284
2012/13 (000)	\$100
2013/14 (000)	\$100
2014/15 (000)	\$100
2015/16 (000)	\$100
5 Year Total (000)	\$584
BEYOND 2014/15 (000)	\$0
TOTAL (000)	\$584

**\*NOTES ON SECTION E-PARKING & GARAGES**

(Note: Avail. Excl. Funds from Finance Dept Rpt of January 31, 11)

**CAPITAL IMPROVEMENTS  
5-YEAR PLAN 2012-2016**

PROJECT	TOTAL FUNDING (000)	AVAILABLE EXIST FUNDS (000)	TOTAL (000)	TRANSFERS (000)	2012/13 (000)	2013/14 (000)	2014/15 (000)	2015/16 (000)	\$ Year Total (000)	BEYOND 2014/15 (000)	TOTAL (000)
<b>G. PARKS &amp; TREES</b>											
<b>b. PARKS &amp; TREES</b>											
b-1 Eucalyptus Tree Management (8635)	\$0	\$0	\$0	:	\$55	\$55	\$55	\$55	\$220	\$0	\$220
b-2 Washington Park Tennis Court (77370)	\$0	\$10	\$10	:	\$0	\$0	\$0	\$0	\$10	\$0	\$10
b-3 Pathway & Landscape Improvements (76490)	\$27	\$123	\$150	:	\$55	\$55	\$55	\$55	\$370	\$0	\$370
b-4 Ray Park resurfacing rehabilitation	\$8	\$8	\$8	:	\$0	\$0	\$0	\$0	\$8	\$0	\$8
b-5 Bayside Park Main Diamond # 1 Lights (81080)	\$0	\$0	\$0	:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
b-6 Cuernavaca Park shade/plastic area Improvements	\$20	\$20	\$20	:	\$0	\$0	\$0	\$0	\$20	\$0	\$20
b-7 Washington Park Bocce Ball Improvements	\$8	\$8	\$8	:	\$0	\$0	\$0	\$0	\$8	\$0	\$8
b-8 Parks picnic tables, benches and fountains	\$9	\$9	\$9	:	\$0	\$0	\$0	\$0	\$9	\$0	\$9
b-9 Village Park Restroom (81990)	\$0	\$150	\$150	:	\$150	\$0	\$0	\$0	\$300	\$0	\$300
b-10 Parching Court Resurfacing	\$6	\$6	\$6	:	\$0	\$0	\$0	\$0	\$6	\$0	\$6
b-11 Central Irrigation Controller	\$75	\$0	\$75	:	\$50	\$0	\$0	\$0	\$55	\$0	\$55
b-12 Laguna Tennis Court Repairs	\$0	\$0	\$0	:	\$0	\$0	\$0	\$0	\$75	\$0	\$75
b-13 Lower Bayside Park Improvements	\$6	\$0	\$6	:	\$0	\$0	\$600	\$0	\$1,000	\$0	\$1,000
b-14 Washington Park Basketball Court Resurfacing	\$10	\$0	\$10	:	\$0	\$0	\$0	\$0	\$6	\$0	\$6
b-15 Play Structure and Resilient Surface at Village	\$0	\$0	\$0	:	\$0	\$0	\$0	\$0	\$20	\$250	\$270
b-16 Parks Yard Fencing	\$0	\$0	\$0	:	\$0	\$0	\$0	\$0	\$10	\$0	\$10
b-17 Installation of automatic locks on Parks restrooms	\$0	\$0	\$0	:	\$0	\$0	\$0	\$0	\$10	\$0	\$10
b-18 Play Structure and Resilient Surface at Ray Park	\$0	\$0	\$0	:	\$0	\$60	\$0	\$0	\$60	\$250	\$310
b-20 Park Fencing -Bayside (82000)	\$0	\$20	\$20	:	\$0	\$40	\$0	\$0	\$60	\$0	\$60
b-21 El Camino Real Medians (See Streets Section)	\$5	\$0	\$5	:	\$0	\$0	\$0	\$0	\$5	\$0	\$5
b-23 Tree Replacement (annual) (81980)	\$0	\$8	\$8	:	\$0	\$0	\$0	\$0	\$5	\$0	\$5
b-24 Bayside Synthetic Turf (81920)	\$0	\$8	\$8	:	\$0	\$0	\$0	\$0	\$8	\$0	\$8
b-25 Park Safety & Maintenance Improvements (81790)	\$0	\$35	\$35	:	\$0	\$0	\$0	\$0	\$35	\$0	\$35
<b>SUBTOTAL:</b>	<b>\$190</b>	<b>\$346</b>	<b>\$536</b>	<b>:</b>	<b>\$310</b>	<b>\$530</b>	<b>\$710</b>	<b>\$110</b>	<b>\$2,286</b>	<b>\$500</b>	<b>\$2,786</b>

**SUBTOTAL FOR SECTION G**

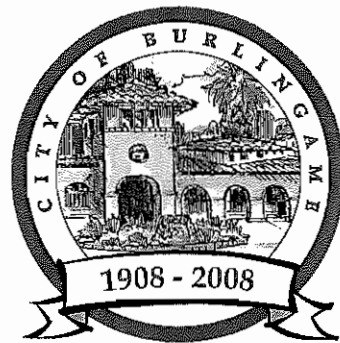
**\*NOTES ON SECTION G-PARKS & RECREATION**

(Note: Avail. Exist. Funds from Finance Dept Right of January 31, 11)

CAPITAL IMPROVEMENTS  
5-YEAR PLAN 2012-2016

PROJECT	TOTAL FUNDING (000)	AVAILABLE EXIST FUNDING (000)	TOTAL (000)	gross check (000)	2012/13 (000)	2019/14 (000)	2014/15 (000)	2015/16 (000)	5 Year Total (000)	BEYOND 2014/15 (000)	TOTAL (000)
SUBTOTAL FOR A. STREETS	\$4,219	\$4,704	\$8,923	\$8,923	\$10,226	\$2,665	\$2,676	\$4,105	\$32,343	\$153,977	\$186,295
SUBTOTAL FOR B. STORM DRAINAGE	\$2,000	\$10,807	\$12,807	\$12,807	\$7,600	\$1,400	\$1,300	\$6,500	\$29,407	\$13,322	\$42,729
SUBTOTAL FOR C. SEWERS	\$5,700	\$7,219	\$10,919	\$10,919	\$3,700	\$3,700	\$3,700	\$3,700	\$25,719	\$63,500	\$89,219
SUBTOTAL FOR D. WATER	\$2,500	\$4,215	\$6,715	\$6,715	\$2,500	\$2,500	\$2,500	\$2,500	\$16,715	\$51,260	\$67,985
SUBTOTAL FOR E. FACILITIES	\$420	\$266	\$686	\$686	\$850	\$650	\$300	\$300	\$2,766	\$45,750	\$48,516
SUBTOTAL FOR F. PARKING AND GARAGES	\$0	\$284	\$284	\$284	\$100	\$100	\$100	\$100	\$684	\$0	\$684
SUBTOTAL FOR G. PARKS AND TREES	\$190	\$346	\$536	\$536	\$310	\$630	\$710	\$110	\$2,296	\$500	\$2,796
BUDGET TOTALS	\$13,029 (000)	\$27,641 (000)	\$40,670 (000)	\$40,670 (000)	\$25,286 (000)	\$11,535 (000)	\$11,185 (000)	\$21,315 (000)	\$109,690 (000)	\$328,309 (000)	\$437,984 (000)





*Centennial Celebration*

*2011-2012 Budget*