



FISCAL YEAR 2012-2013 ADOPTED BUDGET

CITY OF BURLINGAME, CALIFORNIA

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FISCAL YEAR 2012-2013

PROPOSED OPERATING & CAPITAL BUDGET

FINANCE DEPARTMENT
501 PRIMROSE ROAD,
BURLINGAME, CA 94010



"Walk with the dreamers, the believers, the courageous, the cheerful, the planners, the doers, the successful people with their heads in clouds and their feet on the ground. Let their spirit ignite a fire within you to leave this world better than when you found it."

*Our gratitude to
City Manager Jim Nantell on his
retirement for twelve years of
inspiration, leadership and public
service to the great City of
Burlingame*

Years of Service: 2000 - 2012

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CITY MANAGER'S TRANSMITTAL LETTER

Date: June 16, 2012

To: Mayor Jerry Deal & the Burlingame City Council

From: James Nantell, City Manager

Subject: Budget Transmittal Letter for Fiscal Year 2012-2013



This is the last city budget that I will prepare for the City of Burlingame and my career. I have had the honor of serving as your city manager for 12 years and have experienced both good and bad budget years during my tenure. I am happy to depart during a relatively thriving budget year and am pleased to report that many of the issues affecting our finances have been resolved through the hard work of the city staff and the commitment of the City Council to maintain fiscal discipline. I believe that I leave the city in excellent financial order for my successor.

In particular, the general fund is in good shape. Revenues have risen over the last two fiscal years preventing additional reductions in city services. The city work force is at a sustainable level and increases in operating costs have been contained. In addition, the general fund has been relieved of the constant demands placed on it by the need for capital improvements. Burlingame voters approved a storm drainage fee and an increase in the transient occupancy tax which currently produce over \$5 million annually for capital improvements. The city is now able to make the necessary investments in capital assets that benefit the citizens of Burlingame.

General fund reserves are healthy. The Council's commitment to fund reserves has lessened the possibility of future service reductions when revenues begin to flag. We have approximately 35% of operating expenses in reserve as of the end of FY10-11. I anticipate that general fund ending balances will grow in the near term providing the Council with options to increase reserves or fund one-time needs in the future. These reserves are extremely important to maintaining the current level of city services. They also give the city the ability to maintain the high "AA" rating issued by Standard & Poor's Rating Services. Our rating produces true savings when the city borrows funds from investors. The Burlingame name is recognized as a high credit municipal entity given the city's financial strength and solid financial management. Our bonds are highly sought by investors and are extremely competitive in the marketplace.

You will notice that the budget document has changed in appearance. The Finance Department is to be congratulated for taking the time and energy to make our budget book more readable

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and more comprehensive in its accounting of city funds. It provides in-depth information about the scope of city services and goals as set by Council. Fund summaries are now easier to use for the reader and present a more comprehensive overview of the city's finances. Tables and graphs that were traditionally included in the transmittal letter are now located elsewhere in the document.

BUDGET OVERVIEW

The recommended city budget and capital improvements plan for the City of Burlingame for fiscal year 2012-2013 totals \$100,020,724 just over the \$100 million mark. A breakdown by major funds is as follows:

City of Burlingame, CA Budget Appropriations - All Funds	
City Fund	2012-2013 Budget
General	\$39,184,826
Capital Projects	27,139,000
Water	13,003,252
Sewer	9,522,356
Parking	1,271,866
Building	1,298,617
Solid Waste	680,923
Financing Authority	5,269,147
All Other Funds	2,650,737
Total	\$100,020,724

Overall, the city budget increases by 15% or \$13,176,718 in the new fiscal year. The vast majority of the increase is in the Capital Projects fund where the Finance and Public Works departments have worked together to develop capital financing plans for several key city projects including the Burlingame Avenue Streetscape and storm drainage improvements.

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

City Fund	2010-2011	2011-2012	Diff +/-	% +/-	2012-2013	Diff +/-	% +/-
General	35,379,196	37,969,591	2,590,395	7%	39,184,826	1,215,235	3%
Capital Projects	18,715,000	13,029,000	(5,686,000)	-30%	27,139,000	14,110,000	108%
Water	11,674,417	14,944,429	3,270,012	28%	13,003,252	(1,941,177)	-13%
Sewer	12,762,720	12,970,832	208,112	2%	9,522,356	(3,448,476)	-27%
Parking	1,357,389	1,424,940	67,551	5%	1,271,866	(153,074)	-11%
Building	1,243,090	1,255,598	12,508	1%	1,298,617	43,019	3%
Solid Waste	638,543	682,708	44,165	7%	680,923	(1,785)	0%
Financing Auth	4,244,372	4,321,978	77,606	2%	5,269,147	947,169	22%
All Other Fds	218,100	219,930	1,830	1%	2,650,737	2,430,807	1094%
Total Budget	\$86,232,827	\$86,819,006	\$586,179	1%	100,020,724	13,201,718	15%

The new budget contemplates two new debt issuances next fiscal year. The city plans on borrowing \$10 million to finance the Burlingame Avenue Streetscape project. The parking fund and the proposed Burlingame Avenue Special Assessment District will provide the revenue to repay this debt. The city will also borrow another \$10 million in Storm Drainage Revenue Bonds to finance the second set of major storm drainage projects. The storm drainage fee provides the funds to repay this debt. The capital improvements fund reflects the proceeds from the bond sales as revenue to cover the anticipated expenditures. A related increase in debt service payments is reflected in the Financing Authority budget given the proposed new debt.

The All Other Funds category includes the appropriation of storm drainage fees in the amount of \$1.1 million and the use of unrestricted net assets in the amount of \$1.2 million from various internal services funds for scheduled purchases.

CITYWIDE BUDGET ISSUES

Prefunding of GASB 45 Other Post Employment Benefits (Retiree Health Coverage)

The unfunded actuarially accrued liability for retiree health coverage was \$76 million as of January 2011. This amount increases to \$86 million when Central County Fire District personnel are added. As per the City Council's direction, prefunding the unfunded liability associated with retiree health insurance has been addressed in several ways. First, the Council has "assigned" \$3 million of general fund balance for OPEB. The new budget recommends setting aside another \$1.8 million from general fund balance for OPEB. This will increase the amount available to begin funding an irrevocable trust for retiree health to \$4.8 million.

One of the goals for the Finance and Human Resources departments in fiscal year 2012-13 is to research and recommend options for creating an irrevocable trust for the purpose of prefunding OPEB obligations. Once the trust fund is created, the plan is to make increasing annual contributions into the fund until a maximum annual amount of \$3.6 million is appropriated in each future budget.

As per the financial forecast, the plan is to make an additional appropriation of \$1.8 million in FY 13-14; \$2.4 million in FY 14-15; \$3 million in FY 15-16 and \$3.6 million in FY 16-17. Thereafter, annual recurring appropriations of \$3.6 million would be deposited into the OPEB trust fund until the fund is self-sufficient. The \$3.6 million annual amount represents the “annual required contribution” or “ARC” which the city should have been funding years ago when retirement health benefits were first offered.

Funding for the U.S. 101 Broadway Interchange

The U.S. 101 Broadway Interchange project requires a city contribution of \$8 million. Council has directed that funds be set aside to pay for the city’s portion of this major project. Currently \$1.6 million has been appropriated in prior year capital budgets. The recommendation is to add an additional \$2 million to the project in FY 12-13 for total appropriations of \$3.6 million. The general fund ending balance will contribute \$1 million in the new year and an additional \$1 million is appropriated through the Capital Projects fund. My hope is to have a minimum of 50% of the city’s portion of the project costs in hand when the project is fully funded by the other participating entities. This means that \$4 million will be available in cash for the project. The remaining \$4 million will then need to be financed either through additional set asides for the project or the use of debt. The Council may also consider additional one-time cash contributions as surplus funds become available.

Downtown Burlingame Streetscape Improvements

As indicated earlier, the capital budget contains approximately \$10 million in bond sale proceeds to finance the Burlingame streetscape improvements. The debt payments on the new bonds will be financed by the Parking Enterprise Fund and hopefully, by the Downtown Burlingame Special Assessment District. The ballots from the Burlingame Avenue property owners will be returned in late-May. We will know with certainty then whether the assessment district will be formed or not. If successful, the assessment district will contribute \$335,787 annually towards related debt payments. The parking fund will contribute \$450,000 for total debt payments of \$785,787.

If the Council is unable to form the assessment district due to a majority protest from the property owners, then city staff will have to regroup and develop other potential options for funding the project that Council may consider. At this time, staff does not have any other options to present other than the assessment district formation.

Downtown Burlingame Specific Plan

Council authorized city staff to begin negotiations with two potential developers who were chosen from a field of 19 proposals submitted in response to a request for qualifications for downtown projects. The two developers propose using existing city parking lots for mixed-use and housing development. The city will have to replace any lost parking spaces elsewhere in addition to increasing the number of available parking spaces that currently serve the

Burlingame shopping district. Key to this discussion is finding a suitable location for the construction of a multi-story parking structure as well as developing a truly feasible financing plan to construct the garage. Any financing plan should rely on revenue from the long-term lease or sale of the designated city lots as well as additional revenue from the Parking Fund. This may require additional parking rate adjustments in the short term.

Library Millennium Project

The Burlingame Millennium Project is estimated to cost approximately \$3.5 million. The Library Foundation and Board of Trustees have agreed to raise \$1 million of the needed funds leaving the city to determine how to finance the remaining \$2.5 million. The FY12-13 capital budget appropriates \$385,000 for the project. The funds pay for a preliminary architectural and engineering design for the project and moving expenses related to the reallocation of space. Additional capital projects appropriations totaling \$2.5 million are required in future budgets to fully fund the project to completion.

New Recreation-Community Center

Preliminary discussions about a potential new recreation-community Center are reoccurring. The capital budget includes \$100,000 to prepare a master plan for a replacement building. Debt will more than likely be considered the funding source given the costs. However, there are more important decisions to be made that will affect the outcome of this discussion. They include whether to replace the building at the current location or a new location. In addition, there needs to be decisions made about what the building will house and what services it will provide. The current recreation center is sort of all purpose by necessity. But a new building should incorporate all the various services that the City Council would like to provide its residents. Anyway, we will learn more about this project as the year progresses.

Wireless Broadband Services on Burlingame Avenue

The Council has asked that the city pursue options to provide wireless broadband services on Burlingame Avenue. The plans for the Burlingame streetscape include the necessary infrastructure to provide wireless broadband. The policy decision to make is whether to seek a private provider who can provide the service at no cost to the city or whether the city provides the service for free by building its own wireless network downtown. This project has been added to the Finance Department's to-do list for the next fiscal year.

EMPLOYEE CONTRIBUTIONS HELP STABILIZE OUR FINANCIAL POSITION

As per Council direction much has been accomplished in the past year to make changes to employee benefits that stop the growth in our unfunded liability for retiree health insurance. Left unaddressed, this liability seriously jeopardizes the long term financial viability of the city

government. So it is important to acknowledge the significant sacrifices that our city employees have made as a result of negotiations to almost all of our labor contracts.

The most significant modification was made in response to the City Council's direction to implement a third tier retirement health care benefit which has now been agreed to by 100% of our labor groups. New employees will no longer receive a dedicated retiree health benefit but instead will receive a dedicated contribution for retiree health benefits. It is one of the most important steps needed to address the city's long-term financial viability. Other significant concessions on the part of our employees include:

- ✓ The retiree medical benefit will be capped at the Blue Shield Access HMO single, Kaiser two-party, and Kaiser family plan premium levels for employees who retire in 2012 or later.
- ✓ Beginning no later than January 2015, employees will contribute an average of 7.5% of the cost of the medical premium for the plan in which they have enrolled.
- ✓ A lower tier of 2% at 60 retirement formula with a three year final compensation average for new hires will be implemented at the same time that a lower retirement tier is implemented for the Police safety employees.
- ✓ Non safety management employees have begun contributing an additional 1.25%, and non-management employees will begin contributing an additional 1.0% of base salary toward the employer share of the PERS retirement contribution effective January 1, 2013. The total employee contribution will increase to 9.5% in future years. Fire employees will be increasing their contribution by 2%, which will result in a 2% reduction of the City's contribution. An additional 2% contribution in 2014 will move the fire employees to a level of 13% employee contribution in the future.
- ✓ The option for payout of limited sick leave hours upon retirement will be eliminated effective July 1, 2013.

Illustrative of the value of the employee concessions is the fact that the agreed upon concessions by our fire employees alone reduces the Central County Fire expenses by over \$1,000,000 annually from what they otherwise would have been.

I am most grateful to our Human Resources Director Deirdre Dolan and the labor unit leadership for their tireless work to reach agreements that will provide significant improvement to our financial viability, but not without ongoing sacrifices from all of our employees and their families.

ECONOMIC OUTLOOK FOR THE NEW BUDGET - FISCAL YEAR 2012-2013

The economic outlook for Burlingame is stable. The expectation is for low-to-moderate revenue growth in the general fund. Economically sensitive revenues have rebounded as indicated by

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solid growth in sales tax revenues and transient occupancy tax collections. Property assessments are also expected to grow as the housing market rises modestly due to improving real estate market conditions locally and state-wide.

The State of California continues to struggle with on-going budget deficits. The state faces a projected \$9.2 billion deficit in fiscal year 2013 and future annual budget gaps of \$5 billion. The Governor continues to pursue various program and service realignment scenarios in an effort to balance the state budget, including deep cuts to Medi-Cal, CalWORKs, public education, and other programs. Assembly Bill 26, which was upheld by the California State Supreme Court, eliminates local redevelopment agencies as part of a major restructuring of government. This will provide \$1.7 billion in estimated property tax revenue for education and other essential services. Burlingame does not have a redevelopment agency and is therefore unaffected by the new law. Overall, the City of Burlingame continues to plan accordingly for future budget uncertainties at the state level.

Unemployment in California continues to be among the highest in the nation. The expectation is for state employment to reach pre-recession levels by 2016. As of the end of fiscal year 2011, the U.S. Bureau of Labor Statistics reported an unemployment rate of 11.3% for the State of California and 7.9% for San Mateo County.

Property Taxes

Burlingame has 8,613 taxable parcels with a net assessed value in the secured property roll of \$6.8 billion in FY12. 68% consists of residential properties and 23% of industrial and commercial properties. The total assessed value subject to taxes increased by 1.7 % in FY12. Property tax is currently the city's second largest revenue source. It accounts for approximately 30% of the general fund. Property tax receipts grew by 9% in FY11. Growth is expected to be 4% at the end of FY12.

Sales and Use Taxes

Burlingame is a highly desirable residential community and upscale commercial location with attractive shopping districts. Burlingame businesses serve the commercial needs of Hillsborough residents, an affluent residential community, which accounts for the upscale nature of our retail stores. Numerous national retailers are located in the Burlingame Avenue Business District making it competitive with regional shopping malls. In addition, the city is known for its chic restaurants and nightclubs that attract patrons from throughout the entire San Francisco Bay Area. The city owns and manages most of the parking spaces located within the shopping districts and works with local merchants to maximize the shopping experience.

Sales and use taxes account for 18% of general fund revenue in FY12. The top twenty-five sales tax producers in Burlingame account for over 50% of total sales tax revenue. They include the Apple Store and the various automobile dealerships located on the famed Burlingame Auto Row.

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Sales and use taxes declined dramatically between 2008 and 2010 but rebounded in 2011. Growth was 28% in FY11 when compared to FY10, a terrible year that saw a 15% drop in sales tax collections. Growth slowed to a normal 4% in FY12. The expectation is for solid growth of two to five percent in sale tax receipts in FY13.

Tourism and Business Travel

Burlingame's 13 major hotels provide convenient overnight accommodations for business travelers and tourists using San Francisco International Airport (SFO). A total of 3,742 hotel rooms are available for rental. Burlingame hotel occupancy rates increased in FY11 and averaged 77% per month as compared to 70% in FY10.

Transient occupancy taxes (TOT), the city's largest revenue source, accounts for 33% of all general fund revenues. Tax receipts for 2011 increased by \$3.1 million from FY10 and totaled \$13.4 million. TOT receipts have continued to grow in FY11-12 and will surpass \$15 million. The expectation is for continued growth but with some limitations given the currently high occupancy rates.

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

- Incremental grow in sales taxes between 2 and 5 percent.
- Strong growth in business travel to the San Francisco Bay Area maintaining high hotel occupancies and related transient occupancy taxes.
- Modest growth in property taxes reflecting lagging demand for new home purchases and a continued reduction in the unsecured property tax base.

LONG-TERM FORECAST OF THE GENERAL FUND

The Finance Department updated its long-term forecast of general fund revenues and expenditures for fiscal year 2012-2013 through fiscal year 2017-2018. Future revenue growth assumptions were based on the average, annual, historic rate of growth for revenues experienced since fiscal year 2000-2001. Future expenditure growth assumptions were based on current collective bargaining agreements; known increases in CalPERS retirement rates; health insurance contributions; and other needed adjustments.

The update in the city's long-term forecast indicated that the average, annual, historic growth rate for general fund revenues increased from 2% to 3%. The forecast also showed that the average, annual, historic growth rate for general fund expenditures to be 3.8%.

Based on the results of the long-term forecast update, the city council reaffirmed their 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 City Council provided staff direction on general fund balance assignments (also known as reserves). The City Council reviewed the general fund balance assignments as of June 30, 2011 and reaffirmed their reserve policies. The general fund currently has \$10.5 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.

OPEB Retiree Health Reserve: Available to minimize and defray the costs and financial liability associated with retiree healthcare commitments as reported in accordance with GASB Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions.

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

The City Council also established funding target amounts for each of the general fund balance assignments (reserves). All funding target amounts have been met.

The Economic Stability Reserve is fully funded at \$5 million. This ensures that funds are available to prevent future service level reductions during years of economic stagnation when general fund revenues diminish. The council may authorize the use of up to 50% of the reserve (\$2.5 million) to continue operations without reductions in any one year of economic difficulty. However the use of the reserve is limited such that at the onset of any new fiscal year the balance of the reserve would not be less than \$2 million. This will help the Council address any additional financial problems that the city could confront after adoption of the budget.

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The use of the Economic Stability Reserve will prevent the council from having to make drastic cuts to services when general fund revenues drop. It also gives the council some financial flexibility and time to develop other budget balancing strategies that may be more appropriate.

Please note that my recommendation is to increase the Economic Stability Reserve to \$6 million in FY13-14 (two years from now) in order to keep up with the increase in general fund expenditures. The increase in the fund balance assignment will provide the City Council with up to \$3 million to defray potential revenue losses in the future.

The *OPEB Retiree Health Reserve* is 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 appropriations to fund the “Annual Required Contribution” (ARC) and minimize our unfunded retiree health liability. These funds are also available to fund an irrevocable trust required to prefund the OPEB unfunded liability of \$76 million.

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 BURLINGAME, CA					
GENERAL FUND BALANCE ASSIGNMENTS					
G.F. Reserve Designation	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Year-End	FY 2012-13 Recommended	FY 2013-14 Projected (1)
Economic Stability Reserve	\$ 2,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 6,000,000
CalPERS Reserve	\$ 2,800,000	\$ -	\$ -	\$ -	\$ -
OPEB Retiree Health Reserve	\$ -	\$ 2,700,000	\$ 3,000,000	\$ 4,800,000	\$ 3,000,000
Catastrophic Reserve	\$ 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
Total Designations:	\$ 7,200,000	\$ 10,200,000	\$ 10,500,000	\$ 12,300,000	\$ 11,500,000

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

The Council also approved a policy that differentiates between surplus revenue collections and savings achieved from unspent budget appropriations. Budget savings can be used for one-time expenditures in the ensuing fiscal year. Surplus funds may be distributed to the various reserves based on the following funding priority: (1) Contingency reserve; (2) Economic stability reserve; (3) OPEB retiree health reserve; (4) Other reserves that the Council may

establish to save funds for future capital needs or unfunded liabilities; and finally; (5) to reinstate prior year budget reductions or fund new services.

BUDGETED POSITIONS

There are no new positions recommended in the new budget. The FY12-13 budget authorizes 193.67 full-time equivalent (FTE) positions. The General fund employs 135.15 FTEs and the remaining funds employ 58.52 FTEs. Overall there is a reduction of 0.5 positions due to some staff realignments.

A Police Sergeant and Communications Dispatcher position that were fully funded in the Parking Fund are now split 50-50 between the General Fund and the Parking Fund. The move is made to lessen expenses in the Parking Fund in anticipation of upcoming debt payments.

Fire personnel are no longer part of the city's authorized staff. Central County Fire became the employer of record for all Burlingame and Hillsborough fire personnel as of July 1, 2010.

THE GENERAL FUND

The proposed general fund budget complies with the City Council's direction that increases in general fund expenditures be limited by a two-percent (2%) growth in general fund revenues. This policy direction resulted from the Council's review of the city's long-term budget forecast for the general fund which indicated that historic general fund revenue growth averaged two-percent (2%) per year.

As the following table indicates, actual revenue growth will surpass budget by \$2.7 million or 6% for total collections of \$45.7 million in FY12. Revenue growth needed to finance the proposed general fund operating budget equals 1%. Actual, annual general fund revenue collections are projected to be \$46.2 million in the new budget. The amount increases by \$1 million to \$47.2 million due to the appropriation of an additional \$1 million from fund balance for the Broadway/101 project. The required growth in general fund revenues grows to 3% when you add the one-time use of fund balance for the project.

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City of Burlingame, CA							
Comparison of General Fund Revenues							
General Fund Revenues	FY 2010-2011 Actual	FY 2011-2012 Budget	Percent Difference	FY 2011-2012 Year-End Est.	Percent Difference	FY 2012-2013 Recommended	Percent Difference
Property Taxes	\$ 13,298,196	\$ 13,750,225	3%	\$ 13,862,176	1%	\$ 14,061,531	1%
Sales and Use Taxes	\$ 8,153,321	\$ 7,665,469	-6%	\$ 8,466,640	10%	\$ 8,698,303	3%
Transient Occupancy Taxes	\$ 13,404,077	\$ 13,844,968	3%	\$ 15,500,043	12%	\$ 15,782,706	2%
Other Taxes	\$ 2,415,920	\$ 2,273,350	-6%	\$ 2,583,665	14%	\$ 2,497,000	-3%
Licenses and Permits	\$ 92,329	\$ 80,800	-12%	\$ 80,800	0%	\$ 85,500	6%
Fines, Forfeitures & Penalties	\$ 967,593	\$ 920,000	-5%	\$ 920,000	0%	\$ 915,000	-1%
Use of Money & Property	\$ 863,300	\$ 849,000	-2%	\$ 789,000	-7%	\$ 844,000	7%
Motor Vehicle In-Lieu Fee	\$ 148,089	\$ 75,000	-49%	\$ -	-100%	\$ -	n/a
Federal & State Subventions	\$ 183,318	\$ 157,700	-14%	\$ 279,301	77%	\$ 85,000	-70%
Charges for Services	\$ 3,595,400	\$ 3,342,812	-7%	\$ 3,160,064	-5%	\$ 3,195,120	1%
Grants	\$ -	\$ -	n/a	\$ -	n/a	\$ -	n/a
Other Revenue	\$ 127,009	\$ 57,000	-55%	\$ 57,000	0%	\$ 32,000	-44%
Total Annual Collections:	\$ 43,248,552	\$ 43,016,324	-1%	\$ 45,698,689	6%	\$ 46,196,160	1%
Use of Fund Balance	\$ -	\$ -	n/a	\$ -	n/a	\$ 1,000,000	n/a
Total Annual Revenues:	\$ 43,248,552	\$ 43,016,324	-1%	\$ 45,698,689	6%	\$ 47,196,160	3%

The General fund is the city's chief operating fund. Annual revenues for the new fiscal year are projected to be \$47.2 million. Transfers to the General fund from other city funds will provide an additional \$1.9 million, for total available revenue of \$49.2 million. In the past the transfers have covered the cost of direct and indirect services provided by the general fund to the other city funds. This budget includes additional transfers to make debt payments on the proposed new debt for the Burlingame Streetscape. The parking fund will also make the 9th out of 10 payments to the general fund for improvements made in the Broadway business district.

The \$49.2 million in revenue will finance \$48.5 million in general fund expenditures in FY 2012-13. The appropriations include: \$39.1 million in operating expenditures; \$5.5 million in debt service payments; \$3.8 million in general government capital improvements and \$78,823 for the Peninsula Congestion Alliance shuttle bus programs.

General fund operating expenditures total \$39.2 million in the new fiscal year a modest increase of \$1.2 million or 3% from the prior year. The growth in debt service is due to additional borrowings for the Burlingame Streetscape and storm drainage. The increase in the capital improvements contribution is due to the additional appropriation of \$1 million for the Broadway/101 project in addition to growth in the TOT.

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

Expenditure Type	FY11-12 Budget	FY12-13 Adopted	Dollar Difference	Percent Difference
Operations & Maintenance	\$37,969,591	\$39,184,826	1,215,235	3%
Fin Auth Debt Service	3,494,433	5,269,147	1,774,714	51%
Capital Improvements	2,300,000	3,780,000	1,480,000	64%
Transfers - (Shuttle/Solid Waste)	43,300	328,823	285,523	659%
Total General Fund	\$43,807,324	48,562,796	4,755,472	11%

CENTRAL COUNTY FIRE DISTRICT

The general fund budget includes a two (2%) increase in the cost of providing fire services through the Central County Fire JPA. The total appropriation for CCFD is \$8.97 million. 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.

WATER FUND

Water revenue is projected to be \$14.7 million in the new fiscal year. Expenses are budgeted at \$13 million. 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 2012-13 capital projects budget. The City Council approved a water rate increase of 7.2% 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 Jazz on the Ave. 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 \$17.4 million in FY12-13. Expenses will be \$9.5 million. The sewer fund will also contribute \$4.9 million to the capital projects fund. A sewer rate increase of 14% became effective January 1, 2012. 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.

PARKING FUND

Parking fund revenue will increase due the parking rate adjustments enacted by the City Council in April 2012. Total revenue collections are projected to be \$2.4 million. Operating expenses are estimated at \$1.3 million. Other expenses include the 9th payment to the general fund in the amount of \$0.3 million and a new debt service payment of \$0.5 million associated with the Burlingame Streetscape project. The annual commitment for parking funds totals \$2.1 million.

STORM DRAINAGE FUND

The city will collect \$2.5 million in storm drainage fee revenue in FY 2012-13. All funds are dedicated to making improvements to the city's storm drainage system. The city adjusted the storm drainage fee by 2% in April 2012. All annual increases are based on the CPI for the San Francisco-Oakland-San Jose area. The annual increase is capped at 2%.

FISCAL YEAR 2012-2013 CAPITAL IMPROVEMENT PROGRAM

The Proposed Capital Projects budget for fiscal year 2012-2013 is \$27.1 million, an increase of \$14.1 million from the FY 2011-2012 total of \$13 million. There is a general fund contribution of \$3.8 million. The remaining general government improvements are being funded from grants (\$0.5 million), gas tax and Measure A funds (\$1.4 million) and storm drainage fees (\$5 million). Water projects are being funded at \$2.5 million from the water enterprise fund and sewer projects get \$4.9 million from the sewer enterprise fund.

The totals by major project categories are:

Streets	\$13,659,000
Storm Drainage.....	\$ 5,000,000
Sewer Collection and Treatment.....	\$4,900,000
City Facilities	\$765,000
Water	\$2,500,000
Parks and Recreation	<u>\$ 315,000</u>

GRAND TOTAL **\$27,139,000**

A detailed listing of the projects and their funding sources is included in the document.

COMMUNITY GROUP FUNDING

The new budget includes \$27,500 for local community groups. As is the tradition, the Council will decide the amounts to grant these agencies. The item will be placed on the June 4th city council agenda for your consideration. Each Council member will get a tabulation sheet to

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

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 20th.

BUDGET REVIEW

The budget review and approval process was as follows:

- **Wednesday, May 16, 2012, 6:00 p.m.** – City Council Budget Study Session, Lane Room
- **Monday, June 4, 2012, 7:00 p.m.** – Public Hearing on Budget
- **Monday, June 18, 2012, 7:00 p.m.** – Budget and Gann Appropriation Approval

Mayor and Council members met with their assigned departments to review the recommended budget if you choose to do so. The assignments were as follows:

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

City Council moved to include increase the original budget request for support of the Shuttles by \$25,000, and re-affirmed \$33,000 in funding for the Community Garden, which was included in the original budget request.

ACKNOWLEDGEMENTS

I am extremely pleased to have been a part of this organization for so many years. The City of Burlingame is truly blessed to have some of the best local government talent in the nation. They are intelligent, resourceful, hard working and above all committed to serving the City Council and the citizens of Burlingame. I could not have asked for a better team to help me. I am indebted to them for their continued unwavering support and faith in my abilities.

This year I want to personally recognize Jesús Nava, our Chief Financial Officer; Syed Murtuza, our Public Works Director and Deirdre Dolan, our Human Resources Director for the many

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

hours spent preparing and administering our budgets over the years. It has not been an easy task especially during the difficult budget years when the prospect of laying off employees has taken a heavy toll on them. Yet it is during the hard times that they have risen to the occasion, providing their best service without complaint.

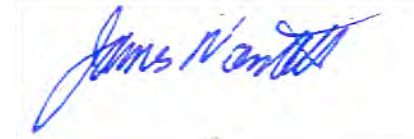
Our other department directors deserve many accolades for their due diligence to the city's finances. They manage the daily operations of the city and keep the ship afloat. It is teamwork that has made us so successful and I could not have asked for a better team.

My thanks also go to Diana Truong, our new Financial Services Manager and Art Morimoto, City Engineer for their work on the capital budget and long-term capital plan. Diana has hit the ground running and is quickly becoming a strong advisor to Jesús and the city management team.

And finally thanks to Mayor Deal and the City Council for their patience, understanding and guidance over the years. 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 on the budget.

Respectfully Submitted,



Jim Nantell
City Manager



General Information

Organizational Compass

About the City of Burlingame

City Organization by Critical Service Area

Roster of Elected Officials

Roster of Appointed Officials

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.

ABOUT THE CITY OF BURLINGAME

Burlingame Statistics

Total Population: 29,106

Area: 6.1 square miles on 3,517 acres

Persons per Household: 2.21

Median Household Income: \$68,559

Housing Units: More than 13,000

Street Miles: 83.6 centerline miles

Sidewalk Miles: 116 miles

Sanitary Sewer: Approximately 100 miles; 7 sewer stations

Water: Approximately 100 miles; 9,087 connections; 6 pump stations; 14 pumps

Streetlights: 1,700 total

City-owned landscaping: 75 acres of landscaping, 38 acres of turf

Street Trees: 13,000; (18,000 public trees)

Number of Parks: 16

Library Circulation: 600,000+

Library Print & Non-Print Volumes: 235,000

Source: Census 2010 / City

The City of Burlingame city limits contain approximately six square miles. The city is located in San Mateo County, on the western shore of the San Francisco Bay approximately 10 miles south of the City of San Francisco and is closely situated to the San Francisco International Airport.

The City is a California general law city incorporated in 1908 that operates under the council-manager form of government. A five-member city council is elected at large to four-year terms and serves as the board of directors. The council selects a mayor and vice-mayor from its members annually. A city manager is appointed by the council and serves as the chief executive officer. The city manager is responsible for all municipal functions. A city attorney is appointed by the council to serve as chief legal advisor for the governing body and the administration. A city clerk is elected to a four-year term and serves as elections officer and clerk to the council and city. In November 2009, the voters approved a measure making the city clerk an appointed position upon completion of the four-year elected term.

Municipal services include: police and fire protection; public works; community development; parks and recreation; library services; water, sewer, parking, solid waste and storm drainage. General government activities include finance, human resources, legal services and city administration. The city employs 193 full-time equivalent positions. Approximately 44 former fire department employees became personnel of Central County Fire on June 21, 2010. An executive team helps the city manager lead the city organization. It includes 7 department directors, the city attorney, the city clerk and a fire chief who is shared with the Town of Hillsborough.

CITY ORGANIZATION BY CRITICAL SERVICE AREA

General Government

City Attorney

In-house counsel and risk management

City Clerk

Elections, city records, public noticing, maintenance of municipal code

City Manager

Supervision of departments and implementation of City policy and strategy

Finance

Revenue management, disbursements, budget & forecasting, payroll, financial reporting, treasury, purchasing, information technology, telecom and utility billing, business licenses, cashing and front-desk customer service and solid waste

Human Resources

Salary & benefits administration, employment, health & safety, employee training and wellness, and collective bargaining

Public Works

Engineering

Administration of capital improvement program including major and minor repair and replacement of city infrastructure

Water & Sewer

Delivery of potable water, treatment and discharge of sanitary flows in accordance environmental, health and safety guidelines

Streets & Storm Drainage

Street sweeping, transportation and regional shuttles, streetlights, and stormwater management

Public Safety

Police

Community patrol, 911 communications and dispatch, crime prevention, special weapons & tactics (SWAT), K-9 Program, traffic safety, parking enforcement, community outreach

Central County Fire Department (JPA)

Fire suppression and prevention, emergency medical services, disaster preparedness for the Town of Hillsborough and the City of Burlingame

Leisure & Neighborhood Services

Library

City literacy advocacy, circulation of written and digital media, community education for citizens, children, and teens, Children's Holiday Tea

Parks

Operation and maintenance of urban forest, landscaping, city parks and infrastructure

Recreation

Recreational, educational and after-school programs for pre-school children, youth, and seniors

Community Development

Building

Plan checking, inspection, complaint response, development review and consultation, and building research & development

Planning

Public outreach, Climate Action Plan, land use, economic development, plan checks, code and zoning enforcement

ROSTER OF ELECTED OFFICIALS



Mayor
Jerry Deal



Vice-Mayor
Ann Keighran



Council Member
Michael Brownrigg



Council Member
Cathy Baylock



Council Member
Terry Nagel



City Clerk
Mary Ellen Kearney

ROSTER OF APPOINTED OFFICIALS



City Attorney
Gus Guinan



Community Development Director
William Meeker



Finance Director & Treasurer
Jesus Nava



Public Works Director
Syed Murtuza



Human Resources Director
Deirdre Dolan



City Librarian
Patricia Harding



Parks & Recreation Director
Margaret Glomstad



Police Chief
Edward Wood



Central County Fire Chief
Don Dornell



Understanding the Budget

Guide to City Budget Process

Guide to Understanding the Budget

Gann Appropriation Limit

GUIDE TO CITY BUDGET PROCESS

STRATEGIC & FINANCIAL PLANNING

The budget planning process begins in January. The Finance Department prepares a multi-year forecast of operating and maintenance expenditures for the General Fund. This includes a long-term forecast of the General Fund, which includes the ensuing fiscal year, and the succeeding five years for a total of six budget years. The Finance Department also prepares a Mid-Year Budget Status Report which projects the year-end balance of the General Fund.

Together, the forecast and budget status report are designed to provide clarity on potential and future revenue and expenditure scenarios, providing additional context for the financial decisions made by the City Council, City Manager, and Finance Director.

The City Council utilizes the information to set budget strategies that address citizen needs within the resources at hand during a public goal-setting session which takes place in March. The City Council may review and approve budgetary revenue assumptions and may, at its discretion, make adjustments to city fees for services. Capital needs are also reviewed in preparation for the five-year capital plan.

COMMUNITY ENGAGEMENT & PUBLIC INFORMATION

The City Council encourages all Burlingame residents to participate in the development of the city budget. The Council holds three public meetings to provide guidance on the budget: a budget strategy setting in March; a goal setting meeting in April and a budget

study session in May. The City Council solicits citizen input at each of the meetings. Citizens may also submit their ideas directly to city staff.

The City Council also holds a public hearing on the budget in June prior to adoption of the budget. It gives residents the opportunity to comment on the spending plan.

Citizens seeking information on city budgets and annual financial reports can find the documents in PDF format on the city website www.burlingame.org under the Finance Department. Prior year documents are also available for review.

BUDGET DEVELOPMENT

Under policy directives and guidance, department heads prepare their budget requests in support of their programs during March for submission in early April. Expenditure assumptions are based on known factors such as collective bargaining agreements, current pay and benefit policies, consumer price indices, and other information available from expert third-parties or governing authorities.

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 in June.

ROLE OF THE FINANCE DEPARTMENT

Departmental budgets are reviewed by the Finance Department, which consolidates and prepares the proposed operating and capital budget for the ensuing year.

The Finance Department may include technical adjustments to ensure city-wide compliance with City Council directives or eliminate redundant appropriations to deliver a fiscally prudent budget on a city-wide basis. The Finance Department is also responsible for the certification of sufficient funds to support the proposed budget, and properly segregating City sources to ensure that both operating and capital expenditures are consistent with legislative and budgetary authority and also, generally accepted accounting guidelines for government.

The Finance Director may also make recommendations regarding deposits to one or more City reserves: the Economic Stabilization Reserve, Contingency Reserve, OPEB Retiree Health Reserve, and the Catastrophic Reserve.

BUDGET ADOPTION

The City Manager's proposed budget is delivered to the City Council in May for consideration for the fiscal year commencing July 1, showing proposed expenditures by program, authorized full-time equivalent positions, and revenue sources.

The budget is then considered by the City Council who may make adjustments, and formally adopts the budget via City resolution in June. The budget becomes the legal authority for expenditure for the new fiscal year.

BUDGET AMENDMENTS

Budget amendments within departments are approved by the City Manager. Mid-year or supplemental appropriations require Council approval by majority vote.

CENTRAL COUNTY FIRE DEPARTMENT JOINT POWERS AUTHORITY

Effective July 1, 2010, the Burlingame Fire employees became employees of Central County Fire Department (CCFD). CCFD is a stand-alone employer recognized by CalPERS.

The CCFD is a Joint Powers Authority (JPA) which provides fire, emergency medical, and disaster preparedness services to the City and Town of Hillsborough. It is governed by the Fire Board consisting of two council members from the Town of Hillsborough and two from the City of Burlingame, including a Chief Administrative Officer.

Generally, the City of Burlingame subsidizes 60% of CCFD budgetary support. The CCFD budget is separately adopted by the Fire Board.

A copy of the Fiscal Year 2011-2012 Mid-Year General Fund Budget Status Report and the Fiscal Year 2012-2013 Adopted Budget for Central County Fire Department may be obtained at:

501 Primrose Road,
Burlingame, CA 94010-3997

GUIDE TO UNDERSTANDING THE BUDGET

BUDGET PRESENTATION

A formal budget is employed as a management control device during the year for the City of Burlingame. Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. City resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The City budget includes information regarding estimated costs (or outlays) and revenue (or cash inflows) for identified programs, projects, and levels of service to meet the needs of the City. All annual appropriations lapse at the end of the fiscal year, except in the Capital Projects Fund because capital improvement projects typically span more than one fiscal year. Appropriations for capital projects lapse when projects are completed, placed into service, or accounted for as capital assets or abandoned at the discretion of the City or the City Council.

OVERVIEW OF KEY FUNDS

The *General Fund* is the general operating fund of the City. It is used to account for all financial resources and transactions except those required to be accounted for in

another fund, such as enterprise funds. General Fund departments include those in General Government, Public Works (Engineering and Streets & Storm Drain), Leisure & Neighborhood Services, Planning, and Public Safety.

The *Special Revenue Funds* represent funds with a dedicated revenue source set aside for a specific purpose. Special revenue funds include Traffic Safety, Gas Tax, Public TV Access, and Storm Drainage.

The *Burlingame Financing Authority* issues, calls, refunds (defeases), and makes debt service payments on behalf of the City general fund departments. The City Manager and the Finance Director may transact on behalf of the direction of City Council. The debt service funds of the City are governed by bond indentures, with oversight for compliance and revenue pledge requirements managed by the Finance Department. Effective fiscal year 2010-2011, debt service payments for certain special revenue and enterprise departments are budgeted as a component of the operating budgets for the related special revenue fund or enterprise, such as Water, Sewer, and Storm Drainage.

The *Capital Project Fund* is used to account for resources used to acquire or develop facilities or major capital equipment. These are usually budgeted and accounted for as discrete, multi-year projects which receive annual appropriations which do not lapse at the end of the fiscal year. Similar projects are tracked under the umbrella of a capital improvement program. Appropriations which are unspent may be carried forward to the following year, transferred to another project or de-appropriated to the extent that

funds are unspent, at the discretion of City Council.

The *Enterprise Funds* are used to separately account for services and activities for which there a fee or rate is charged to customers in exchange for goods or services provided by the City. These funds are self-sustaining and include Water, Parking, Sewer, Parking, Solid Waste and Building.

The *Internal Service Funds* are used to separately account for departments which provide services to other City departments, and therefore, incur costs which are then allocated accordingly to each receiving department. These costs include risk management, maintenance of fleet and rolling stock, information technology, administrative support such as postage and copier use, and maintenance of City buildings and facilities.

project-by-project basis when applicable sources become available by fund.

All appropriations lapse at year-end, except for the Capital Projects Fund due to the multi-year nature of the underlying projects.

BUDGET BASIS OF ACCOUNTING

Budgets are adopted on a basis consistent with generally accepted accounting principles ("GAAP").

Governmental (such as the General Fund) funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year.

Proprietary funds (such as the enterprise and internal service funds) utilize the accrual basis of accounting which recognizes revenues when earned and expenses when incurred.

Annual operating budgets are adopted for all governmental funds except for the Capital Projects Fund. The Capital Projects Fund establishes budgetary control on a

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 (SB1352, Chapter 1205, 1980 Statutes) and the League of California Cities Uniform Guidelines, the following is the City's appropriation limit calculation:

APPROPRIATION LIMIT

2012-13 Appropriation Limit	\$57,696,442
Plus Percentage Growth per State	1.0320
2012-13 Appropriation Limit	\$59,540,882

APPROPRIATION SUBJECT TO LIMIT CALCULATION

Proceeds of Taxes	\$40,371,153
Exclusions:	
Qualified Capital Projects and Debt	(23,445,186)
Appropriation Subject to Limit	\$16,925,968
2012-13 Appropriation Limit	\$59,540,882
Appropriation Subject to Limit	16,925,968
Over/(Under) Limit	(\$42,614,914)



Budget Summaries, Charts & Graphs

Key Budgetary Assumptions & Effect of Legislative Changes

Chart – Proposed 2012-2103 City-Wide Revenue by Type

Budget Summary - Estimated Revenues & Interfund Transfers

Chart – General Fund Revenues from FY01 – FY13

Chart – Property Tax Revenues from FY01 – FY13

Chart – Transient Occupancy Tax Revenues from FY01 – FY13

Chart – Sales & Use Tax Revenues from FY01 – FY13

Chart – Proposed 2012-2013 Expenditures by Type

Budget Summary – Expenditures by Department & Type

Chart – Proposed 2012-2013 Appropriations by Major Fund

Budget Summary – Revenues & Expenditures by Fund

Budget Summary – Debt Service Obligations & Revenue Coverage

Budget Summaries by Department

Authorized Full-Time Equivalent Positions

Projected Ending Fund Balance – General Fund, Storm Drain Special Revenue
& Parking Enterprise

Projected Ending Fund Balance – Water, Sewer & Solid Waste Enterprises

KEY BUDGETARY ASSUMPTIONS & EFFECT OF LEGISLATIVE CHANGES

The following provides a brief overview of key budgetary assumptions used in the adopted budget:

GENERAL ECONOMIC OUTLOOK

The adopted budget assumes continuing modest recovery from the recession.

- **The budget assumes a growth of 10% in total General Fund revenue (before transfers) compared to the fiscal year 2011-2012 adopted budget.**

PROPERTY TAX

Property tax is applied to the net assessed property value as determined by the San Mateo County Assessor-Recorder. Proposition 13 sets the maximum tax rate at 1% (excluding voter-approved overrides), and limits growth in the assessed property values to the lesser of inflation or 2% per year. The City has adopted the Teeter Plan which allows the City to receive property tax disbursements based on amounts billed but not yet collected.

The State of California conducts a biannual survey of real estate trends as reported by each county. The State is estimating growth of 0.7% during fiscal year 2013.

- **The City's revenue estimate assumes less than 1% growth based in part on the County's estimated levy and projected state-wide growth.**

SALES & USE TAX

Sales tax is imposed on retailers at the point-of-sale. Use tax is imposed on purchasers who buy goods out of-state for use within California. The sales tax rate is currently set at 8.25%. Of this amount, 1% accrues to local governments, or 0.25% to county transportation and 0.75% to the General Fund. Proposition 172 set a half-cent sales tax accruing for the benefit of public safety.

The Governor's proposed budget assumes passage of a constitutional amendment in the November 2012 statewide election which will result in a 0.5% temporary increase in the sales tax rate from January 1, 2013 to December 31, 2016. This additional sales tax revenue is expected to accrue to the benefit of the State to address its ongoing structural deficit. The City does not expect additional revenue to the City's General Fund. The budget does not expect a negative impact on customer traffic in City retail stores as a result of the temporary rate hike, primarily due to an assumption of modest economic recovery. In fact, retail sales from October through

December 2011 state-wide were up 7.8% compared to same time last year, which is a return to pre-recession 2006 performance.

In June 2011, the Governor signed ABx1 #28 into law which requires remittance of sales tax by Internet retailers beginning September 2012. According to Forrester Research, 9% of total retail sales are conducted online, and volume is expected to grow. As such, this new legislation is expected to generate significant additional revenue for state, county, and local governments.

- **The budget assumes an 13% increase from the budgeted revenue figure of \$7.6 million used in fiscal year 2011-2012. This assumption is based on current year expected receipts of \$8.3 million, continued economic recovery and consumer traffic, and no growth adjustment for ABx1 #28.**

TRANSIENT OCCUPANCY TAX

Transient occupancy tax is levied when a room in a hotel (or other temporary lodging) is occupied for 30 days or less. In November 2009, voters approved to amend City ordinance and increase the transient occupancy tax rate from 10% to 12% in order to preserve service levels and fund capital infrastructure projects.

Data collected from July – March of the current fiscal year indicates that hotel occupancy rates are trending at 80%, and receipts are 22.3% higher than same time last year. This increase is attributable to average revenue per available room increases of 20% in the San Francisco-San Mateo area. As the economy continues to recover, the City believes that higher demands for rooms will result in higher hotel room rates as evidenced during fiscal year 2011-2012.

- **The budget assumes a 14% increase from the fiscal year 2011-2012 budgeted revenue of \$13.8 million.**

REFUND OF PROPERTY TAX FROM THE EDUCATIONAL REVENUE AUGMENTATION FUND (ERAF)

The dissolution of redevelopment agencies due to AB26 may impact the allocation of property tax revenue to local governments and the computation of refunds to the City from the Educational Revenue Augmentation Fund.

- **The budget assumes that the City will continue to collect \$900,000 in expected refunds from the Educational Revenue Augmentation Fund.**

SB89 – MOTOR VEHICLE LICENSE IN LIEU

Effective July 1, 2011, SB89 eliminated motor vehicle license fee revenue allocated to local governments.

- **The budget assumes no revenue from motor vehicle license fee in lieu. This is an ongoing revenue loss of \$75,000 to the General Fund based on fiscal year 2011-2012 budgeted revenue.**

SUPPORT FROM THE CALIFORNIA PUBLIC LIBRARY FUND

The Governor's proposed fiscal year 2012-2013 budget eliminates funding to local libraries. The City has historically received \$100,000-125,000 in support from the State.

- **The proposed budget assumes elimination of State library funding, or an ongoing loss of \$100,000-125,000 to the General Fund.**

STORM DRAIN FEE

During fiscal year 2011-2012, City Council authorized an increase of 2% to the storm drain fee. This is based on Construction Cost and Building Cost indices per Engineering News Record (ENR), an industry standard which reports an average escalation rate of 2.5% and an assumed consumer price index adjustment of 2%.

WATER & SEWER RATES

The City will be undergoing Proposition 218 noticing in fiscal year 2012-2013 and will be analyzing service level requirements to project future rate increases, if needed. On January 1, 2012, water volumetric rates increased by 7.2% for City residents, and sewer rates increased by 13.9%. The City's sole source of supply is the San Francisco Public Utilities Commission, and purchased water represents approximately 62% of the Water Enterprise's total operations and maintenance cost. The Bay Area Water Supply & Conservation Agency (BAWSCA) has communicated to City staff that the cost of purchased water is projected to increase by approximately 11%.

- **The budget assumes revenue of \$14.8 million for the Water Enterprise and \$17.4 million for the Sewer Enterprise. The assumption is based on currently enacted rates as of January 1, 2012, current consumption levels, and known cost of purchased water information as provided by BAWSCA.**

PARKING RATES

During fiscal year 2011-2012, City Council authorized an increase to parking meter rates, time limits and monthly parking permits. The additional revenue will be used to support future debt service on bond proceeds used to support the Burlingame Avenue Streetscape Project. The Finance Department has recommended a budgeted revenue number based on historical monthly volume, and 300 permits sold per month or 75% of sales volume assuming 400 total available permits for sale.

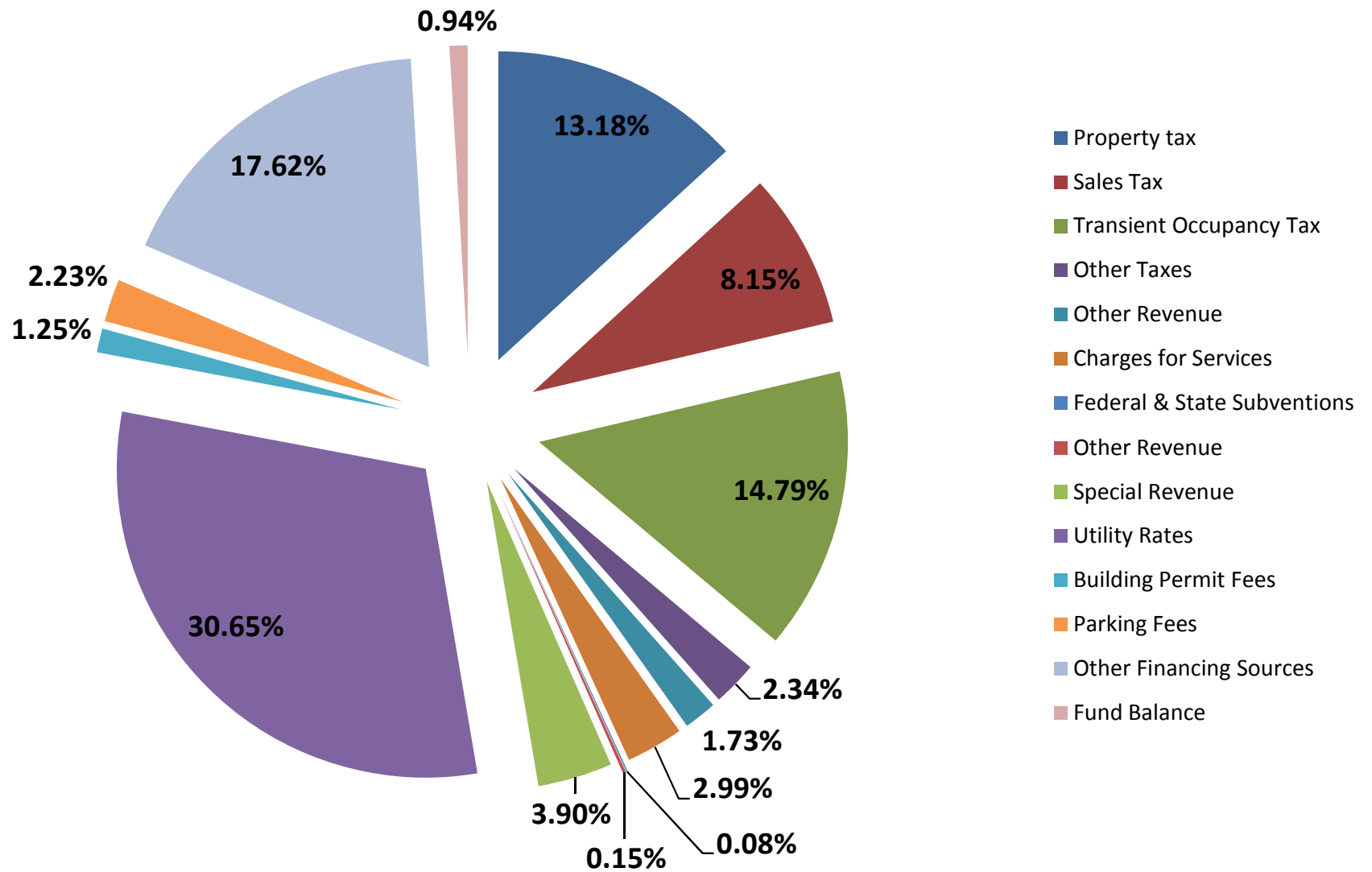
- **The budget assumes revenue of \$2.38 million, which represents a 42% increase from the fiscal year 2011-2012 budgeted revenue of \$1.68 million.**

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)

The California Public Employees' Retirement System voted to reduce the assumed annual rate of return on investments from 7.75% to 7.50% and the average annual inflation rate from 2.75% to 3%. Both percentages are factors in the formula used to determine contributions that are billed to local governments. These reductions are expected to result in an increase in contributions of 1-2% for non-public safety employees and 2-3% for public safety employees beginning July 1, 2013.

- **There is no impact to the proposed budget, but this will be addressed in the proposed budget for fiscal year 2013-2014.**

Proposed 2012-2013 City-Wide Revenue by Type



CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 EST. ACTUAL	2012-2013 PROPOSED
<u>GENERAL FUND</u>				
Current Secured Property Tax	9,141,897	9,617,225	9,600,000	9,648,000
Secured Supplemental Property Tax (SB 813)	140,935	150,000	126,002	140,000
Current Unsecured Property Tax	535,236	600,000	600,000	550,000
Unsecured Personal Property Tax	(87)	-	-	-
Secured Supplemental Property Tax (SB 813)-Prior	-	20,000	10,000	20,000
Special Assessment District (Streetscape)	-	-	-	335,787
Property Tax in-lieu of VLF	2,215,109	2,223,000	2,230,978	2,230,000
Unitary Tax	232,840	240,000	235,196	237,744
ERAF Refund	1,032,266	900,000	1,060,000	900,000
Subtotal - Property Taxes	13,298,196	13,750,225	13,862,176	14,061,531
Sales Tax Compensation Fund (Triple Flip)	1,889,211	2,015,000	2,175,000	2,175,000
Prop 172 Public Safety Fund (Sales Tax)	112,779	110,000	111,171	110,000
Sales & Use Tax	6,151,331	5,540,469	6,180,469	6,413,303
Subtotal - Sales and Use Tax	8,153,321	7,665,469	8,466,640	8,698,303
Transient Occupancy Tax (2%)	2,226,906	2,306,991	2,583,333	2,640,667
Transient Occupancy Tax - Penalties	7,141	-	43	-
Transient Occupancy Tax (10%)	11,170,030	11,537,977	12,916,667	13,142,039
Subtotal - Transient Occupancy Taxes	13,404,077	13,844,968	15,500,043	15,782,706
Real Property Transfer Tax	280,069	250,000	261,533	250,000
Business License Tax	791,606	725,000	831,704	725,000
Business License Tax-Audit	162,898	-	68,963	-
Business License Penalty & Interest	-	2,200	-	-
PG&E - Franchise Tax -- Natural Gas	96,351	95,000	96,351	95,000
PG&E - Franchise Tax -- Surcharge (SB278)	13,341	11,150	21,332	20,000
PG&E - Franchise Tax -- Electricity	184,313	170,000	174,313	170,000
PG&E - Franchise Tax -- Surcharge-Prior Year	18,357	16,000	22,647	23,000
Franchise Tax -- Solid Waste	314,492	450,000	550,000	650,000
Comcast - Franchise Tax -- Cable Television (5%)	398,095	405,000	386,759	405,000
Astound - Franchise Tax -- Cable Television (5%)	25,975	27,000	25,459	25,000
AT&T Video Service Franchise Tax	64,742	58,000	79,000	70,000
State Homeowner Property Tax Reimbursement	65,679	64,000	65,604	64,000
Subtotal - Other Taxes	2,415,920	2,273,350	2,583,665	2,497,000
TOTAL TAXES	37,271,514	37,534,012	40,412,524	41,039,540
Taxi Licenses	8,909	4,300	11,635	7,500
Overnight Parking Permits	3,200	1,500	2,550	3,000
Alarm Permit Fees	80,220	75,000	66,615	75,000
Use Permit Fees	-	-	-	-
TOTAL LICENSES & PERMITS	92,329	80,800	80,800	85,500
Vehicle Code Fines	15,038	20,000	16,702	15,000
Redlight Photo enforcement	4,042	-	868	-
Parking Citations	948,513	900,000	902,430	900,000
TOTAL FINES, FORFEITURES AND PENALTIES	967,593	920,000	920,000	915,000
Use of Money & Property	115,244	85,000	86,155	110,000
Golf Center Lease Payments	100,000	100,000	90,000	70,000
Utility Reimbursements	3,677	4,000	4,312	4,000
Interest Income	644,379	660,000	608,533	660,000

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 EST. ACTUAL	2012-2013 PROPOSED
TOTAL USE OF MONEY AND PROPERTY	863,300	849,000	789,000	844,000
State Motor Vehicle In-Lieu	148,089	75,000	-	-
TOTAL MOTOR VEHICLE IN-LIEU FEE	148,089	75,000	-	-
False Alarm Charges	16,251	22,000	18,173	15,000
Falses Alarm Charges - Collections	1,876	3,000	1,778	2,000
DUI Charges	(12)	-	(6)	-
Special Police Services	8,420	10,000	6,929	8,000
Taxicab Inspections	4,386	7,500	-	5,000
Livescan Fees	10,625	5,000	7,000	5,000
Police Booking Fees - County	1,761	-	16,000	5,000
Police Booking Fees - City	2,354	-	1,733	5,000
Vehicle Release Charges	21,515	25,000	20,940	20,000
Fire Plan Check and Inspection Fees	-	-	-	-
Fire Permit Fees	-	-	500	-
Special Event Permit Fee	-	-	-	-
State Highway Maintenance	17,507	21,000	21,000	21,420
Recreation Fees and Services	2,006,200	2,000,000	1,796,939	1,866,600
Parks Special Services	77,723	50,000	65,000	51,000
Arborist Plan Check & Inspections	13,100	10,000	10,000	10,200
Arborist Planning Fees	11,974	10,000	10,000	10,200
Protected Tree Application Fee	3,825	5,000	5,000	5,100
Field Preparation Fee	-	260	-	-
Public Works Fees and Services	296,781	250,000	250,000	255,000
Plan Check Fees - Engineering	28,040	15,000	15,300	15,300
Zoning & Plan Check Services	105,736	90,000	90,000	91,800
Use Permit Fees (Alamo)	36,500	36,500	36,500	36,500
2nd Unit Amnesty Fee	565	100	-	-
Planning Fees	294,881	150,000	156,082	153,000
Library Fees and Services	112,147	114,300	114,300	110,000
Library Service to Town of Hillsborough	519,056	514,152	512,696	500,000
Nomination/Filing/Certification Fees	188	-	200	-
SMCCVB Processing Fee	4,000	4,000	4,000	4,000
TOTAL CHARGES FOR SERVICES	3,595,400	3,342,812	3,160,064	3,195,120
COPS Grant	-	-	100,000	75,000
AB 1546 C/CAG Vehicle Registration Fees	71,504	52,700	64,607	-
Police Officer Standards/Training Reimbursement	10,954	5,000	14,694	10,000
California State Library Reimbursement	99,489	100,000	100,000	-
State Mandated Cost Reimbursements	1,370	-	-	-
TOTAL FEDERAL & STATE SUBVENTIONS	183,318	157,700	279,301	85,000
Police Auction Proceeds	1,769	1,000	1,453	1,000
Abandoned Vehicle Abatement Charges	39,065	31,000	31,582	31,000
Easton Library Branch Community Donations	75,000	-	-	-
Miscellaneous Revenue	11,175	25,000	23,965	-
TOTAL OTHER REVENUE	127,009	57,000	57,000	32,000
Fund Balance, As a Source - U.S. 101 - Broadway Interchange	-	-	-	1,000,000
GENERAL FUND, BEFORE TRANSFERS	\$ 43,248,552	\$ 43,016,324	\$ 45,698,690	\$ 47,196,160

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 EST. ACTUAL	2012-2013 PROPOSED
Transfer In from Sewer Fund	210,000	210,000	471,013	571,481
Transfer In from Water Fund	210,000	210,000	471,013	571,481
Transfer In from Traffic Safety Fund	60,000	60,000	60,000	60,000
Transfer In from Gas Tax Fund	206,000	6,000	6,000	6,000
Transfer In from Parking Fund	290,000	290,000	290,000	740,000
Transfer In from Storm Drain Fund	15,000	15,000	15,000	15,000
Transfer Out to Solid Waste Fund	-	-	(250,000)	(250,000)
Transfer Out to Shuttle Bus Fund	(37,000)	(68,300)	(64,130)	(53,823)
Transfer Out to Burlingame Finance Authority*	(3,469,582)	(3,494,433)	(4,377,073)	-
Transfer Out to Capital Projects Fund	(1,800,000)	(2,275,000)	(2,275,000)	(3,780,000)
TOTAL INTERFUND TRANSFERS	(4,315,582)	(5,046,733)	(5,653,177)	(2,119,862)

GENERAL FUND REVENUE, NET OF TRANSFERS	\$ 38,932,970	\$ 37,969,591	\$ 40,045,513	\$ 45,076,299
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*Change in presentation of debt service only - now shown as an operating expenditure vs. a transfer

SPECIAL REVENUE FUNDS

TRAFFIC SAFETY FUND

Vehicle Code Fines	57,285	60,000	60,000	60,000
Transfer to General Fund	(57,285)	(60,000)	(60,000)	(60,000)
TRAFFIC SAFETY FUND, NET OF TRANSERS	\$ -	\$ -	\$ -	\$ -

GAS TAX FUND

Measure A Sales Tax	600,630	550,000	550,000	550,000
AB 1546 C/CAG Vehicle Registration Fee & Measure M	-	-	75,000	110,000
Section 2103 -- Excise Tax	234,622	287,468	235,000	287,468
Section 2107--Maintenance and Construction	201,457	204,000	200,000	204,000
Section 2105--Proposition 111 Gas Tax	150,924	153,000	150,000	153,000
Section 2106--New Construction	110,816	116,000	115,000	116,000
Interest Income	45,901	30,000	30,000	30,000
Section 2107.5--Administration	6,000	6,000	6,000	6,000
GAS TAX REVENUE, BEFORE TRANSFERS	1,350,350	1,346,468	1,361,000	1,456,468

Transfer Out to General Fund	(206,000)	(6,000)	(6,000)	(6,000)
Transfer Out to Capital Projects Fund	(1,414,525)	(1,609,000)	(1,414,525)	(1,409,000)
TOTAL INTERFUND TRANSFERS	(1,620,525)	(1,615,000)	(1,420,525)	(1,415,000)

GAS TAX REVENUE, NET OF TRANSFERS	\$ (270,175)	\$ (268,532)	\$ (59,525)	\$ 41,468
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PUBLIC TV ACCESS FUND

Use of Undesignated Fund Balance, As a Source	-	-	-	-
PEG Access Fees	39,073	45,000	45,000	99,954
PUBLIC TV REVENUE, NET OF TRANSFERS	\$ 39,073	\$ 45,000	\$ 45,000	\$ 99,954

DEVELOPMENT FEES FUND

Public Facilities Impact Fee	73,057	-	-	-
North Burlingame Development Fee	157,153	-	-	-
Bayfront Development Fees	-	-	-	-
DEVELOPMENT FEES, BEFORE TRANSFERS	230,210	-	-	-

Transfer Out to Capital Projects Fund	(80,000)	-	-	-
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CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 EST. ACTUAL	2012-2013 PROPOSED
TOTAL INTERFUND TRANSFERS	(80,000)	-	-	-
DEVELOPMENT FEES, NET OF TRANSFERS	\$ 150,210	\$ -	\$ -	\$ -
STORM DRAIN FUND				
Storm Drainage Fees	2,502,850	2,472,480	2,500,000	2,550,000
Interest Income	51,028	-	50,000	50,000
STORM DRAIN REVENUE, BEFORE TRANSFERS	2,553,878	2,472,480	2,550,000	2,600,000
Transfer to General Fund	(15,000)	(15,000)	(15,000)	(15,000)
Transfer to Capital Projects Fund	-	(2,000,000)	(2,000,000)	(1,200,000)
Transfer to Burlingame Financing Authority*	(1,013,527)	(827,545)	(740,128)	-
TOTAL INTRAFUND TRANSFERS	(1,028,527)	(2,842,545)	(2,755,128)	(1,215,000)
STORM DRAIN, NET OF TRANSFERS	\$ 1,525,351	\$ (370,065)	\$ (205,128)	\$ 1,385,000

*Change in presentation of debt service only - now shown as an operating expenditure vs. a transfer

ENTERPRISE FUNDS

*Internal Service Funds Not Shown

WATER ENTERPRISE FUND

Sales	12,519,949	13,275,036	14,200,000	14,553,293
Penalties	28,105	25,000	25,000	25,000
Flows and Turn-ons	640	1,000	1,000	1,000
Fire Flow inspections	7,091	7,500	7,500	7,500
Fire Services	26,896	25,000	25,000	25,000
Taps for New Meters	147,082	130,000	110,000	130,000
Miscellaneous & Interest	42,606	30,000	30,000	30,000
WATER FUND REVENUE, BEFORE TRANSFERS	12,772,369	13,493,536	14,398,500	14,771,793
Transfer Out to Capital Projects Fund	(2,500,000)	(2,500,000)	(3,000,000)	(2,500,000)
Transfer Out to Burlingame Financing Authority*	(387,895)	-	-	-
Transfer Out to General Fund	(210,000)	(210,000)	(471,013)	(571,481)
TOTAL INTERFUND TRANSFERS	(3,097,895)	(2,710,000)	(3,471,013)	(3,071,481)
WATER FUND, NET OF TRANSFERS	\$ 9,674,474	\$ 10,783,536	\$ 10,927,487	\$ 11,700,312

*Change in presentation of debt service only - now shown as a direct charge to the fund

SEWER ENTERPRISE FUND

Service Charges	13,000,430	13,459,980	14,600,000	16,400,180
Charges to Other Agencies	1,432,931	900,000	1,300,000	900,000
Discharge Permits	123,569	100,000	100,000	100,000
Connection Fees	9,606	10,500	10,500	10,500
Miscellaneous & Interest Income	30,968	25,000	25,000	25,000
SEWER FUND REVENUE, BEFORE TRANSFERS	14,597,504	14,495,480	16,035,500	17,435,680
Transfer Out to Capital Projects Fund	(4,414,182)	(3,700,000)	(3,700,000)	(4,900,000)
Transfer Out to Burlingame Financing Authority*	(451,745)	-	-	-
Transfer Out to General Fund	(210,000)	(210,000)	(471,013)	(571,481)
TOTAL INTERFUND TRANSFERS	(5,075,927)	(3,910,000)	(4,171,013)	(5,471,481)
SEWER FUND, NET OF TRANSFERS	\$ 9,521,577	\$ 10,585,480	\$ 11,864,487	\$ 11,964,199

*Change in presentation of debt service only - now shown as a direct charge to the fund

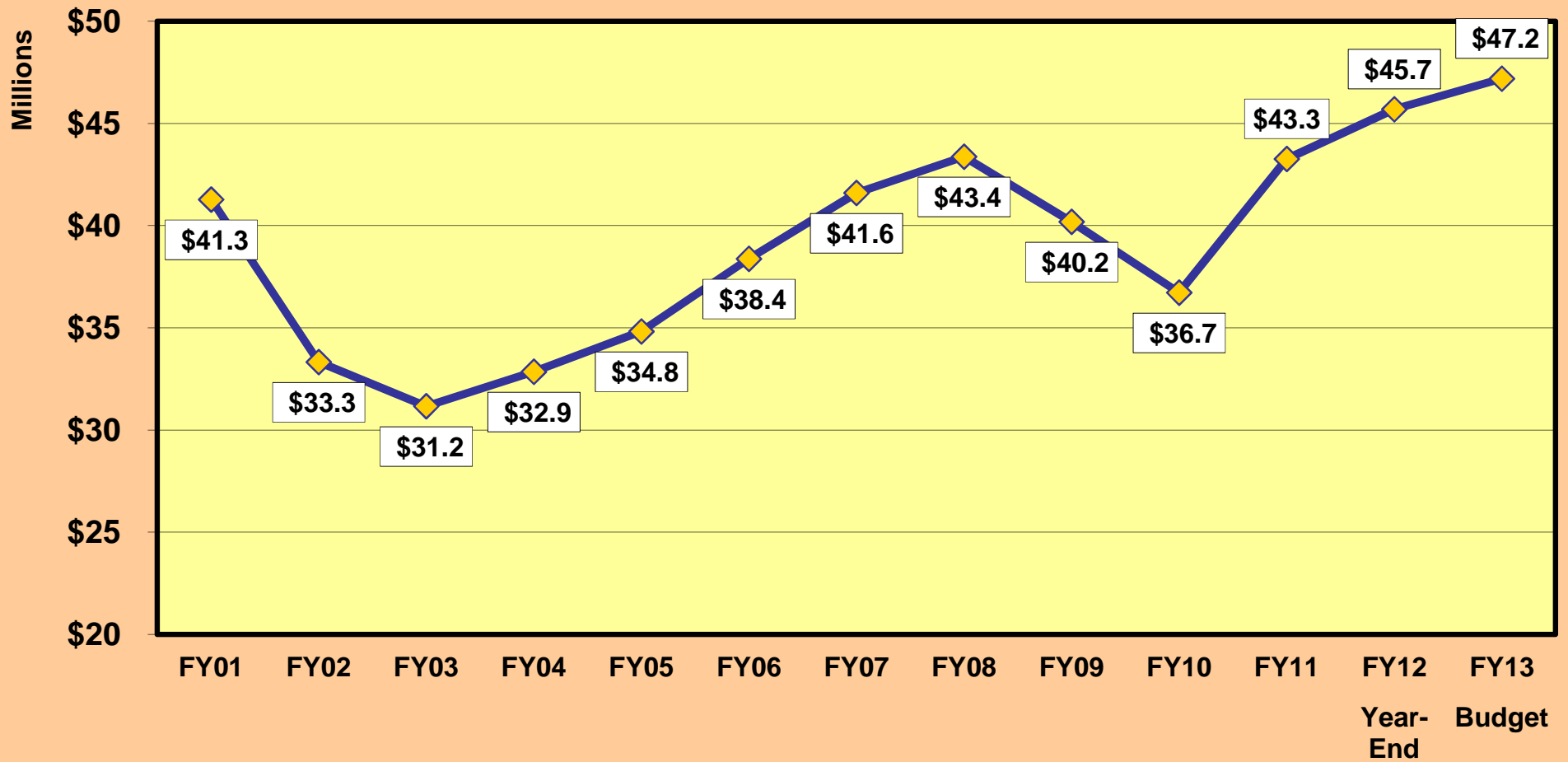
CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 EST. ACTUAL	2012-2013 PROPOSED
SOLID WASTE MANAGEMENT FUND				
AB939 Administration	139,309	150,000	150,000	180,000
Steam Cleaning Downtown	75,000	75,000	75,000	75,000
Landfill closure	195,032	209,640	209,640	250,000
Miscellaneous Revenue	500	-	-	-
SOLID WASTE, BEFORE TRANSFERS	409,841	434,640	434,640	505,000
Transfer In from General Fund (Franchise Fees)	242,743	250,000	250,000	250,000
TOTAL INTERFUND TRANSFERS	242,743	250,000	250,000	250,000
SOLID WASTE, NET OF TRANSFERS	\$ 652,584	\$ 684,640	\$ 684,640	\$ 755,000
BUILDING INSPECTION FUND				
Construction Permits/CN&D Forfeitures	918,064	1,000,000	835,000	836,400
Building Plan Check Fees	454,234	400,000	459,000	459,000
Microfilm Fees	31,856	40,000	40,000	40,000
BUILDING INSPECTION, BEFORE TRANSFERS	1,404,154	1,440,000	1,334,000	1,335,400
Transfer Out to General Fund	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-
BUILDING, NET OF TRANSFERS	\$ 1,404,154	\$ 1,440,000	\$ 1,334,000	\$ 1,335,400
PARKING ENTERPRISE FUND				
Parking Fees	1,667,611	1,600,000	1,600,000	2,160,153
Downtown Parking Permits	133,924	75,000	150,000	216,000
PARKING REVENUE, BEFORE TRANSFERS	1,801,535	1,675,000	1,750,000	2,376,153
Transfer Out to General Fund	(290,000)	(290,000)	(290,000)	(740,000)
TOTAL INTRAFUND TRANSFERS	(290,000)	(290,000)	(290,000)	(740,000)
PARKING REVENUE, NET OF TRANSFERS	\$ 1,511,535	\$ 1,385,000	\$ 1,460,000	\$ 1,636,153
<u>CAPITAL PROJECT FUNDS (ALL FUNDS, PROGRAMS & SUB-PROGRAMS)</u>				
Proceeds from Other Financing Sources	2,471,859	-	-	18,800,000
Other State/Federal Grants	367,660	1,120,000	250,000	-
General Fund Balance as a Source	57,367	-	1,400	1,000,000
CAPITAL PROJ REVENUE, BEFORE TRANSFERS	2,896,886	1,120,000	251,400	19,800,000
Transfer In From General Fund	1,596,750	2,275,000	2,275,000	2,780,000
Transfer In from Gas Tax Fund	1,414,525	1,409,000	1,409,000	1,409,000
Transfer In from Water Fund	6,729,715	2,500,000	2,500,000	2,500,000
Transfer In from Sewer Fund	4,414,182	3,700,000	3,700,000	4,900,000
Transfer In from Storm Drain Fund	3,587,492	2,000,000	2,000,000	1,200,000
Transfer In from Development Fees Fund	80,000	-	-	-
TOTAL INTERFUND TRANSFERS	17,822,664	11,884,000	11,884,000	12,789,000
CAP PROJ REVENUE, NET OF TRANSFERS	\$ 20,719,550	\$ 13,004,000	\$ 12,135,400	\$ 32,589,000

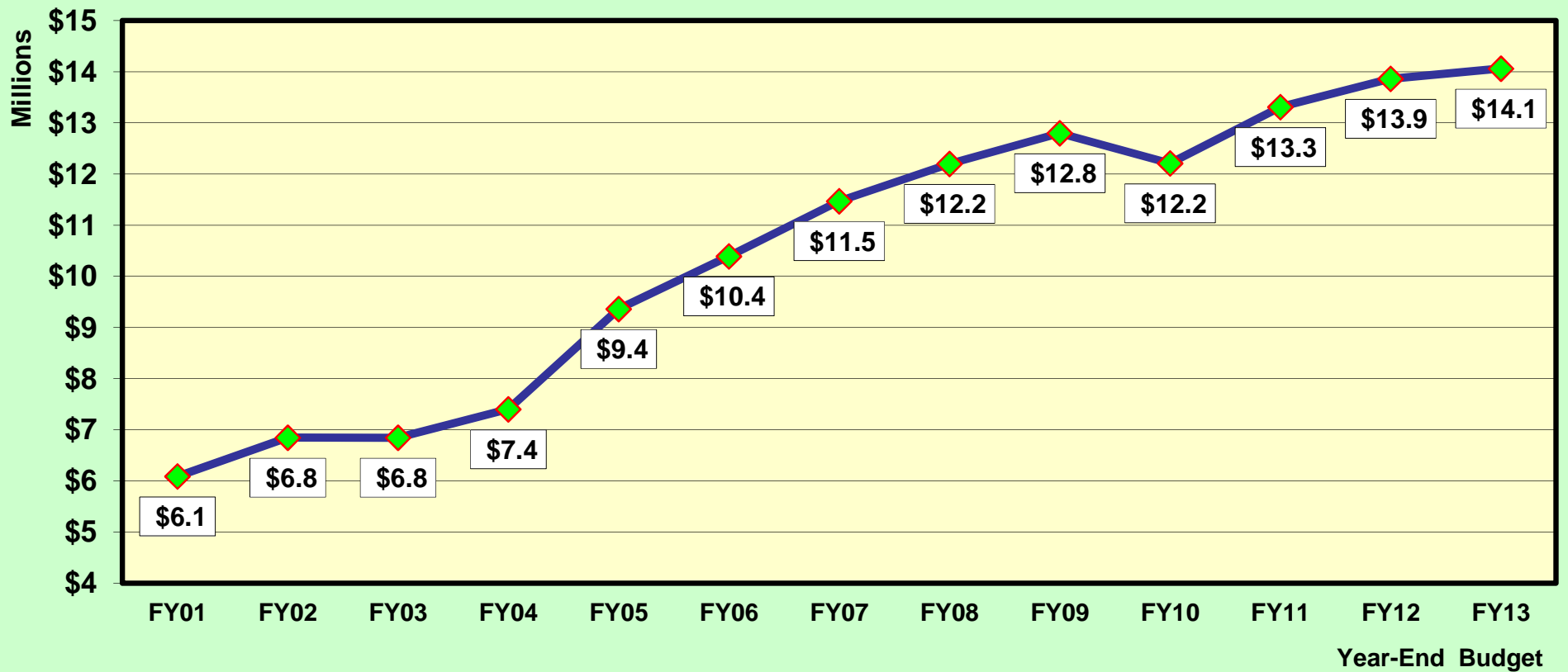
CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 EST. ACTUAL	2012-2013 PROPOSED
OTHER FUNDS				
SHUTTLE BUS PROGRAM FUND				
Grants & Contributions	102,851	104,800	131,851	131,851
SHUTTLE REVENUE, BEFORE TRANSFERS	102,851	104,800	131,851	131,851
Transfer In from General Fund	37,000	43,300	64,130	78,823
TOTAL INTERFUND TRANSFERS	37,000	43,300	64,130	78,823
SHUTTLE REVENUE, NET OF TRANSFERS	\$ 139,851	\$ 148,100	\$ 195,981	\$ 210,674
GRAND TOTAL (ALL FUNDS), NET OF TRANSFERS	\$ 84,001,154	\$ 75,406,750	\$ 78,427,855	\$ 106,793,459

City of Burlingame, CA General Fund Revenues

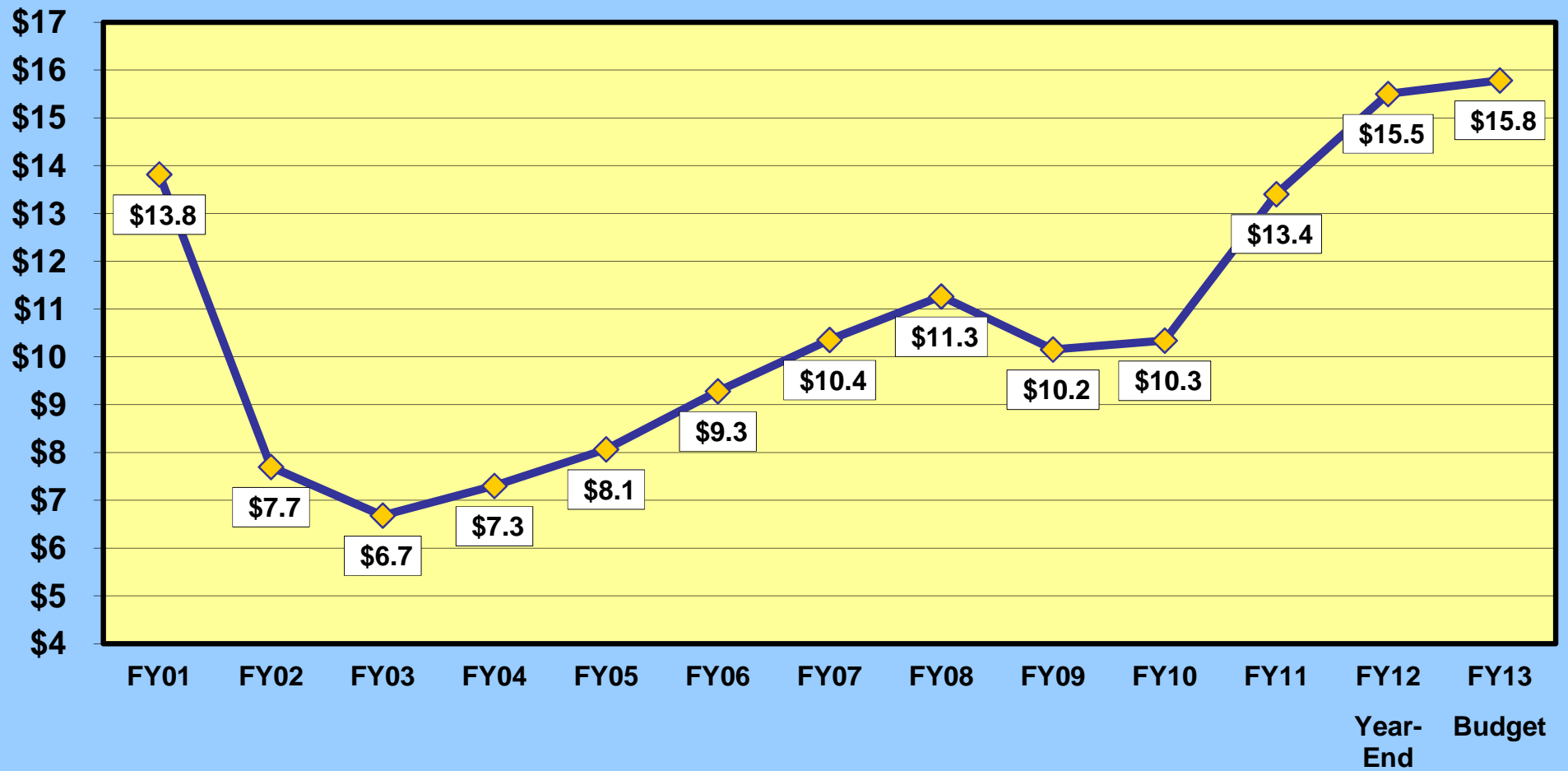


City of Burlingame, CA Property Taxes



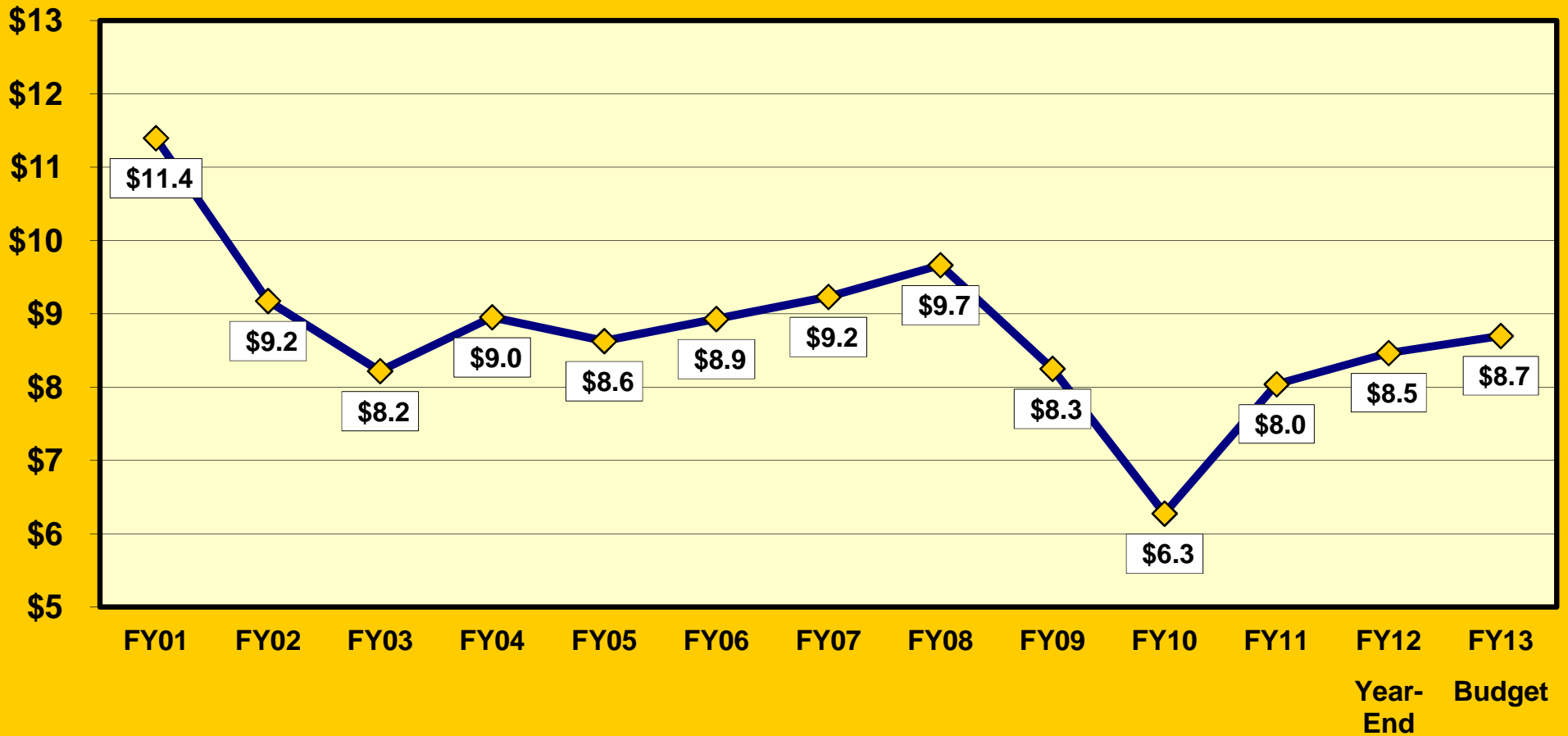
City of Burlingame, CA Transient Occupancy Taxes

Millions

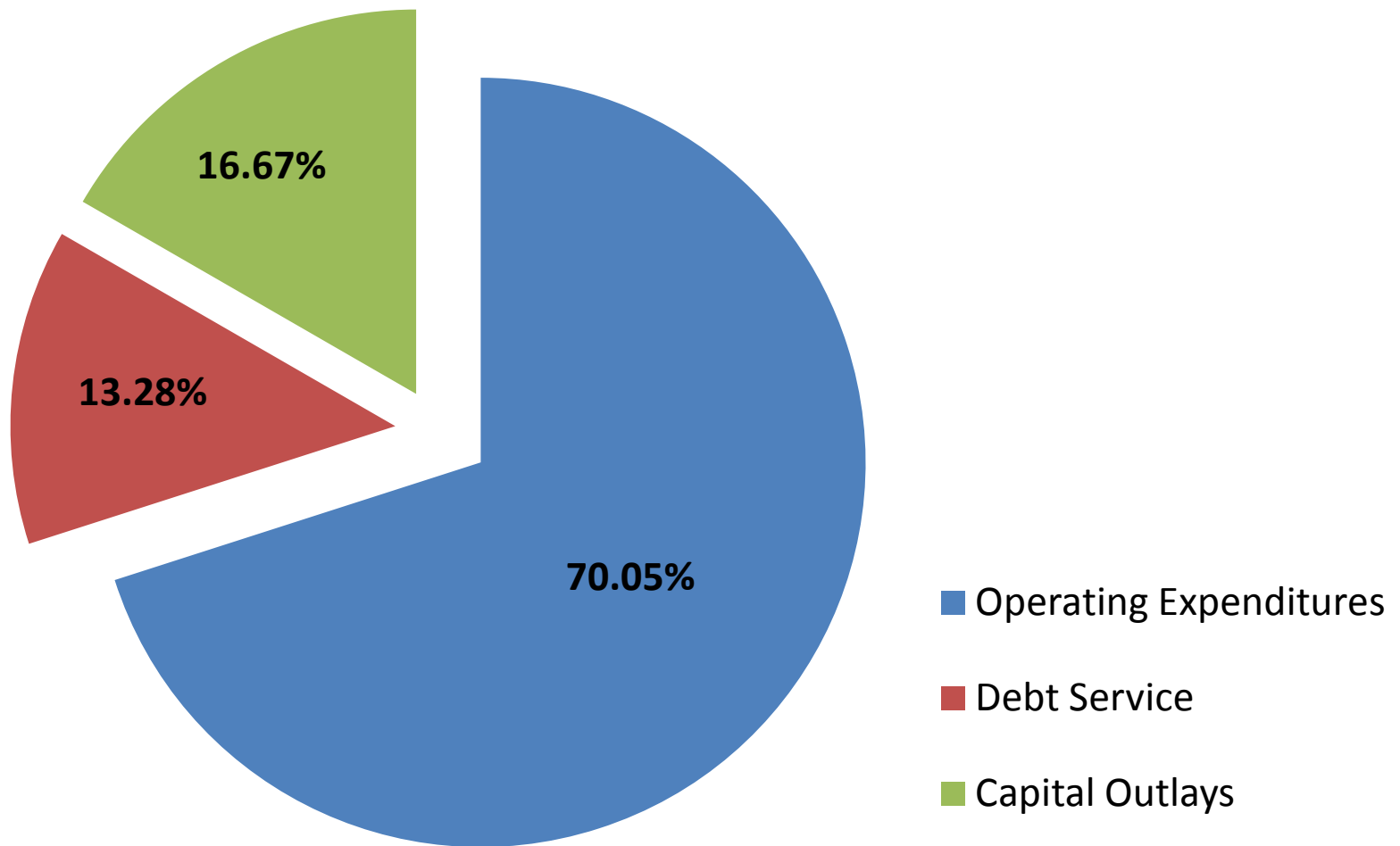


City of Burlingame, CA Sales and Use Taxes

Millions



Proposed 2012-2013 Expenditures by Type



CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
EXPENDITURES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENDITURES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	INTERFUND ALLOCATIONS	TOTAL BUDGET
<u>GENERAL FUND</u>							
City Council	146,589	18,150	-	-	350	-	165,089
City Manager	339,787	15,050	-	-	38,097	-	392,934
City Clerk	174,844	31,447	-	-	23,408	-	229,699
Elections	-	-	-	-	-	-	-
City Attorney	298,672	90,880	-	-	29,964	-	419,516
Finance	1,257,926	112,275	-	-	106,217	(603,466)	872,952
Human Resources	443,886	118,600	-	8,500	50,081	-	621,067
Other Non-Departmental	-	726,598	-	-	-	-	726,598
Other Employee Benefits	-	2,649,200	-	-	-	(150,000)	2,499,200
Police	7,167,209	897,288	-	-	1,041,942	-	9,106,439
Police Communications	837,633	110,551	-	-	-	(20,000)	928,184
Central County Fire District JPA	-	8,977,494	-	-	-	-	8,977,494
Disaster Preparedness	-	113,795	-	-	-	-	113,795
Community Development - Planning	751,474	42,000	-	-	75,918	(90,000)	779,392
Public Works - Engineering	1,803,893	446,497	-	-	172,874	(800,000)	1,623,264
Public Works - Street & Storm Drains	840,912	557,450	-	42,000	659,599	(63,115)	2,036,846
Library	2,693,235	706,195	-	-	329,663	-	3,729,093
Recreation	1,695,266	1,481,200	-	-	300,657	-	3,477,123
Parks	1,963,393	347,940	-	-	186,546	(11,738)	2,486,141
Subtotal	20,414,719	17,442,610	-	50,500	3,015,316	(1,738,319)	39,184,826
General Debt Service	-	-	5,269,147	-	-	-	5,269,147
Total General Fund	20,414,719	17,442,610	5,269,147	50,500	3,015,316	(1,738,319)	44,453,973
<u>INTERNAL SERVICE FUNDS*</u>							
Administrative & Information Technology	61,686	694,265	-	57,937	(714,493)	-	99,395
Facilities Services	560,553	546,157	-	20,000	(1,040,725)	-	85,985
Fleet & Equipment Maintenance	366,403	315,181	-	57,581	(548,805)	-	190,360
Risk Management	-	2,380,000	-	-	(1,525,802)	-	854,198
Total Internal Service Funds	988,642	3,935,603	-	135,518	(3,829,825)	-	1,229,938

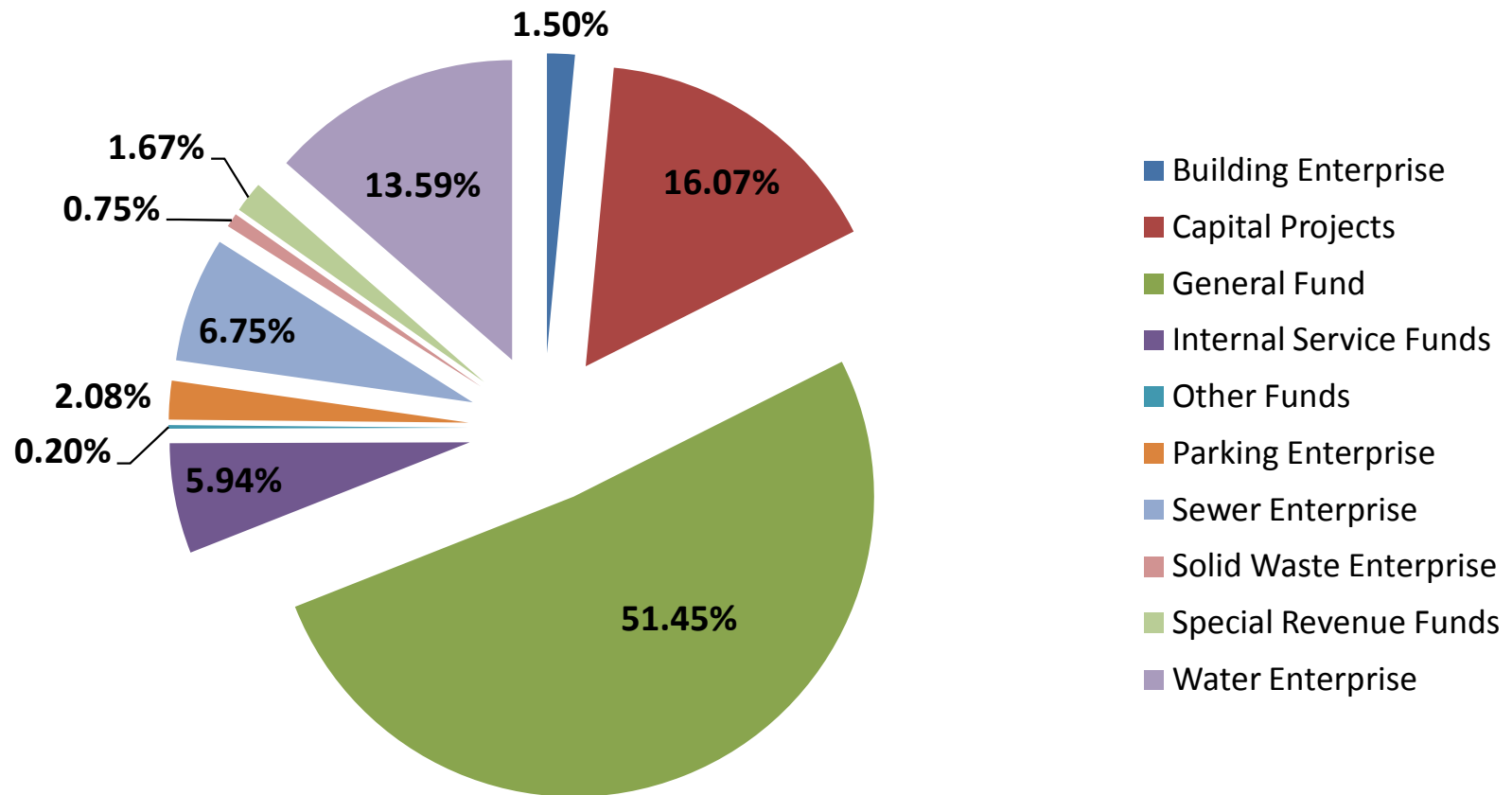
*Budgets are allocated to operating departments or funded via reserves.

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
EXPENDITURES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENDITURES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	INTERFUND ALLOCATIONS	TOTAL BUDGET
<u>ENTERPRISE FUNDS</u>							
Solid Waste Enterprise	305,174	276,300	-	-	68,951	30,498	680,923
Parking Enterprise	881,876	229,852	-	-	34,317	125,821	1,271,866
Building Enterprise	774,439	352,716	-	-	81,462	90,000	1,298,617
Water Enterprise	2,138,282	7,833,788	2,131,346	136,000	311,336	452,500	13,003,252
Sewer Enterprise	2,013,932	4,234,023	2,431,958	284,500	318,443	239,500	9,522,356
Total Enterprise Fund	6,113,703	12,926,679	4,563,304	420,500	814,509	938,319	25,777,014
<u>SPECIAL REVENUE FUNDS</u>							
Traffic Safety	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Public TV Access	-	70,000	-	-	-	-	70,000
Development Fees	-	-	-	-	-	-	-
Storm Drain	-	-	1,140,125	-	-	-	1,140,125
Total Special Revenue Funds	-	70,000	1,140,125	-	-	-	1,210,125
<u>CAPITAL PROJECT FUNDS</u>							
Facilities CIP	-	-	-	765,000	-	-	765,000
Parking & Garages CIP	-	-	-	-	-	-	-
Parks & Trees CIP	-	-	-	315,000	-	-	315,000
Sewer CIP	-	-	-	4,900,000	-	-	4,900,000
Storm Drain CIP	-	-	-	5,000,000	-	-	5,000,000
Streets CIP	-	-	-	13,659,000	-	-	13,659,000
Water CIP	-	-	-	2,500,000	-	-	2,500,000
Public Works Allocation to CIP	-	-	-	(800,000)	-	800,000	-
Total Capital Project Funds*	-	-	-	26,339,000	-	800,000	27,139,000
<u>OTHER FUNDS</u>							
Shuttle Bus	6,180	204,494	-	-	-	-	210,674
TOTAL BUDGET - ALL FUNDS	\$27,523,244	\$34,579,386	\$10,972,576	\$26,945,518	\$0	\$0	\$100,020,724

*Includes Public Works Allocation CIP

Proposed 2012-2013 Appropriations by Major Fund



CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
BUDGET SUMMARY - SUMMARY OF REVENUES & EXPENDITURES BY FUND

FUND AND DESCRIPTION	ESTIMATED REVENUES	TRANSFER IN (OUT)	NET REVENUES	OPERATING EXPENDITURES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL APPROPRIATION	BUDGET YEAR SURPLUS / (DEFICIT)
GENERAL FUND	\$ 47,196,160	(2,119,862)	45,076,299	(39,134,326)	(5,269,147)	(50,500)	(44,453,973)	622,326
SPECIAL REVENUE FUNDS								
Traffic Safety Fund	60,000	(60,000)	-	-	-	-	-	-
Gas Tax Fund	1,456,468	(1,415,000)	41,468	-	-	-	-	41,468
Public TV Access Fund	99,954	-	99,954	(70,000)	-	-	(70,000)	29,954
Development Fees Fund	-	-	-	-	-	-	-	-
Storm Drain Fund	2,600,000	(1,215,000)	1,385,000	-	(1,140,125)	-	(1,140,125)	244,875
Total, Special Revenue Funds	4,216,422	(2,690,000)	1,526,422	(70,000)	(1,140,125)	-	(1,210,125)	316,297
ENTERPRISE FUNDS								
Water Enterprise Fund	14,771,793	(3,071,481)	11,700,312	(10,735,906)	(2,131,346)	(136,000)	(13,003,252)	(1,302,940)
Sewer Enterprise Fund	17,435,680	(5,471,481)	11,964,199	(6,805,898)	(2,431,958)	(284,500)	(9,522,356)	2,441,843
Solid Waste Fund	505,000	250,000	755,000	(680,923)	-	-	(680,923)	74,077
Building Inspection Fund	1,335,400	-	1,335,400	(1,298,617)	-	-	(1,298,617)	36,783
Parking Enterprise Fund	2,376,153	(740,000)	1,636,153	(1,271,866)	-	-	(1,271,866)	364,287
Total, Enterprise Funds	36,424,026	(9,032,962)	27,391,065	(20,793,210)	(4,563,304)	(420,500)	(25,777,014)	1,614,051
INTERNAL SERVICE FUNDS								
Administrative & Information Technology	99,395	-	99,395	(41,458)	-	(57,937)	(99,395)	-
Facilities Maintenance	85,985	-	85,985	(65,985)	-	(20,000)	(85,985)	-
Fleet & Equipment Maintenance	190,360	-	190,360	(132,779)	-	(57,581)	(190,360)	-
Risk Management	854,198	-	854,198	(854,198)	-	-	(854,198)	-
Total, Internal Service Funds	1,229,938	-	1,229,938	(1,094,420)	-	(135,518)	(1,229,938)	-
CAPITAL PROJECT FUNDS								
Facilities CIP	-	765,000	765,000	-	-	(765,000)	(765,000)	-
Parking & Garages CIP	-	-	-	-	-	-	-	-
Parks & Trees CIP	-	315,000	315,000	-	-	(315,000)	(315,000)	-
Sewer CIP	-	4,900,000	4,900,000	-	-	(4,900,000)	(4,900,000)	-
Storm Drain CIP	9,250,000	1,200,000	10,450,000	-	-	(5,000,000)	(5,000,000)	5,450,000
Streets CIP	9,550,000	4,109,000	13,659,000	-	-	(13,659,000)	(13,659,000)	-
Water CIP	-	2,500,000	2,500,000	-	-	(2,500,000)	(2,500,000)	-
Total, Capital Project Funds	18,800,000	13,789,000	32,589,000	-	-	(27,139,000)	(27,139,000)	5,450,000
OTHER FUNDS								
Shuttle Bus Fund	131,851	78,823	210,674	(210,674)	-	-	(210,674)	-
TOTAL, ALL FUNDS CITY-WIDE	\$107,998,397	\$25,000	\$108,023,397	(\$61,302,630)	(10,972,576)	(27,745,518)	(100,020,724)	\$8,002,673

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
DEBT SERVICE OBLIGATIONS & REVENUE COVERAGE

	<u>General Fund</u>	<u>Storm Drain</u>	<u>Water Enterprise</u>	<u>Sewer Enterprise</u>	<u>Parking Enterprise</u>
REVENUE FOR DEBT SERVICE					
General Fund Revenues	\$3,626,187	0	0	0	0
Storm Drain Fees	0	1,140,125	0	0	0
Special Assessment District (Burlingame Streetscape)	335,787	0	0	0	0
Water Rates	0	0	2,702,877	0	0
Sewer Rates	0	0	0	3,003,439	0
Parking Rates - Meters & Permits	0	0	0	0	450,000
Total Revenue for Debt Service	3,961,974	1,140,125	2,702,877	3,003,439	450,000
EXPENDITURES FOR DEBT SERVICE					
Principal					
2004 Library Lease Refunding Bonds	640,000	0	0	0	0
2006 Pension Obligation Bonds	1,960,000	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	200,000	0	0	0	0
2010 Storm Drain Revenue Bonds	0	400,000	0	0	0
2011 Master Equipment Lease Purchase	200,955	0	0	0	0
2011 CEC LED Street Light Loan	0	0	0	0	0
2012 Burlingame Streetscape Lease Bonds (Estimated)	200,000	0	0	0	0
2013 Storm Drain Revenue Bonds (Estimated)	0	245,000	0	0	0
2004 Water & Wastewater Revenue Bonds	0	0	440,000	225,000	0
2007 Water & Wastewater Revenue Bonds	0	0	420,000	395,000	0
2011 Water & Wastewater Refunding Bonds	0	0	170,000	95,000	0
2003 State Water Resources Control Board	0	0	0	493,045	0
2010 State Water Resources Control Board	0	0	0	125,280	0
Total Principal	3,200,955	645,000	1,030,000	1,333,325	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(132,000)	0	66,000	66,000	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(490,000)	0	245,000	245,000	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(100,000)	0	0	0	100,000
Subtotal, Transfer (In) / Out	(722,000)	0	311,000	311,000	100,000
Total Adjusted Principal	2,478,955	645,000	1,341,000	1,644,325	100,000
Interest					
2004 Library Lease Refunding Bonds	107,590	0	0	0	0
2006 Pension Obligation Bonds	1,322,536	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	288,375	0	0	0	0
2010 Storm Drain Revenue Bonds	0	95,125	0	0	0
2011 Master Equipment Lease Purchase	39,691	0	0	0	0
2011 CEC LED Street Light Loan	60,000	0	0	0	0
2012 Burlingame Streetscape Lease Bonds (Estimated)	250,000	0	0	0	0
2013 Storm Drain Revenue Bonds (Estimated)	0	400,000	0	0	0
2004 Water & Wastewater Revenue Bonds	0	0	425,284	214,796	0
2007 Water & Wastewater Revenue Bonds	0	0	525,700	480,682	0
2011 Water & Wastewater Refunding Bonds	0	0	150,362	85,488	0
2003 State Water Resources Control Board	0	0	0	221,031	0
2010 State Water Resources Control Board	0	0	0	96,636	0
Total Interest	2,068,192	495,125	1,101,346	1,098,633	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(190,328)	0	95,164	95,164	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(330,634)	0	165,317	165,317	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(350,000)	0	0	0	350,000
Subtotal, Transfer (In) / Out	(870,962)	0	260,481	260,481	350,000
Total Adjusted Interest	1,197,231	495,125	1,361,827	1,359,114	350,000
Total Expenditures for Debt Service	\$3,676,186	\$1,140,125	\$2,702,827	\$3,003,439	\$450,000
Recap of Debt Service-Related Expenditure					
Direct Debt Service	5,269,147	1,140,125	2,131,346	2,431,958	0
Contributions / Reimbursements via Transfers In / Out	(1,592,962)	0	571,481	571,481	450,000
Total Debt Service-Related Expenditure	\$3,676,186	\$1,140,125	\$2,702,827	\$3,003,439	\$450,000
NET REVENUE COVERAGE	12.26	1.21	4.33	3.98	3.64
*(GROSS REVENUE, NET OF TRANSFERS IN & OUT)					

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
BUDGET SUMMARIES BY DEPARTMENT

*EXCLUDES TRANSFERS & DEPRECIATION

DEPARTMENT	FY 2011-12 ADOPTED	FY 2012-13 PROPOSED	% Percent of Total	Chg Since PY (\$)	Chg Since PY (%)
General Fund					
City Council	\$155,180	165,089	0%	9,909	6%
City Manager	396,793	392,934	0%	(3,859)	-1%
City Clerk	220,286	229,699	0%	9,413	4%
City Elections	50,000	-	0%	(50,000)	-100%
City Attorney	406,230	419,516	0%	13,286	3%
Finance	862,063	872,952	1%	10,889	1%
Human Resources	580,669	621,067	1%	40,398	7%
Non-Departmental Expenditures	686,144	726,598	1%	40,454	6%
Other Employee Benefits	2,533,000	2,499,200	2%	(33,800)	-1%
Police	8,777,496	9,106,439	9%	328,943	4%
Police Communications	779,323	928,184	1%	148,861	19%
Central County Fire District	8,636,333	8,977,494	9%	341,161	4%
Disaster Preparedness	111,564	113,795	0%	2,231	2%
Community Development - Planning	731,757	779,392	1%	47,635	7%
Library	3,658,567	3,729,093	4%	70,526	2%
Recreation	3,359,309	3,477,123	3%	117,814	4%
Parks	2,430,430	2,486,141	2%	55,711	2%
Public Works - Engineering	1,505,421	1,623,264	2%	117,843	8%
Public Works - Streets & Storm Drainage	1,932,713	2,036,846	2%	104,133	5%
Subtotal, Operating Budget	\$37,813,278	39,184,826	39%	1,371,548	4%
General Fund Debt Service	3,581,850	5,269,147	5%	1,687,297	47%
Enterprise Funds					
Building Inspection	1,255,598	1,298,617	1%	43,019	3%
Parking Enterprise	1,424,940	1,271,866	1%	(153,074)	-11%
Water Enterprise*	13,344,429	13,003,252	13%	(341,177)	-3%
Sewer Enterprise (Maintenance & Treatment)*	12,970,832	9,522,356	10%	(3,448,476)	-27%
Depreciation - Water & Sewer	1,900,000	-	0%	(1,900,000)	-100%
Solid Waste Enterprise	682,708	680,923	1%	(1,785)	0%
Total Operating Budget	31,578,507	25,777,014	26%	(5,801,493)	-18%
*excludes depreciation which is non-cash					
Special Revenue Funds					
Traffic Safety	-	-	0%	-	-
Gas Tax	-	-	0%	-	-
Development Fees	-	-	0%	-	-
Storm Drain	-	1,140,125	1%	1,140,125	-
Public TV Access	70,000	70,000	0%	-	0%
Total Operating Budget	70,000	1,210,125	1%	1,140,125	1629%
Other Funds					
Internal Service Funds (Reserves)	596,441	1,229,938	1%	633,497	-
Shuttle Bus	149,930	210,674	0%	60,744	41%
Total Operating Budget	746,371	1,440,612	1%	694,241	93%
Subtotal, Operating Expenditures	73,790,006	72,881,724	73%	(908,282)	-1%
Capital Improvement Programs	13,029,000	27,139,000	27%	14,110,000	108%
TOTAL OPERATING & CAPITAL BUDGET	\$ 86,819,006	\$ 100,020,724	100%	\$ 13,201,718	15%

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
AUTHORIZED FULL TIME EQUIVALENT POSITIONS

Department	2011-2012 Adopted	2012-2013 Proposed	Change Since Prior Year	2008-2009 Adopted	Change Since 2008-2009
GENERAL FUND					
Central County Fire Department	-	-	0.00	45.75	(45.75)
City Attorney	1.50	1.50	0.00	1.50	0.00
City Clerk	1.50	1.50	0.00	4.50	(3.00)
City Manager	1.50	1.50	0.00	1.50	0.00
Community Development - Planning	4.00	4.00	0.00	6.00	(2.00)
Disaster Preparedness	-	-	0.00	-	0.00
Finance	10.15	10.25	0.10	11.13	(0.88)
Human Resources	3.00	3.00	0.00	3.00	0.00
Library	21.37	21.37	0.00	22.62	(1.25)
Parks	17.50	17.50	0.00	19.50	(2.00)
Police	40.50	41.00	0.50	46.00	(5.00)
Police Communications	5.50	5.00	(0.50)	7.00	(2.00)
Public Works - Engineering	11.30	11.30	0.00	12.30	(1.00)
Public Works - Streets & Storm Drain	6.83	6.83	0.00	9.50	(2.67)
Recreation	10.90	10.90	0.00	13.30	(2.40)
Total General Fund	135.55	135.65	0.10	203.60	(67.95)
ENTERPRISE & INTERNAL SERVICE FUNDS					
Sewer Enterprise	15.08	15.08	0.00	14.75	0.33
Solid Waste Enterprise	2.85	2.85	0.00	3.25	(0.40)
Parking Enterprise	9.25	9.25	0.00	9.25	0.00
Community Development - Building	6.00	6.00	0.00	6.00	0.00
Facilities Services	5.00	5.00	0.00	5.00	0.00
Admin & Information Technology	0.35	0.25	(0.10)	-	0.25
Fleet & Equipment Maintenance	3.00	3.00	0.00	3.00	0.00
Water Enterprise	17.09	17.09	0.00	16.75	0.34
Total Enterprise & Int Svc Funds	58.62	58.52	(0.10)	58.00	0.52
Grand Totals, City-Wide	194.17	194.17	(0.00)	261.60	(67.43)

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
PROJECTED ENDING BALANCE - GENERAL FUND, STORM DRAIN, & PARKING ENTERPRISE

	General Fund		Storm Drain (Special Revenue)		Parking Enterprise	
	2011-2012 EST. ACTUALS	2012-2013 PROJECTED	2011-2012 EST. ACTUALS	2012-2013 PROJECTED	2011-2012 EST. ACTUALS	2012-2013 PROJECTED
FUND BALANCE						
Beginning of the year	\$11,867,384	\$ 16,221,358	\$3,502,788	\$2,826,647	\$ 7,803,285	\$ 7,838,345
REVENUES						
Revenues	45,698,690	47,196,160	2,550,000	2,600,000	1,750,000	2,376,153
TRANSFERS IN						
Gas Tax Fund	6,000	6,000	-	-	-	-
Water Enterprise	471,013	571,481	-	-	-	-
Sewer Enterprise	471,013	571,481	-	-	-	-
Storm Drain Fund	15,000	15,000	-	-	-	-
Parking Enterprise	290,000	740,000	-	-	-	-
Traffic Safety Fund	60,000	60,000	-	-	-	-
Subtotal, Transfers In	1,313,026	1,963,962	-	-	-	-
NET AVAILABLE REVENUES	47,011,716	49,160,122	2,550,000	2,600,000	1,750,000	2,376,153
EXPENDITURES						
Operating Expenditures	35,691,539	39,134,326	-	-	1,424,940	1,271,866
Debt Service	4,377,073	5,269,147	740,128	1,140,125	-	-
Capital Outlay	-	50,500	-	-	-	-
Subtotal, Expenditures	40,068,612	44,453,973	740,128	1,140,125	1,424,940	1,271,866
TRANSFERS OUT						
Capital Improvement Fund	2,275,000	3,780,000	2,000,000	1,200,000	-	-
Solid Waste Enterprise	250,000	250,000	471,013	-	-	-
General Fund	-	-	15,000	15,000	290,000	740,000
Shuttle Bus Fund	64,130	53,823	-	-	-	-
Subtotal, Transfers Out	2,589,130	4,083,823	2,486,013	1,215,000	290,000	740,000
CHANGE IN NET ASSETS	\$ 4,353,974	\$ 622,326	\$ (676,141)	\$ 244,875	\$ 35,060	\$ 364,287
FUND BALANCE						
End of year	\$ 16,221,358	\$ 16,843,683	\$ 2,826,647	\$ 3,071,522	\$ 7,838,345	\$ 8,202,632
DESIGNATED FUND BALANCE	2011-2012	2012-2013	2011-2012	2012-2013	2012-2013	2012-2013
Capital Assets (Unspendable)	-	50,500	-	-	7,025,752	7,025,752
Economic Stabilization Reserve	5,000,000	5,000,000	-	-	-	-
Catastrophic Reserve	2,000,000	2,000,000	-	-	-	-
OPEB Retiree Health Reserve	3,000,000	4,800,000	-	-	-	-
Contingency Reserve	500,000	500,000	-	-	-	-
Debt Service Reserve (1.00 - 1.10x)	-	-	1,254,138	1,254,138	450,000	450,000
Subtotal, Reserves	10,500,000	12,300,000	1,254,138	1,254,138	450,000	450,000
On Reserve, to be used as a Source	-	-	-	-	-	-
UNDESIGNATED FUND BALANCE (DEFICIT)	\$5,721,358	\$4,493,183	\$1,572,510	\$1,817,385	\$ 362,593	\$ 726,880
TOTAL FUND BALANCE (DEFICIT)	\$ 16,221,358	\$ 16,843,683	\$ 2,826,647	\$ 3,071,522	\$ 7,838,345	\$ 8,202,632

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2012-2013
PROJECTED ENDING BALANCE - WATER, SEWER & SOLID WASTE ENTERPRISES

	Water Enterprise		Sewer Enterprise		Solid Waste Enterprise	
	2011-2012 EST. ACTUALS	2012-2013 PROJECTED	2011-2012 EST. ACTUALS	2012-2013 PROJECTED	2011-2012 EST. ACTUALS	2012-2013 PROJECTED
FUND BALANCE						
Beginning of the year	\$ 16,804,345	\$ 14,896,054	\$31,645,713	\$34,939,048	\$ (1,247,815)	\$ (1,266,435)
REVENUES						
Revenues	14,398,500	14,771,793	17,435,680	17,435,680	434,640	505,000
TRANSFERS IN						
General Fund	-	-	-	-	250,000	250,000
Subtotal, Transfers In	-	-	-	-	250,000	250,000
NET AVAILABLE REVENUES	14,398,500	14,771,793	17,435,680	17,435,680	684,640	755,000
EXPENDITURES						
Operating Expenditures	9,700,000	10,735,906	7,110,199	6,805,898	703,260	680,923
Debt Service	2,718,728	2,131,346	2,588,633	2,431,958	-	-
Capital Outlay	417,050	136,000	272,500	284,500	-	-
Subtotal, Expenditures	12,835,778	13,003,252	9,971,332	9,237,856	703,260	680,923
TRANSFERS OUT						
Capital Improvement Fund	3,000,000	2,500,000	3,700,000	4,900,000	-	-
General Fund - Contributions / Reimbursements for Debt Service	471,013	571,481	471,013	571,481	-	-
Subtotal, Transfers Out	3,471,013	3,071,481	4,171,013	5,471,481	-	-
CHANGE IN NET ASSETS	\$ (1,908,291)	\$ (1,302,940)	\$ 3,293,335	\$ 2,726,343	\$ (18,620)	\$ 74,077
FUND BALANCE						
End of year	\$ 14,896,054	\$ 13,593,114	\$ 34,939,048	\$ 37,665,391	\$ (1,266,435)	\$ (1,192,358)
DESIGNATED FUND BALANCE						
Capital Assets (Unspendable)	5,750,000	7,750,000	29,159,424	30,259,424	-	-
Capital Improvement Reserve	2,500,000	1,600,000	1,250,000	3,200,000	-	-
Rate Stabilization Reserve	1,500,000	1,559,138	250,000	250,000	-	-
Operating Reserves (Working Capital)	2,425,000	2,683,977	1,777,550	1,701,475	-	-
Subtotal, Reserves	6,425,000	5,843,115	3,277,550	5,151,475	-	-
On Reserve, to be used as a Source	-	-	-	-	-	-
UNDESIGNATED FUND BALANCE (DEFICIT)	\$2,721,054	\$0	\$2,502,074	\$2,254,493	\$ (1,266,435)	\$ (1,192,358)
TOTAL FUND BALANCE (DEFICIT)	\$ 14,896,054	\$ 13,593,114	\$ 34,939,048	\$ 37,665,391	\$ (1,266,435)	\$ (1,192,358)



Operating Departments –
Proposed Budgets & Narratives

CITY COUNCIL

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 City Council adopts an annual budget and conducts an annual audit of the City's finances. It is composed of five members who are elected at-large on a non-partisan basis for four-year staggered terms. The Mayor is appointed annually by council members. 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 citizens to review. Burlingame residents who subscribe to cable television can view the council meetings on Comcast Channel 27 or Astound Channel 26. The City also provides a live video stream of the meetings over the Internet.

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

KEY BUDGETARY CHANGES

City Council has proposed additional funding to replace dated furniture and equipment in City Council Chambers that have exceeded their useful life.

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

CITY COUNCIL BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	141,680	146,589	4,909	3.5%
Non-Personnel Costs	13,500	18,500	5,000	37.0%
Capital Outlay	0	0	0	-
Total Appropriation	155,180	165,089	9,909	6.4%
Sources of Funds				
General Fund	155,180	165,089	9,909	6.4%
Total Funding	155,180	165,089	9,909	6.4%
Full-Time Equivalents (FTE)				
Council Members	5.00	5.00	0.00	

OFFICE OF THE CITY MANAGER

Goals & Objectives for Fiscal Year 2012-13

(1) Provide requested support to the City Council in their efforts to recruit & transition in a new City Manager

(2) Work with collective bargaining units and the Human Resources Director to develop a two-tier retirement system and options to address the cost of employee benefits

(3) “Kick-start” the newly adopted Downtown Plan development agreements for City Council and consider the use of property or air rights for Parking Lots E and N

(4) Implement Burlingame Avenue Streetscape and other infrastructure improvements for Burlingame Avenue

(5) Continue participation in County Municipal Employees Relation Committee to analyze and develop actions plans to address employee costs and recruitment

(6) Explore shared services opportunities for Police Communications and services

(7) Explore a pilot for a shared Hillside fire station and administration with Millbrae and San Bruno

DEPARTMENT OVERVIEW

The City Manager is appointed by the City Council and serves as the Chief Executive Officer of the City of Burlingame. The City Manager is responsible for the daily administration of the City and appoints and supervises all department directors. The goal of the Office of the City Manager is to provide comprehensive coordination and direction for City activities, finances, and personnel to deliver effective, efficient, and economical municipal services.

The Office of the City Manager 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 intergovernmental relations that affect the City of Burlingame and its constituents, and makes final investigations of citizen complaints. The Executive Assistant to the City Manager provides cross-collaborative support for both the City Manager and the City Attorney.

KEY BUDGETARY CHANGES

The Office of the City Manager has generally proposed a flat budget, which includes an assumption for hourly temporary staff funding for the Interim City Manager and personnel costs for the new City Manager. The City Manager will continue to pay 10% of monthly medical insurance premiums.

No significant changes to non-personnel costs have been proposed, except for minor replacement costs for dated office furniture and equipment for the incoming City Manager.

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

CITY MANAGER BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	343,557	339,787	(3,770)	-1.1%
Non-Personnel Costs	11,401	15,050	3,649	32.0%
Internal Services	41,835	38,097	(3,738)	-8.9%
Capital Outlay	0	0	0	0.0%
Total Appropriation	396,793	392,934	(3,859)	-1.0%
Sources of Funds				
General Fund	396,793	392,934	(3,859)	-1.0%
Total Funding	396,793	392,934	(3,859)	-1.0%
Full-Time Equivalents (FTE)				
City Manager	1.00	1.00	0.00	
Executive Assistant	0.50	0.50	0.00	
Total FTE	1.50	1.50	0.00	

CITY CLERK & ELECTIONS

Goals & Objectives for Fiscal Year 2012-13

- (1) Continue to gather email addresses for the City of Burlingame email list service and increase the number of subscribers
 - (2) Update the City of Burlingame Municipal Code on a quarterly basis
 - (3) Maintain the Commissioner's handbook and facilitate annual new commissioner workshop
 - (4) Continue ongoing training of the City Manager and City Attorney's Executive Assistant on City Clerk procedures
 - (5) Implement record retention and destruction using schedules adopted by City Council
 - (6) Maintain a schedule of future council agenda items in the Council Crystal Ball document
 - (7) Continually update City Council agendas, staff reports, and minutes on the City's website
 - (8) Manage video streaming of all regular City Council meetings using Granicus services
 - (9) Maintain City Clerk Administrative Desk Manual for processing legal documents and various reports
-

STATUTORY DUTIES

The State of California Government Code determines certain duties of the City Clerk. The City Clerk is obligated to maintain custody of City records, serve as clerk for the City Council, record and maintain proceedings 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 DUTIES

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, 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.

KEY BUDGETARY CHANGES

Fiscal Year 2012-2013 is not an election year. Hence, support for Elections has been eliminated. There are no other significant budgetary changes to support.

Goals & Objectives for Fiscal Year 2012-13 (continued)

(10) Transmit Burlingame e-Newsletter on a weekly basis to promote public outreach

(11) Consider replacing paper meeting packets with iPads for Council Members and key administrators

CITY CLERK & ELECTIONS BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	167,314	174,844	7,530	4.5%
Non-Personnel Costs	83,230	31,447	(51,783)	-62.2%
Internal Services	19,742	23,408	3,666	18.6%
Capital Outlay	0	0	0	0.0%
Total Appropriation	270,286	229,699	(40,587)	-15.0%
Sources of Funds				
General Fund	270,286	229,699	(40,587)	-15.0%
Total Funding	270,286	229,699	(40,587)	-15.0%
Full-Time Equivalents (FTE)				
City Clerk	1.00	1.00	0.00	
Office Assistant I	0.50	0.50	0.00	
Total FTE	1.50	1.50	0.00	

OFFICE OF THE CITY ATTORNEY

Goals & Objectives for Fiscal Year 2012-13

(1) Assist Community Development with the review of applications and environmental impact documents, including the preparation of a development agreement for the Burlingame Point project

(2) Assist Public Works with the implementation of the Burlingame Avenue Streetscape Improvement project

(3) Work with Community Development to revise the inclusionary housing ordinance, including the development and implementation of density bonus and second unit regulations

(4) Assist Community Development with various aspects of conceptual proposals for the re-development of downtown parking lots

(5) Provide training in legal aspects of contracts and property liability to Public Works and Park maintenance staff

(6) Develop and implement an administrative code enforcement process for City departments, such as Community Development, Public Works, Police, and Central County Fire Department

DEPARTMENT OVERVIEW

The City Attorney provides ongoing legal advice to the Mayor, City Council, boards, commissions, and City staff. The City Attorney manages all city litigation and handles all claims filed against the City of Burlingame under the California Tort Claims Act, which is typically 85 claims per year.

The City Attorney also manages the risk management program which includes property, general liability, and excess insurance under the Association of Bay Area Governments (ABAG) Plan. Additionally, the City Attorney assists the Human Resources Department with the administration of the City's workers' compensation plan. The City Attorney also coordinates enforcement of the municipal code with various City departments.

The City Council appoints the City Attorney. The department currently shares an executive assistant position with the City Manager.

KEY BUDGETARY CHANGES

There are no significant budgetary changes to report, aside from an increase in non-personnel costs wholly attributable to the intra-city cost allocation of information technology support provided city-wide.

The budget also includes ongoing funding for a part-time code enforcement officer who is shared with the City of Millbrae on a 50% basis. The code enforcement officer investigates and resolves code complaints, and also assists in the investigation of claims filed against the City.

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

CITY ATTORNEY BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	292,093	298,672	6,579	2.3%
Non-Personnel Costs	90,880	90,880	0	0.0%
Internal Services	23,257	29,964	6,707	28.8%
Capital Outlay	0	0	0	0.0%
Total Appropriation	406,230	419,516	13,286	3.3%
Sources of Funds				
General Fund	406,230	419,516	13,286	3.3%
Total Funding	406,230	419,516	13,286	3.3%
Full-Time Equivalents (FTE)				
City Attorney	1.00	1.00	0.00	
Executive Assistant	0.50	0.50	0.00	
Total FTE	1.50	1.50	0.00	

FINANCE, ADMINISTRATIVE SERVICES & INFORMATION TECHNOLOGY

Goals & Objectives for Fiscal Year 2012-13

- (1) Research an irrevocable trust fund to pre-pay retiree health insurance premium payments
- (2) Recommend web-based payment solutions for City utility accounts, business licenses, alarm permits, and other City payments
- (3) Prepare financing plans for Streetscape, Downtown Burlingame public-private developments, parking facilities, the Library Millennium project, the Hwy 101 & Broadway Interchange, and a new Recreation Center
- (4) Prepare an equipment replacement plan for the City
- (5) Analyze the necessity of short-term utility rate adjustments
- (6) Prepare a financing study prioritizing uses of future borrowing capacity
- (7) Analyze information technology needs & compare service delivery options
- (8) Issue new debt for Storm Drain CIP and Downtown Burlingame Avenue Streetscape
- (9) Add WiFi to Burlingame Avenue
- (10) Look at current Airport Parking Lot revenue and consider the possibility of increasing such revenues

OVERVIEW OF FINANCE

The Finance Department manages the financial affairs of the City and invests idle cash. The Finance Director & Treasurer serves as the Chief Financial Officer. 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. Responsibilities include budget & financial reporting, financial stewardship, information technology, utility billing and collections, business license administration, payroll, disbursements, and administrative support for the City's three business improvement districts: Downtown Burlingame Avenue, Broadway Avenue, and the San Mateo County Convention & Visitor's 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 and the San Mateo County Telecommunications Authority.

OVERVIEW OF ADMINISTRATIVE SERVICES & INFORMATION TECHNOLOGY

Administrative Services & Information Technology is a division of the Finance Department. It is operated as an internal service fund and provides services solely to City departments. Therefore, its costs are allocated accordingly to City departments.

The division manages and maintains an information technology network for all departments, including computer hardware and software for running mission-critical business applications, technology disaster recover, telecommunications systems, financial information management systems, utility billing systems, email, and connectivity to the Internet and Intranet.

The division also provides administrative support to

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City Hall by maintaining a staff reception desk and front-line customer service, clerical and document management, and intra-city mailroom service.

The City of Burlingame currently contracts with Redwood City for its information technology services. The City of Burlingame owns its software and hardware, but monitors and directs Redwood City in-house staff to maintain defined levels of service.

The Finance Director & Treasurer participates in the City's Information Technology Advisory Committee along with representatives from other departments. The committee meets to discuss data and voice network issues and to develop long-term technology plans and strategies.

KEY BUDGETARY CHANGES

FINANCE DIVISION

The Proposed Budget has increased by 0.7% or \$10,888. The Proposed Budget includes the elimination of capital outlay funding of \$35,000 for new equipment, which has been offset by a minor increase in its share of costs to maintain city facilities and information technology support.

The Proposed Budget also includes a \$6,000 request for training in order to maintain continuing professional education for personnel to adhere to professional standards for financial reporting and accounting.

ADMINISTRATIVE SERVICES & INFORMATION TECHNOLOGY INTERNAL SERVICES

The Proposed Budget has increased by 4.4% or \$34,566. This is due to \$23,371 in staffing reductions and a decrease in materials and supplies. A \$57,937 contingency has been set aside for the replacement of hardware, servers and equipment for computer equipment replacement, software, and technology disaster recovery and information storage.

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FINANCE BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,233,394	1,257,926	24,532	2.0%
Non-Personnel Costs	97,591	112,275	14,684	15.0%
Internal Services	90,545	106,217	15,672	17.3%
Capital Outlay	44,000	0	(44,000)	0.0%
Total Appropriation	1,465,530	1,476,418	10,888	0.7%
Sources of Funds				
General Fund	862,064	872,952	10,888	1.3%
Water Enterprise	342,500	342,500	0	0.0%
Sewer Enterprise	179,500	179,500	0	0.0%
Solid Waste Fund	56,692	56,692	0	0.0%
Parking Fund	24,774	24,774	0	0.0%
Total Funding	1,465,530	1,476,418	10,888	0.7%
Full-Time Equivalents (FTE)				
Finance Dir & Treasurer	1.00	1.00	0.00	
Financial Svc Manager	1.00	1.00	0.00	
Admin & IT Manager	0.90	0.00	(0.90)	
Office Assistant I/II	0.25	0.25	0.00	
Accountant	1.00	1.00	0.00	
Accounting Technician	1.00	1.00	0.00	
Accounting Assistant III	3.00	3.00	0.00	
Accounting Assistant I/II	2.00	2.00	0.00	
Budget & Fin Analyst	0.00	1.00	1.00	
Total FTE	10.15	10.25	0.10	

ADMIN SVCS & INFORMATION TECHNOLOGY BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	71,557	61,686	(9,871)	-13.8%
Non-Personnel Costs	709,766	694,265	(15,501)	-2.2%
Capital Outlay	0	57,937	57,937	0.0%
Total Appropriation	781,323	813,888	32,565	4.2%
Sources of Funds				
Recoveries	653,823	714,493	60,670	9.3%
Fund Balance	127,500	42,664	(84,836)	-66.5%
Charges for Services	0	56,731	56,731	-
Total Funding	781,323	813,888	32,565	4.2%
Full-Time Equivalents (FTE)				
Admin & IT Manager	0.10	0.00	(0.10)	
Office Assistant I/II	0.25	0.25	0.00	
Total FTE	0.35	0.25	(0.10)	

HUMAN RESOURCES

Goals & Objectives for Fiscal Year 2012-13

(1) Negotiate new labor contract with Teamsters Local 856 which expires on November 30, 2012

(2) Collaborate with City Council subcommittee to conduct recruitment for the new City Manager

(3) Work with the Finance Department to develop options for establishment of an irrevocable trust for contributions to offset retiree medical liability while exploring ways to further limit retiree medical costs

(4) Provide mandatory anti-harassment training for all supervisory employees

(5) Provide leadership, management, and supervisory training opportunities for City management and supervisory employees, including the development of a course for lead employees

(6) Continue to revise and update Administrative Procedures

(7) Continue to review worker's compensation program and procedures to identify opportunities for cost reductions and more timely case management

(8) Develop policy on Re-Employment after retirement

DEPARTMENT OVERVIEW

The Human Resources Department provides a full array of employee services. The department is responsible for recruitment and retention programs, classification and compensation systems, workers' compensation and safety compliance with Cal-OSHA, labor and employee relations policies and programs, 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 also ensures compliance with federal and state laws as well as interprets and administers programs within the City's Memorandum of Understanding, the Civil Service System, and Administrative Procedures.

PROGRAM STATUS

- Negotiated new labor agreements with the Burlingame Association of Middle Managers (BAMM), the Department Head and Unrepresented Employee Group, and AFSCME Locals 829 and 2190 (contracts expired 12/31/11).
- Worked with Finance to administer the retiree medical program for 259 city retirees.
- Worked with the third party claims administrator to conduct periodic claims reviews and identify strategies for improved administration of workers' compensation claims.
- Organized and implemented in-house management development training program for division leaders, managers and supervisors.
- Continued to explore strategies and options for addressing rising employee costs.
- Worked with all departments on various employment and labor issues.

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- Oversee city safety committee and ensure compliance with Cal-OSHA.

KEY BUDGETARY CHANGES

The Proposed Budget has increased by 6.1% or \$35,398 which is due to minor cost of personnel increases and a \$9,600 increase in intra-city allocations for information technology support and maintenance of facilities. A total \$6,000 request is included for labor related research material & subscriptions, City-wide training, retention, and safety programs which were formally funded through fund-raising and employee fees. A capital outlay request for \$8,500 has been made to fund needed reconfiguration of human resources workstations and office equipment.

HUMAN RESOURCES BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	425,201	438,886	13,685	3.2%
Non-Personnel Costs	115,000	118,600	3,600	3.1%
Internal Services	40,468	50,081	9,613	23.8%
Capital Outlay	0	8,500	8,500	0.0%
Total Appropriation	580,669	616,067	35,398	6.1%
Sources of Funds				
General Fund	580,669	616,067	35,398	6.1%
Total Funding	580,669	616,067	35,398	6.1%
Full-Time Equivalents (FTE)				
Human Resources Director	1.00	1.00	0.00	
Human Resources Specialist	1.00	1.00	0.00	
Human Resources Assistant	1.00	1.00	0.00	
Total FTE	3.00	3.00	0.00	

SIGNIFICANT STATISTICS

	2008-09	2009-10	2010-11	Estimated 2011-12
% Pass – Probation	87.00%	86.00%	100.00%	80.00%
Days – Complete eligibility lists within 45 days	47	38	40	37
Turnover rate	7.60%	5.60%	3.90%	0.00%
Recruitments	12	5	10	14
New Employees	15	0	8	10
Workers Comp Claims Filed Beyond First Aid				
Total Employees	46	39	33	14 to date
Safety Employees	15	18	9	2
Miscellaneous Employees	31	21	24	12
Total lost time days in calendar year				
Total Employees	1,790	2,326	3,937	993 to date

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	2008-09	2009-10	2010-11	Estimated 2011-12
Safety Employees	1,109	1,362	2,986	675
Miscellaneous Employees	681	964	951	318
% - Employee participation in training	33%	17%	38%	21% to date

OTHER NON-DEPARTMENTAL PROGRAMS

DEPARTMENT OVERVIEW

Non-Departmental Programs relate to general fund expenditures that do not pertain to a specific city department. Expenditures include general, city-wide contracts, memberships in municipal organizations, and participatory fees for regional organizational efforts.

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.

KEY BUDGETARY CHANGES

The proposed budget has increased by approximately \$40,000, which is due to several factors. Approximately \$8,900 relates to an accounting reclass to properly reflect SB90 mandated cost reimbursements received from the State of California as expenditures rather than revenue. The remainder relates to 2% consumer price index adjustments on existing professional services contracts, including the annual financial audit and various other services. The joint powers agreement with the Peninsula Humane Society resulted in a budgeted increase of \$18,000.

OTHER NON-DEPARTMENTAL PROGRAMS BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	0	0	0	-
Non-Personnel Costs	686,144	726,598	40,454	5.9%
Internal Services	0	0	0	-
Capital Outlay	0	0	0	-
Total Appropriation	686,144	726,598	40,454	5.9%
Sources of Funds				
General Fund	686,144	726,598	40,454	5.9%
Total Funding	686,144	726,598	40,454	5.9%
Full-Time Equivalents (FTE)				
None	0.00	0.00	0.00	
Total FTE	0.00	0.00	0.00	

POLICE DEPARTMENT

Goals & Objectives for Fiscal Year 2012-13

- (1) Continue review and update of Lexipol Policy Manual and procedures to reflect legal issues and changes as needed
 - (2) Explore opportunities to share services or contract with other agencies to increase efficiency and reduce costs to our community
 - (3) Continue selective traffic enforcement efforts with allied law enforcement agencies to ensure community safety and address citizen complaints
 - (4) Provide directed enforcement of traffic laws in areas with high accident rates and address neighborhood concerns
 - (5) Enhance community outreach by participating in National Night Out 2012
 - (6) Expand Volunteer Program by hiring additional police cadets and reserve police officers
 - (7) Ensure training of sworn and professional staff in all divisions to meet State Peace Officer Standards & Training (POST)
 - (8) Work with Human Resources to fill vacancies in a timely manner
 - (9) Continue cross-training of records and communications staff
-

DEPARTMENT OVERVIEW

The Police Department's primary responsibilities include responding to requests for emergency and non-emergency police service, offender apprehension, deterrence of crime, case investigation, evidence gathering, traffic enforcement and investigation, and maintenance of order within the community. Our staff recognizes that we must constantly anticipate and adapt to the changing needs of our community. Our main purpose is to protect and serve the community, and we accomplish this by 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, 7-day a week (holidays included), 365 days a year endeavor to ensure that citizens can live, play and work here safely.

FIELD OPERATIONS – 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 as needed, and providing the highest level of quality service through problem solving and community-oriented policing.

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 support other OTS

Goals & Objectives for Fiscal Year 2012-13

(10) Create 15-20 minute presentation and handout with key emergency preparedness and crime prevention tips for neighborhood Network block captains to give to neighborhoods

(11) Keep clearance rates for all UCR tracked crimes within 10% of national average

(12) Complete evidence room audit, inventory, and purge by December 2012

(13) Install interview room audio-visual system by December 2012

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. As a result of AB109 we anticipate working with the Probation Department to address the challenges faced with the new population of probationers.

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 in, and work in, and visit Burlingame.

OTHER FIELD OPERATIONS – SPECIAL PROGRAMS

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.

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.

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 Neighborhood Watch and Emergency Preparedness.

Special Weapons & Tactics Team (SWAT)

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

Canine

The canine units aid in searching for missing and lost persons, evidence and criminal apprehension, and parades. The use of canine enhances safety for field

personnel while adding versatility and enforcement capabilities. The department currently fields two teams.

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 a significant amount of time addressing the 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, 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), alarm permits, licensing massage applicants, permitting special events and facilitating the recruitment and hiring processes.

Support Services

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

RECORDS BUREAU

The Records Unit processes, maintains, and tracks all police crime reports, arrest reports, traffic accident reports, and traffic citations. It provides the timely processing of subpoenas for officer and civilian personnel, declarations, and requests for records. It assists the general public and police officers by taking and completing reports of the counter. 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

Inspectors investigate active, unsolved criminal cases. They serve as liaisons with the District Attorney to ensure successful prosecution of criminal offenders, and with community based organizations or outside law enforcement agencies. The bureau proactively investigates 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

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. It provides 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.

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.
- 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.

KEY BUDGETARY CHANGES

The Proposed Budget has increased by \$328,900 or 3.7%, which includes one-time funding of \$100,000 relating to personnel costs for positions to be vacated during the year and the transfer of a 0.50 FTE Police Sergeant from the Parking Enterprise to the General Fund, totaling \$94,400 in additional General Fund support. This transfer was required to ensure adequate reserves for the Parking Enterprise which will be used to fund capital improvements along Burlingame Avenue and pay for debt service on bonds which will finance the Downtown Burlingame Avenue Streetscape Capital Project. The Police Department has offset these increases in personnel costs by reducing non-employee costs by nearly 5%. Furthermore, no increase was proposed for overtime.

This budget includes an increase to Contractual Services to cover a new agreement for Voice Print International (VPI). This equipment is used to record the new IP based phone system at the police department. Other increases were with the following vendors: Prevention Outreach, Ricoh, West Government Services, Copware, Witmer-Tyson, TEA, Caine Consulting and Community Overcoming Relationship Abuse. The funding request is also includes costs associated with backgrounds and polygraph fees required on new employees, Reserve Officers and Cadets.

POLICE DEPARTMENT BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	6,741,529	7,167,209	425,680	6.3%
Non-Personnel Costs	879,560	897,288	17,728	2.0%
Internal Services	1,156,407	1,041,942	(114,465)	-9.9%
Capital Outlay	0	0	0	0.0%
Total Appropriation	8,777,496	9,106,439	328,943	3.7%
Sources of Funds				
General Fund Allotment	8,704,996	8,966,439	261,443	3.0%
Charges for Svc (General Fund)	72,500	65,000	(7,500)	-10.3%
COPS Grant	0	75,000	75,000	-
Total Funding	8,777,496	9,106,439	328,943	3.7%
Full-Time Equivalents (FTE)				
Administrative Secretary	1.00	1.00	0.00	
Police Clerk II	2.00	2.00	0.00	
Comm & Records Supervisor	1.00	1.00	0.00	
Police Chief	1.00	1.00	0.00	
Police Captain	2.00	2.00	0.00	
Police Sergeant	6.00	6.50	0.50	
Police Officer	27.00	27.00	0.00	
Total FTE	40.00	40.50	0.50	

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SIGNIFICANT STATISTICS

*Calendar Year	2007	2008	2009	2010	2011
Calls for service	26,275	27,320	29,124	27,484	29,355
Total crimes reported	2,155	2,081	1,797	1,733	1,917
Total arrests	537	536	438	471	348
Total vehicle accidents	567	449	427	435	370
Moving citations issued	2,893	6,104	5,255	3,772	3,700
Average calls per Officer	543	625	766	742	793
5 Year Average Calls for Service					27,911
Average Annual Calls per Officer					694
Traffic Stops					4,971
Incident Reports					1,581

POLICE COMMUNICATIONS

Goals & Objectives for Fiscal Year 2012-13

- (1) Implement the new version of the Hitech SafetyNet computer-aided dispatch software by December 2012
 - (2) Implement a quality control customer service rating of incoming calls to the Police Department by December 2012
 - (3) Complete the upgrade on the 9-1-1 phone system by December 2012
 - (4) Complete the upgrade on three radio repeaters by December 2012
-

DEPARTMENT OVERVIEW

The Police Communications contributes to the safety and quality of life of our community by linking the citizens of our community, our neighboring communities and our associated public safety agencies with efficient, reliable, responsive and professional public safety communications services.

Dispatch staff is responsible for screening all incoming emergency and non-emergency calls for service, including 9-1-1. 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 Records Unit with records processing 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, Parking and Water Department after-hours and on weekends.

KEY BUDGETARY CHANGES

The Proposed Budget has increased by 14.8%, primarily due to one-time only appropriations for part-time staffing and overtime to ensure minimum staffing requirements due to planned vacancies and medical leave. Approximately \$9,000 in funding relates to planned purchases of headsets, maintenance on disc array to backup servers with tape in a shared plan with the San Mateo Police Department, and maintenance for security camera systems.

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

POLICE COMMUNICATIONS BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	679,653	837,633	157,975	23.2%
Non-Personnel Costs	99,665	90,551	(9,114)	-9.1%
Internal Services	0	0	0	-
Capital Outlay	0	0	0	-
Total Appropriation	779,323	928,184	148,861	19.1%
Sources of Funds				
General Fund	759,323	908,184	148,861	19.6%
Water Enterprise	10,000	10,000	0	-
Sewer Enterprise	10,000	10,000	0	-
Total Funding	779,323	928,184	148,861	19.1%
Full-Time Equivalents (FTE)				
Communications Dispatcher	5.00	5.50	0.50	
Total FTE	5.00	5.50	0.50	

SIGNIFICANT STATISTICS

	Calls for Service (Police Only)				
*Calendar Year	2007	2008	2009	2010	2011
Calls for Service	26,275	27,320	29,124	27,484	29,355
Average calls per dispatcher	3,753	3,902	4,161	4,580	4,893
5 Year Average Annual Calls for Service					27,912
5 Year Average Annual Calls per Dispatcher					4,257
	Calls for Service (Police & Public Works)				
*Calendar Year	2007	2008	2009	2010	2011
Calls for Service	27,182	28,959	30,542	30,463	30,864
Average calls per dispatcher	3,883	4,137	4,363	5,077	5,144
5 Year Average Annual Calls for Service					29,602
5 Year Average Annual Calls per Dispatcher					4,521

COMMUNITY DEVELOPMENT – PLANNING & ECONOMIC DEVELOPMENT

Goals & Objectives for Fiscal Year 2012-13

- (1) Continue Climate Action Plan
 - (2) Amend Municipal Code for public art policies contained in the Downtown Specific Plan
 - (3) Amend the Municipal Code for historic resources policies contained in the Downtown Specific Plan through a voluntary, incentivized historical preservation program
 - (4) Amend Municipal Code for health service uses within El Camino North zone without limiting to mixed used developments
 - (5) Collaborate with the Neighborhood Consistency Subcommittee to develop policy for maximum % of impervious surface for properties subject to redevelopment
 - (6) Consider incentive for “house vehicles” within the Downtown Specific Plan area
 - (7) Evaluate basement exceptions and floor area ratio limits for SFR properties with the Neighborhood Consistency Subcommittee
-

DEPARTMENT OVERVIEW

The Community Development – Planning & Economic Development Division performs zoning administration, coordinates advanced planning programs which reflect community values and needs, facilitates the collection and distribution of quantitative information, decision-making and community development, provides support to the local business community and promotes the City of Burlingame as a good place to do business, and provides technical and coordination support.

ORGANIZATIONAL STRUCTURE

COMMUNITY DEVELOPMENT DEPARTMENT ADMINISTRATION

Provides general oversight and policy direction to the two 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.

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, together with the Parks Department, the City's Reforestation Ordinance.

Goals & Objectives for Fiscal Year 2012-13 (continued)

(8) Draft potential amendments to zoning regulations within Rollins Road zoning district to provide opportunity for business-serving, wholesale focused uses, subject to specific restrictions limiting retail sales

(9) Within Auto Overlay Zone of Rollins Road, draft potential amendments to zoning regulations for permitted uses allowed while preserving focus of the zone

(10) Draft potential amendments to the zoning regulations within inner Bayshore zoning district to provide greater opportunities for uses that serve as amenities for hotel users, provide health service uses subject to available parking

(11) Draft potential amendments to zoning regulations for Rollins Road zoning district that could provide opportunity for large-scale retail uses that would not compete with Downtown and Broadway

(12) Amend zoning regulations applicable to "Broadway Commercial Area" to provide for 2 additional restaurants and provide up to 2 educational uses with significant retail element, subject to a conditional use permit

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.

Goals & Objectives for Fiscal Year 2012-13 (continued)

(13) Work with Neighborhood Consistency Subcommittee to refine project revision and FYI process to discourage requests for approval of “as-built” changes and significant changes approvals

(14) Prepare a report to Planning Commission and City Council that discusses State regulations on greenhouse gas emissions and impacts on development

(15) Strengthen visibility of Economic Development as a valuable resource

(16) Work with Downtown Specific Plan Implementation Subcommittee & City Council to develop agreements with selected developers for City parking lots

(17) Work with hotels, auto dealerships and business districts to improve visibility through use of signage and other means

(18) Consider long term vision for properties currently used for long term Airport Parking and possible future extensions of conditional use permits

(19) Eliminate Sunday construction hours for residential projects

(20) Consider fines for construction projects that remained unfinished

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.

PROGRAM STATUS

BAN THE USE OF POLYSTYRENE (EPS) BY RESTAURANTS AND GROCERY STORES

At its meeting of May 16, 2011 the City Council adopted Ordinance No. 1861-2011 adding Chapter 8.10 to the Burlingame Municipal Code, prohibiting food vendors from using polystyrene containers – the ordinance effectively “opts-in” to the County of San Mateo’s program and provides for administration, education and enforcement activities related to the ordinance to be handled by County Department of Environmental Health personnel. Enforcement of the ordinance commenced on January 1, 2012.

DEVELOPMENT OF CITY-OWNED PARKING LOTS

A Request for Qualifications (RFQ) seeking developer interest in the Downtown Burlingame parking lots was distributed on May 27, 2011 – 19 responses to the RFQ were received by the August 1, 2011 deadline. Following vetting of the responses by the City Council’s Downtown Specific Plan implementation Subcommittee (DSPIS), City Manager and Community Development Director; interviews of the top six (6) teams were conducted on January 10, 2012. Equity Residential and Grosvenor Americas were identified as the top (2) teams recommended for engagement in further discussions (regarding Parking Lots F and N, and Parking Lot E and the Post Office property, respectively). On February 12, 2012 the City Council authorized initiation of negotiations with Grosvenor and Equity relative to their properties of interest.

REFINE THE SIGN ORDINANCE TO SPECIFY A MAXIMUM SIZE IN ORDER TO AVOID LARGE SIGNS SUCH AS THE “BEVMO” SIGN

A package of amendments to the Sign Ordinance that are related to the implementation of the Burlingame Downtown Specific Plan have been prepared – amongst the amendments is a revision that would impose a maximum size limit of Sixty square feet for individual signs that is reflective of the maximum sign size for “typical” Downtown tenant spaces – previously, a building with a broader than normal frontage could have an individual sign of up to 200 square feet. The amendment would ensure that the maximum sign size for larger than average tenant spaces (such as BevMo) could not exceed sign sizes that are present elsewhere within the Downtown. The City Council considered the amendments in April and May, 2012.

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

The Economic Development Specialist has met with the Chamber of Commerce and Burlingame Buzz regarding the goals, outline, and format of a promotional video. Work is proceeding on a promotional video highlighting that Burlingame is a “good place to do business.”

CONTINUE MONITORING AND PARTICIPATION IN THE FORMATION OF THE SUSTAINABLE COMMUNITIES STRATEGY (SCS):

The City of Burlingame is again a member of the County of San Mateo “sub-region” involved in ongoing discussions regarding a unified Regional Housing Needs

Allocation (RHNA) and Sustainable Communities Strategy (SCS) – the Community Development Director is actively involved in ongoing discussions.

ACTIVE INVOLVEMENT IN THE BURLINGAME AVENUE STREETSCAPE IMPROVEMENT PROJECT

The Economic Development Specialist has served, and continues to serve, as a resource for outreach to the business community and Downtown property owners assisting the Public Works Department in the ongoing effort to form an assessment district to fund needed improvements to the Burlingame Avenue Streetscape.

ONGOING SUPPORT OF THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT (DBID)

This close collaboration continues, including regular attendance at DBID board meetings by the Economic Development Specialist.

HELP RETAIN AND EXPAND EXISTING LOCAL BUSINESSES

A large part of the Economic Development Program’s daily work is to help local firms solve problems, get information they need, and achieve their goals related to the expansion or improvement of their business. This work often includes providing information on zoning and building requirements and problem solving when necessary; addressing questions and concerns about roadwork, garbage, water/sewer, and other fees and programs; providing links to organizations and businesses that can address specific concerns (i.e. shuttles, bike racks, train properties, signage, etc.); and helping new businesses learn about and adjust to Burlingame. This year, the Economic Development Program worked with the

DBID to help address concerns about the employee parking program and to solicit input and share information on the polystyrene ban, parking rate and meter changes, Safeway and utility road work, and other issues. Staff also has played an active role in identifying and reaching out to property owners and tenants on Burlingame Avenue as part of the streetscape improvement project. Staff worked with Broadway BID, property owners, and tenants to address questions about zoning, permits, and vacancies and with the Burlingame Plaza owners on their plans for improving their shopping center (the Joint Meeting Agenda includes a separate discussion item regarding suggested changes to the zoning regulations for the "Broadway Commercial District"). In addition, the Economic Development Program has a close working relationship with the Burlingame Chamber of Commerce and both parties share information, assist each other, and collaborate to support Burlingame business. For example, the City and Chamber are working on revising information provided to new businesses, creating a program to reach out to home-based businesses, sharing and disseminating City information through the Chamber's social media tools and newsletter. In addition to the Chamber, and Broadway and Downtown BIDS, staff also maintains close ties with the San Mateo County/Silicon Valley Convention and Visitors Bureau, SAMCEDA, and other groups that broadly support Burlingame businesses. The Economic Development Program also reaches out to new businesses, welcoming them to the City, providing them with a point of contact and introductions to other businesses and business groups, and sometimes highlighting them in promotional pieces. The Economic Development Program also supports Burlingame businesses by keeping the press informed about new

developments related to Burlingame businesses. For example, these efforts resulted in positive newspaper and/or radio stories about technology firms in Burlingame, new businesses downtown, and a Burlingame-based non-profit. Another promotional effort is a video in the works that focuses on Burlingame businesses.

FACILITATE THE CREATION OF NEW COMMERCIAL DEVELOPMENT IN BURLINGAME

The Community Development Department initiated and continues work on a potentially major new commercial development in the City with the development of some of the City's Downtown parking lots. Staff continues to work with prospective developers, property owners, and brokers to help promote and/or facilitate desirable development in the City. Staff has met with owners and brokers of property on Airport Boulevard, the Rollins Road area, Burlingame Plaza, Downtown Burlingame, and Broadway to discuss options for their property and to refer prospective tenants. Staff works with prospective developers to identify properties in the City that meet their development requirements. Staff also reaches out to businesses that it believes would be a good addition to the City.

FOSTER A PRO-BUSINESS ATTITUDE IN THE CITY

City staff and Economic Development Subcommittee members meet regularly with local and prospective businesses, business groups, and property owners and brokers to receive input, address problems, and show support. Community Development Department staff also make customer service a priority and are willing

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to work with businesses to find ways to make their businesses become reality.

Building and Planning staffs inform the Economic Development Specialist of business inquiries and applications so she can reach out to the businesses, monitor their progress if they have applied, and provide help as needed. To maintain a pro-business attitude, the Community Development Department and Economic Development Subcommittee recognize that these efforts need to be on-going and review them periodically.

WORK WITH THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT (DBID) TO THINK OF ALTERNATIVES TO TRY TO BRING BACK THE CHRISTMAS PARADE

The DBID Board agreed to oversee the organization of a parade and other community activities within Downtown Burlingame on the evening of the annual “tree-lighting”. The events occurred on December 2, 2011.

LOOK INTO UTILIZING THE ADDITIONAL TRANSIENT OCCUPANCY TAX (TOT) TO HELP PAY FOR INCREASED SIGNAGE FOR HOTELS

The Economic Development Subcommittee, Economic Development Specialist, and Community Development Director worked with the Public Works Department CalTrans staff to develop a signage program to provide increased visibility for hotels situated within the Bayfront District. The signage program includes directional signage situated at key exits from Highway 101, as well as lodging signage placed within CalTrans right-of-way along Highway 101. The program has been implemented.

KEY BUDGET CHANGES

The proposed budget has increased by \$65,635 or 8.2% since prior year. This is primarily due to modest adjustments in overall personnel costs for permanent staff, and a \$20,000 re-alignment to bring budgeted temporary staff hours to actual need, due to the loss of 2.0 FTE since fiscal year 2010-11 and an ongoing activity relating to ongoing community development projects. Temporary staff do not receive benefits. The increase in non-personnel costs is solely due to \$10,000 in intra-city allocations for information technology support provided city-wide.

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PLANNING BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	696,577	751,474	54,897	7.9%
Non-Personnel Costs	44,400	42,000	(2,400)	-5.4%
Internal Services	62,780	75,918	13,138	20.9%
Capital Outlay	0	0	0	0.0%
Total Appropriation	803,757	869,392	65,635	8.2%
Sources of Funds				
General Fund Allotment	455,157	498,092	42,935	9.4%
Charges for Svc (General Fund)	276,600	281,300	4,700	1.7%
Building Enterprise	72,000	90,000	18,000	25.0%
Total Funding	803,757	869,392	65,635	8.2%
Full-Time Equivalents (FTE)				
Administrative Secretary	1.00	1.00	0.00	
Associate Planner	1.00	1.00	0.00	
Senior Planner	1.00	1.00	0.00	
Community Development Director	1.00	1.00	0.00	
Total FTE	4.00	4.00	0.00	

KEY INDICATORS & SIGNIFICANT STATISTICS

COMPLETE PROCESSING ALL CURRENT PLANNING PROJECTS WITHIN THE STATE-MANDATED PERMIT STREAMLINING REQUIREMENTS.

There were 83 planning applications processed in 2011 which were subject to the State-mandated permit streamlining requirements. California law requires that Planning staff review a project for completeness within 30 days of application submittal. In 2011, the average time to respond to applicants regarding the completeness of their application was 18 days, a 10% decrease from the time taken in 2010 (20 days). The review time for 1% of these applications exceeded 30 days compared to 13% over 30 days in 2010. The decrease in the percentage exceeding the 30-day response in 2011 can be attributed to improved time management and coordination among staff members. In the only case that exceeded the 30-day response, the review time was only one day over the 30-day requirement.

MAINTAIN THE “READY AND WAITING” PROJECT BACK LOG FOR THE PLANNING COMMISSION BELOW 10 PROJECTS.

In 2011 the Planning Commission reviewed 134 project-related items, compared to 144 items in 2010. 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 no change in the overall workload of new projects in 2010 and 2011 (83 applications) and there was a slight decrease in the number of design review submittals compared to last year (46 and 44 design review applications in 2010 and 2011, 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.

AVERAGE 10 BUSINESS DAYS FOR THE PLANNING DIVISION TO COMPLETE THEIR REQUIRED PLAN CHECKS FOR THE BUILDING DIVISION.

The Planning Division received 355 plan checks for the Building Division in 2011, compared to 373 in 2010. The average time to process plan checks for the Building Division was 7.8 calendar days, a slight increase in the turnaround time to complete the plan checks as occurred in 2010 (average of 6.5 calendar days). This increase can be attributed to the continued high level of planning projects submitted for processing by a small staff of two planners. The Planning Division strives to complete plan checks within 10 calendar days, and therefore the turnaround time in 2011 is well within the goal set by the Planning Division.

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SIGNIFICANT STATISTICS

	2007	2008	2009	2010	2011
Commission Hearings:					
Conditional Use Permit	26.00	19.00	16.00	19.00	26.00
Variances	31.00	32.00	21.00	36.00	27.00
Special Permits	26.00	30.00	17.00	24.00	16.00
Hillside Area Construction Permits	11.00	12.00	7.00	5.00	6.00
Design Review	56.00	53.00	43.00	46.00	44.00
Design Review Amendments	19	23	13	4.00	8
Other Agenda Items	33.00	18.00	14.00	10.00	7.00
Applications Reviewed	140.00	187.00	131.00	144.00	134.00
General Plan elements/amendments	1.00	0.00	2.00	1.00	2.00
Agenda items requiring Planning report	23.00	11.00	18.00	24.00	5.00
Negative declarations and EIRs	7.00	1.00	2.00	7.00	3.00
Home occupation permits checked	100	130	118	107.00	101
Plans checked	548.00	500.00	364.00	373.00	355.00
Code enforcements	35.00	35.00	18.00	21.00	24.00
Final Inspections	58.00	55.00	64.00	46.00	52.00
Permit amendments/FYI	56.00	31.00	24.00	27.00	22.00
Planner's Reports	12.00	15.00	12.00	13.00	31.00
Planning Commission Resolutions	110	102	84	78.00	79
Net New Dwelling Units	7.00	4.00	6.00	0.00	6.00
Replacement – SFR Units	12.00	7.00	9.00	13.00	14.00
New Affordable Dwelling Units Approved	5.00	1.00	0.00	0.00	1.00
New Affordable Dwelling Units Built	0.00	1.00	0.00	1.00	5.00
Major Projects in Process *	10.00	5.00	4.00	1.00	2.00

*Major Projects = require a Negative Declaration or EIR

COMMUNITY DEVELOPMENT – BUILDING

Goals & Objectives for Fiscal Year 2012-13

(1) Promote efficient and user-friendly development review and permitting processes

(2) Continue to manage and develop CRW TrakIt permit tracking software and work cooperatively with Planning to integrate software allow effective permit tracking during entire development process

(3) Upgrade CRW TrakIt permit tracking software to new format called TrakIt.Net to provide greater functionality and ease of use

(4) Hold an Owner & Builder Workshop to educate residents regarding the building permit process

(5) Balance life-safety requirements of building & fire codes to encourage retention of existing buildings, particularly in commercial areas.

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 assure 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. Coordinates 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 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.

PROGRAM STATUS

- 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.
- The Department conducted an Owner/Builder Workshop on April 16, 2011.
- The Chief Building Official passed the state-required certification exam as Certified Accessibility Specialists (CAsp) on December 13, 2011. The City of Burlingame is now in compliance with this accessibility regulation which goes into effect on January 1, 2014.
- An average of one pre-application meeting per month was held on 2011 to assist potential commercial customers in understanding various City processes. Staff from Building, Planning, Fire, Engineering, Sewer, and Economic Development attended these meetings as an outreach service to our customers.

KEY BUDGET CHANGES

Non-employee costs have risen by \$18,000 or 3.6%. This is due to an increase in recoveries by the Planning Department in support of the Building Enterprise, which has not been adjusted for many budget years.

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COMMUNITY DEVELOPMENT – BUILDING BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	749,860	774,439	24,579	3.3%
Non-Personnel Costs	345,800	442,716	96,916	28.0%
Internal Services	159,938	81,462	(78,476)	-49.1%
Capital Outlay	0	0	0	-
Total Appropriation	1,255,598	1,298,617	43,019	3.4%
Sources of Funds				
Building Enterprise	1,255,598	1,298,617	43,019	3.4%
Total Funding	1,255,598	1,298,617	43,019	3.4%
Full-Time Equivalents (FTE)				
Chief Building Official	1.00	1.00	0.00	
Senior Building Inspector	2.00	2.00	0.00	
Building Inspector	1.00	1.00	0.00	
Permit Technician / Green Building Specialist	1.00	1.00	0.00	
Permit Technician	1.00	1.00	0.00	
Total FTE	6.00	6.00	0.00	

KEY INDICATORS

- 96% of all plan checks were completed within 15 working days
- Received a “good” or better rating on 80% of the Customer Service surveys; 36% rated service as exceptional
- Issued 72% of all building permits over the counter

SIGNIFICANT STATISTICS

	Actual 2011	Estimate 2012	Projected 2013
Building permit issued	1,075	1,000	1,000
Plan checks performed	688	625	625
Inspections conducted	5,161	4,900	4,900

PUBLIC WORKS – ENGINEERING

Goals & Objectives for Fiscal Year 2012-13

- (1) Develop detail engineering design, complete assessment district formation, and initiate construction of Burlingame Avenue Downtown improvements
- (2) Implement parking meter rate changes to fund Streetscape Improvements, smart meters, and downtown needs
- (3) Complete the detailed engineering design and construction documents for U.S. Highway 101/Broadway Interchange project with SMCTA
- (4) Continue to coordinate with SFPUC regarding construction of the Crystal Springs Bypass Pipeline
- (5) Advocate on behalf of the City on High Speed Rail Project
- (6) Continue 5 Year CIP, as attached in the Proposed Budget
- (7) Coordinate with CDD on Millenium project processing, approvals and construction
- (8) Look at current policies requiring property owners to discharge sump pump water into the streets.
- (9) Develop location options and a plan to build additional structured parking in Downtown.
- (10) News rack ordinance update to streamline and make more responsive.

DEPARTMENT OVERVIEW

The Public Works Engineering Division checks land development plans to ensure compliance with Ordinances and Codes; provides engineering services to City Departments, Commissions and Council as required, and ensures the City's capital improvement projects are planned, designed and constructed in a timely, safe, functional, aesthetic and economical manner. 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 at the Planning Commission regarding engineering related matters. Process review and recordation of subdivision and parcel maps.

CAPITAL IMPROVEMENT PROGRAM

Manage the design and construction of capital improvements projects for:

- Water system
- Sanitary sewer system
- Storm drainage system
- Street resurfacing program
- Sidewalk/handicap ramp program
- Street lighting system
- Traffic signal, signing and pavement markings
- Facility improvements
- Wastewater Treatment Plant

Goals & Objectives for Fiscal Year 2012-13 (continued)

(11) Coordinate with Finance Department to issue debt financing for the construction of the streetscape improvements project

(12) Coordinate with Caltrain to provide input for the Caltrain electrification project

(13) Continue CIP for the storm drainage, potable water system, sanitary sewer system, wastewater treatment plant and street resurfacing

(14) Implement Phase III of the 50/50 sidewalk repair program

(15) Complete the construction of the Marsten Pump Station project

(16) Pursue Federal & State grants for transportation, bicycle, pedestrian improvements projects

(17) Continue to coordinate with BAWSCA to develop long term reliable water supply and monitor water supply based on the reduced interim water supply allocations from SFPUC

(18) Update the Water and Sewer models incorporating water rate increases from San Francisco and CIP needs to determine the necessary rate adjustments. Upon Council approval, implement the Proposition 218 process to make necessary adjustments to the rate structure

TRAFFIC

Serve as liaison at the Traffic Safety and Parking Commission regarding traffic related matters. Serve as liaison at the Bicycle Committee regarding traffic related matters. Represent the City at regional transportation matters. 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 & 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 for miscellaneous requests.

PROGRAM STATUS

- Implemented the following CIP projects: Burlingame Gate/Grove/Village Water Main Replacement Phase 2; Hillside Reservoir Pump Station Emergency Generator Replacement; Alcazar and Donnelly tank coating; Phase 1A Downtown Water, Sewer, & Storm Drain Replacement; Sanchez Bypass and Neighborhood Sewer Rehabilitation ; Marsten Pump Station; Marsten Storm Drainage Outfall Structure and Easton Creek widening; Neighborhood Storm Drain Projects #3 and #4; 2011 Street Re-surfacing Program; 2011 Federal Grant Resurfacing; 2011 ADA Sidewalk Ramps, Curb and Gutter
- Completed the construction of the influent retention basin at the Waste Water Treatment facility to handle wet weather flows in compliance with the Regional Water Quality Control Board permit and

Goals & Objectives for Fiscal Year 2012-13 (continued)

(19) Coordinate with Peninsula Congestion Relief Alliance, Joint Powers Board and Hotels as well as Sisters of Mercy and Mills Peninsula Hospital to manage the North Burlingame shuttle, Bayside commuter shuttle and the Hotel Trolley

(20) Represent the City at C/CAG, SMTC, Caltrans and MTC on Regional Public Works issues

(21) Implement citywide sewer master CIP plan to address high inflow and infiltration areas as well as replacement of structurally failed pipe systems as required by the Baykeeper settlement decree

Baykeeper settlement.

- Continued implementation of citywide sewer master plan to address high inflow and infiltration areas as part of the Baykeeper settlement compliance.

- Received \$308,000 in Federal Street Resurfacing Funds, \$300,000 for bike/pedestrian improvements on Burlingame Avenue from TDA grant funds and \$301,000 for pedestrian lighting improvements from Federal Transportation for Livable Communities' funds.

- Completed 65% engineering design and began right of way acquisition for U.S. Highway 101/Broadway Interchange project.

- Provided technical support regarding Public Works issues to the Community Development Department on completion of Safeway and initiation of Millenium projects.

- Coordinated with Caltrans to initiate improvements to alleviate flooding and accessibility issues on El Camino Real.

- Coordinated 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.

- Continued the implementation of water conservation plan to meet future water needs of the City and implemented the following water conservation program: (1) Provided water conservation education to the community through Art in the Park, school classes and website; (2) Provided rebates for high efficiency washing machines and high efficiency toilets to conserve water as part of joint BAWSCA and PG&E energy conversation program.
- Coordinated with San Francisco Public Utility Commission regarding the construction of the construction impacts
- Continued 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
- Represented the City on High Speed Rail issues to advocate for City's concerns and minimize impacts from the High Speed Rail project

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

- Completed Phase I and initiated phase II of the 50/50 sidewalk repair program
- Implemented Capital Improvement Program for storm drainage, potable water system, sanitary sewer system, waste water treatment plant and street resurfacing
- Worked with the downtown Burlingame Avenue merchants and property owners to form stakeholder group to develop streetscape design and initiated assessment district proceedings

KEY BUDGET CHANGES

There are no significant changes to report. Approximately 50% of employee costs incurred in the Department will continue to be paid out of the Capital Projects Fund, in accordance with generally accepted accounting standards which require capitalization of direct, active time spent on capital projects.

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

PUBLIC WORKS – ENGINEERING BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,697,517	1,803,893	106,376	6.3%
Non-Personnel Costs	446,497	446,497	0	0.0%
Internal Services	161,407	172,874	11,467	7.1%
Capital Outlay	0	0	0	0.0%
Total Appropriation	2,305,421	2,423,264	117,843	5.1%
Sources of Funds				
General Fund Allotment	1,240,421	1,352,964	112,543	9.1%
Charges for Svc (General Fund)	265,000	270,300	5,300	2.0%
Capital Projects Fund	800,000	800,000	0	0.0%
Total Funding	2,305,421	2,423,264	117,843	5.1%
Full-Time Equivalents (FTE)				
Asst Public Works Director	1.00	1.00	0.00	
Program Manager	0.55	0.55	0.00	
Transportation Engineer	0.75	0.75	0.00	
Assistant Civil Engineer	1.00	1.00	0.00	
Associate Civil Engineer	1.00	1.00	0.00	
Senior Civil Engineer	3.00	3.00	0.00	
Senior Public Works Inspector	1.00	1.00	0.00	
Public Works Inspector	1.00	1.00	0.00	
Administrative Secretary	1.00	1.00	0.00	
Secretary	1.00	1.00	0.00	
Total FTE	11.30	11.30	0.00	

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

KEY INDICATORS

	2009-10	2010-11	2011-12
Limit construction change orders to 10% or less of the contract for 80% of the CIP projects (not including increases in scope of work)	100%	93%	91%
Receive a "good" or better rating on 90% of the returned engineering customer service surveys	92%	93%	90%
Maintain a City-wide average pavement condition index score of at least 65	73%	73%	75%

	2010-11 (Actual)	2011-12 (Estimated)	2012-13 (Projected)
Major Studies	12	14	15
Streets, sidewalk, and storm drainage	9	11	14
Sewer Projects	6	6	18
Water Projects	5	4	5
Park Projects	3	2	2
Miscellaneous Projects	10	9	6
Private Development Project Review	80	100	110

PUBLIC WORKS – STREETS & STORM DRAINAGE

Goals & Objectives for Fiscal Year 2012-13

(1) Implement conversion of streetlights to LED through the low-interest loan from the State

(2) Monitor the implemented measures for reduction of discharge, pollutants and trash by 40% into storm drains as required by new Municipal Regional Permit

(3) Pursue grants for transportation, bicycle, and pedestrian improvements projects

(4) Continue to prioritize work programs high priority needs based on health and safety

(5) Coordinated with Engineering on Storm Drain CIP, annual street resurfacing, and 50/50 sidewalk repair program by identifying areas requiring maintenance

(6) 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

(7) Comply with Countywide Trash Reduction Program goal of 40% reduction per the Municipal Regional Permit (MRP) requirement

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

Perform 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

Based on the Municipal Regional Permit, maintains capture devices for catch basins, as well as maintains pump stations and creeks to prevent flooding during storms. Maintains pits in creeks and channels as required and accomplishes other storm drainage pre-cleaning. Clean catch basins in fall with street sweeper catch basin attachment.

STREET CLEANING:

Sweeps business areas six times per week and other areas are performed 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, and Broadway five times per week as

Goals & Objectives for Fiscal Year 2012-13 (continued)

(8) Coordinate with the Countywide Storm Water Pollution Program for cleaning the City's "Hot Spot" areas; provide data and other information needed to meet the Municipal Regional Permit (MRP) report requirements

(9) Continue to work with the Engineering division in implementing storm drainage capital improvement program

(10) Coordinate with the Engineering division regarding the resurfacing program to provide street maintenance information and identifying streets for resurfacing

(11) Coordinate with the Engineering division regarding the 50/50 sidewalk repair program to address tripping hazards

(12) Provide assistance to Engineering division and the contractor with the demolition and reconstruction of Marsten Pump Station. Coordinate with Engineering to ensure no interruption to the pumping of storm water during the winter into creek and during construction

(13) Replace the existing 33 existing non-compliant illuminated street name signs at 11 traffic intersections with new energy efficient LED signs.

required. Clean garbage can liners on a weekly basis, paint garbage cans as needed, and power wash both Burlingame Avenue and Broadway business district sidewalks on a quarterly basis.

PROGRAM STATUS

- Continued prioritizing work programs to meet resident's needs of high priority requests based on public health & safety.
- Coordinated 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.
- Developed and implemented measures to effectively reduce the 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 in order to comply
- Coordinated with San Mateo County Storm Water Pollution Prevention Program to develop trash reduction goals.
- Continued to work with Engineering Division in implementing storm drainage Capital improvement program.
- Provide assistance to Engineering Division and the contractor with the demolition and reconstruction of Marsten pump station. Coordinate with Engineering to ensure no interruption to the pumping of storm water, during the winter, into creek during construction.
- Assist Engineering Division with the 2nd phase of Thermoplastic striping at pedestrian crossings and pavement markings on main thoroughfares within the city.
- Replace the existing thirty-three (33) existing non-compliant illuminated street name signs at eleven (11) traffic intersections with new energy efficiency LED signs.

Goals & Objectives for Fiscal Year 2012-13 (continued)

(14) Coordinate with the Engineering division to provide input in the Streetscape project design and construction.

- Coordinated with Engineering Division regarding the resurfacing program to provide street maintenance information and identifying streets for resurfacing.
- Coordinate with Engineering to provide input in the Streetscape project design and construction.
- Coordinated with Engineering Division regarding the 50/50 sidewalk repair program to address tripping hazards.

KEY BUDGET CHANGES

The proposed budget has increased \$105,000 or approximately 5.3%. A portion of the increase is due to modest and expected increases in existing personnel costs, but most of the new budget request relates to increases in non-personnel costs to fund ditch and creek cleaning efforts. These ditch and creek cleaning efforts will require \$50,000 in new requests for permit and report fees for the services of a wildlife biologist (\$10,000), and also, testing and debris hauling fees to the landfill (\$40,000). The department has also requested \$42,000 in new capital outlays to replace needed high-power tools, including a cut-off saw, hammer drill, accessories to illuminate cross-walks, and air tools. These new budget requests have been offset by a \$27,500 decline in intra-city allocations for information technology, risk management, and maintenance of rolling stock and fleet.

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

PUBLIC WORKS – STREETS & STORM DRAIN BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	813,400	840,912	27,512	3.4%
Non-Personnel Costs	484,125	557,450	73,325	15.1%
Internal Services	687,065	659,599	(27,466)	-4.0%
Capital Outlay	10,000	42,000	32,000	320.0%
Total Appropriation	1,994,590	2,099,961	105,371	5.3%
Sources of Funds				
General Fund	1,932,713	2,036,846	104,133	5.4%
Parking Fund	61,877	63,115	1,238	2.0%
Total Funding	1,994,590	2,099,961	105,371	5.3%
Full-Time Equivalents (FTE)				
Public Works Director	0.50	0.50	0.00	
Secretary	0.33	0.33	0.00	
Street & Sewer Supervisor	1.00	1.00	0.00	
Street & Sewer Leadworker	1.00	1.00	0.00	
Traffic Sign & Paint Leadworker	1.00	1.00	0.00	
Street & Sewer Maintenance Worker	3.00	3.00	0.00	
Street & Sewer Laborer	0.00	0.00	0.00	
Total FTE	6.83	6.83	0.00	

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

KEY INDICATORS

	2009-10	2010-11	2011-12
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.	21 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%	100%

		2010-11 Actual	2011-12 Estimated	2012-13 Projected
Street repair	sq. ft.	14,154	10,678	10,000
Signs repaired/replaced/installed	each	2,293	1,146	1,500
Striping	L. F.	29,499	36,938	30,000
Pavement marking	each	2,281	1,668	2,000
Sidewalk & curb repair	sq. ft.	4,233	2,539	3,000
Temporary patch (sidewalk)	sq ft.	4,724	2,929	3,000
Storm lines cleaned	L.F.	1,968	2,000	2,000
Catch basins cleaned	each	1,935	2,500	2,000
Crack Sealing	L.F.	54,348	40,000	40,000
Creeks Cleaned & Debris Removed	each / tons	4 / 533	6 / 646.41	6 / 500

PUBLIC WORKS – SHUTTLE BUS PROGRAM

Goals & Objectives for Fiscal Year 2012-13

(1) Continue to participate in the Peninsula Traffic Congestion Relief Alliance addressing such issues as shuttle advertising and increasing ridership.

(2) Continue to monitor and promote ridership on the North Burlingame shuttle, the Bayside Commuter shuttle as well as the Hotel/Downtown Shuttle

(3) Continue to administer grant programs and private contributions to pay for shuttle services.

*Mills Peninsula Hospital must maintain their shuttle as part of their Transportation Demand Management conditions of approval through C/CAG and the City.

(4) Increase shuttle service for hotels/commercial/town downtown.

DEPARTMENT OVERVIEW

The Burlingame Shuttle Bus Program managed by the Public Works Department provides public transportation using four shuttles. 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 Sisters of Mercy 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 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 50% funded by a City/County Association of Governments (C/CAG) grant and 50% by Sisters of Mercy and the Peninsula Hospital. The costs to the City 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 Hotel/Downtown Trolley shuttle is being paid for by the hotel group and the downtown merchants with a \$25,000 contribution from the City. It is primarily managed by the San Mateo County Convention 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.

The Broadway to Millbrae shuttle is administered by Samtrans/Caltrain during peak commute hours. The City does not pay for operation of this shuttle.

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

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

PROGRAM STATUS

- Coordinated with Joint Powers Board towards the City contribution for the Bayside Commuter Shuttle.
- Coordinated and managed private sponsorship for the North Burlingame Shuttle.
- Coordinated the Hotel / Downtown shuttle service with the DBID and the San Mateo County Convention Bureau.
- Improved shuttle signage and advertising for existing shuttle routes.

KEY BUDGET CHANGES

There are no significant changes to report. On May 16, 2012, during the City Council Budget Study Session, the City Council and City staff acted to augment the General Fund budget request by \$25,000 in further support of the Burlingame Trolley. The original budget request was \$185,674. This action resulted in a total appropriation of \$210,674.

PUBLIC WORKS – SHUTTLE BUS PROGRAM BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Staff Administration	6,700	6,180	(520)	-7.8%
Non-Personnel Costs	174,930	204,494	29,564	16.9%
Total Appropriation	181,630	210,674	29,044	16.0%
Sources of Funds				
General Fund	43,300	78,823	35,523	82.0%
Grants & Contributions	138,330	131,851	(6,479)	-4.7%
Total Funding	181,630	210,674	29,044	16.0%
Full-Time Equivalents (FTE)				
None	0.00	0.00	0.00	
Total FTE	0.00	0.00	0.00	

LIBRARY

Goals & Objectives for Fiscal Year 2012-13

(1) Complete the Millennium Project design by December 2012.

(2) Implement the first phase of the Millennium Project to move staff work spaces and upper level stacks by June 2013.

(3) Secure funding for the initial phase of the Millennium Project and complete plan for a capital campaign by October 2012.

(4) Expand the library's e-book collection and conduct training for library patrons by September 2012.

(5) Implement a server/thin client solution to deliver increased speed and decreased cost for Internet service to the public computers in the Electronic Gallery by October 2012.

(6) Investigate with Peninsula Library System (PLS) and Peninsula Library Automated Network (PLAN) a new Integrated Library System (ILS) for material's management by December 2012.

(7) Work with the Human Resources Department to fill all staff vacancies by October 2012.

DEPARTMENT OVERVIEW

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.

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, overdues, billing records and inventory control. Provide centralized hiring, training and managing of library pages and shelvers.

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, college preparation programs for teens, 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 both the Main Library and the Easton Branch library. Outreach to schools includes special teacher cards and library class visits.

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.

PROGRAM STATUS

Millennium Project - Began planning process for Millennium Project including identifying a project management team, touring libraries, holding a community workshop, and developing an initial project plan.

RFID (Radio Frequency Identification) - The PLS libraries switched from a barcode system to RFID for check-out and check-in of library materials. BPL completed RFID tagging and installed new RFID self-check machines at the main and Easton. RFID increases staff productivity and reduces repetitive stress injuries. It also helps with inventory control and improves security. Check out and check in is more efficient for patrons and staff.

Internet Archive - Internet Archive is now in possession of our bound periodical collection and will be scanning and digitizing the collection. They boxed up and moved approximately 6,700 volumes to their Richmond warehouse. The materials will be scanned and digitized and made available through their site: <http://openlibrary.org>. The compact

shelving where the periodicals were housed will now be used for a new Technology Lab.

Computer Education and Training - BPL launched hands-on computer classes for adults in our community to help them become more computer literate. BPL secured several grants including a \$5,000 LSTA grant, \$11,000 from the Burlingame Library Foundation and \$9,000 from the Library Board of Trustees to purchase a mobile computer lab, SMART Board, and printer. We have served 120 people in our computer classes this year.

Jobs Programs - We expanded our career related programs in partnership with Phase 2 Careers and Peninsula Works. We held 10 different programs and served 231 job seekers. Programs included one-on-one consultations, employment roundtables, and interview techniques.

Escoffier Society Open House - 50 Escoffier Society members, Library Foundation Board members, Advisory Board members and Board of Trustee members attended a "behind the scenes"

tour that included staff presentations and donated hors d'œuvres from our local restaurants. People commented that they learned so much, and they had no idea about some of the things we do.

Harry Potter: The Final Chapter Celebration - The Children's staff presented a special Harry Potter celebration to commemorate the release of the final Harry Potter film in July 2011. Entertainment included crafts, trivia, balloons, bingo and more. 250 Harry Potter enthusiasts enjoyed the festivities on the Library front porch and in the Lane Community Room on a beautiful afternoon. We especially thank the 40+ National Charity League Volunteers who assisted that day, including before and after the event. They also provided the refreshments and baked 60 dozen cookies!

Children's/Teen Summer Reading 2011 - We had a record number of summer readers for Summer Reading programs for preschool, elementary, and teens with 888 participants!

Teen Services - Burlingame Library partners with Burlingame High School to present book talks about high-interest fiction at lunchtime once a month. **Book Buddies**, a reading enrichment program that pairs elementary students with teens, meets once a week and allows teens to have a big impact on a "little buddy" as they read and enjoy literacy activities together. Sixteen teens volunteer an hour a week to read with a little buddy. Four sessions of SAT prep programs were offered for teens, two in Spring 2011 and two in Fall 2011.

Kindergarten + Library Card Drive - The second annual Fall Kindergarten library card drive resulted in 160 Burlingame and Hillsborough Kindergarten students receiving a library card. Burlingame

Library worked with the Peninsula Library System and San Mateo County Office of Education in a partnership to ensure that students in fourth, sixth, and ninth grade have a library card. This year 29 students received a new card during this library card drive.

We Read Together Author Event - Burlingame Library and the Peninsula Library System collaborated to present author Gennifer Choldenko as part of a special author series. Ms. Choldenko spoke about her awarding winning book, *Al Capone Does My Shirts*, as she visited with 115 Burlingame patrons at the Library in September.

Volunteers - The Burlingame Public Library volunteers contribute approximately 8,400 hours a year or the equivalent of 4 full-time staff. Adult and teen volunteers work in all library departments and do a variety of jobs from cleaning CDs to maintaining our outdoor terrace to delivering books to our homebound patrons. They also help with special events including the Children's Holiday Tea, the Book & Author Lunch, and the book sale. One group, the National Charity League, a mother-daughter philanthropic and leadership organization, has volunteered their time with all of the above special events.

The Burlingame Library Foundation - As an 18 member board, the Burlingame Library Foundation donates countless hours for many special fundraising events including the Foundation's book sale which brought in \$60,000 last year. The Burlingame Library Foundation donated \$120,000 in 2011 to the Burlingame Public Library for materials, technology, and programs. All library programs are funded by the Burlingame Library Foundation.

KEY BUDGET CHANGES

There are no significant budgetary changes to report. Overall, the proposed budget has increased incrementally by less than 2%. The proposed budget includes an increase in the intra-city allocation for facilities maintenance, information technology and risk management for services provided city-wide. This increase was offset by a decline in other items, which resulted in a nearly flat budget. The Governor's new budget proposal for fiscal year 2013 did not include new funding for libraries. As a result, the proposed budget includes a \$125,000 in General Fund backfills to preserve current library service levels.

LIBRARY BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,663,423	2,693,235	29,812	1.1%
Non-Personnel Costs	692,314	706,195	13,881	2.0%
Internal Services	290,830	329,663	38,833	13.4%
Capital Outlay	12,000	0	(12,000)	-100.0%
Total Appropriation	3,658,567	3,729,093	70,526	1.9%
Sources of Funds				
General Fund Allotment	2,905,115	3,119,093	213,978	7.4%
Charges for Svc (GF-Hillsborough)	514,152	500,000	(14,152)	-2.8%
Charges for Svc (General Fund)	114,300	110,000	(4,300)	-3.8%
CA State Library Subventions	125,000	0	(125,000)	-100.0%
Total Funding	3,658,567	3,729,093	70,526	1.9%
Full-Time Equivalents (FTE)				
City Librarian	1.00	1.00	0.00	
Library Technology Supervisor	1.00	1.00	0.00	
Librarian III	2.00	2.00	0.00	
Librarian I/II	5.38	5.38	0.00	
Circulation Supervisor	1.00	1.00	0.00	
Library Assistant III	2.00	2.00	0.00	
Library Assistant I/II	6.75	6.75	0.00	
Graphic Artist	0.63	0.63	0.00	
Building Maintenance Worker	0.63	0.63	0.00	
Administrative Secretary	0.98	0.98	0.00	
Total FTE	21.37	21.37	0.00	

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KEY INDICATORS

	2010-2011 Actual	2011-2012 Projected
Population served	36,294	36,294
Registered borrowers	29,746	29,118
Population registered	80%	80%
Items Circulated	696,090	710,000
Media items	233,941	215,000
Children's items	271,220	271,000
Circulation per capita	19.2	19.5
Circulation per child	40	40
Library visits	443,700	450,000
Internet/Virtual Visits	234,942	245,000
Programs offered	503	500
Program attendance	19,799	19,500
Items added	16,154	16,000
Self check use	78%	80%

RECREATION

Goals & Objectives for Fiscal Year 2012-13

(1) Assess all fees to more fully recover full costs of providing programs.

(2) Continue discussions with SMUHSD to facilitate use of district and City facilities and improve relations.

(3) Explore options and/or partnerships for 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.

(5) Continue working with the Burlingame 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) Continue working with the Burlingame Aquatics Club on their assumption of program & facility functions at the Burlingame Aquatics Center and coordination with the SMUHSD.

(7) Expand marketing options to tap new resources for program participants.

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 children, 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 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 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 Facilities and San Mateo High School District facilities and other private venues.

2012-2013 Program Impacts: The Recreation Division has had a number of significant impacts that will affect the delivery of programs to our residents.

Goals & Objectives for Fiscal Year 2012-13 (continued)

(8) Explore and plan additional ways to utilize the existing space at the Recreation Center to maximize facility usage.

(9) Update the existing Master Plan for the Recreation Center.

(10) Work with Park and Recreation Commission to develop options for a dedicated dog park west of Highway 101.

(11) Develop funding strategy for Golf Course redevelopment (playing fields).

The City Aquatics Program has been transitioned to the Burlingame Aquatics Club. The transitional phase will continue until December 2012. The use and operation of the aquatic facility between the City, the San Mateo Union High School District and the Burlingame Aquatics Club is continuing to be clarified.

The relationship between the City and the San Mateo Union High School District continues to be nurtured. City programs and Burlingame non-profit youth groups use of 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.

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.”**

PROGRAM STATUS

PRESCHOOL ACTIVITIES

Preschool activities and programs were offered as follows:

Activity	Participants
Villagers (4 yrs old)	52
Lil Sprouts (2 yrs old)	56
Preschool Classes	1,559
Cottage Kids (3 yrs old)	48
After Lunch Bunch (3-4 years old)	29
Pre-K Summer School	20
Kinderclub	32
Camp Tree House	102

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YOUTH ACTIVITIES

Youth activities and programs were offered for:

Activity	Participants
Elementary Sports	
Flag Football	74
Basketball	177
Volleyball	69
K-3 rd Basketball	54
Tee Ball	33
Summer Volleyball – 5 th -8 th grade	45
Free Volleyball Clinic	89
Contract Sports Camps	1,479
Camp	
Youth Summer Day Camps	1,025
Youth Vacation Day Camps (Winter & Spring)	116
Enrichment Classes	
Fall	346
Summer	419
Winter	238
Spring	180

TEEN ACTIVITIES

Intermediate Teen Sports produced the following participants:

Activity	Participants
Golf	18
Tennis	40
Track & Field	40
Volleyball	104
Contract Sports Camps	1,489
Flag Football	60
Badminton	23
Basketball	249
Girls Lacrosse	10

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Activity	Participants
Cheerleading	17
Teen Summer Camps	308
Cross Country	31

YOUTH ADVISORY COMMITTEE

The 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 7th through 12th. The Youth Advisory Committee participated in the following events:

- Sold concessions at 5 “All City” dances with an average attendance of 250 students
- Organized donation to Princess Project (76 dresses)
- Attended YAC Social 2011 Youth Conference in San Carlos
- Volunteered at Sunrise Assisted Living in Belmont

LEISURE CLASSES

The following activities were offered:

Activity	Participants
Computer	22
Driver’s Education	67
Foreign Language	37
Golf Lessons	13
Culinary	52

ADULT SPORTS & FITNESS

The following activities were offered:

Activity	Participants
Softball	85
Women’s Soccer (Age 35+)	12
Basketball	13
Tennis Lessons	731
Fitness Classes (Yoga, Zumba,, Pilates, Cardio Kick)	976
Martial Arts	77

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ADULT & YOUTH ART AND PERFORMING ARTS

The following activities were offered:

Activity	Participants
Adult Art	441
Youth Performing Arts	823
Voice Lessons	12
Adult Performing Arts (Tap, ballet, belly dance)	334
Youth Art	73
Piano	117
Guitar	30
Kids Carpentry	108

MATURE ADULT ACTIVITIES

The following activities were offered:

Activity	Outreach
Bingo-N-Bag Lunch Program	20 participants per week
Mature Driving Classes	49 participants per class (3 per year)
Senior Showcase Health Fair	50 vendors with 175 participants
8 Trips	157 participants

Free programs and services were also provided as follows:

Activity	Outreach
Exercise Classes	20 per day – 2 times per week
Senior Drop-in Program (Friday)	Average 10 (Bridge); Average 15 (Movie)
Tax Assistance	212 participants
Burlingame High School Computer Classes	10 participants

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AQUATIC ACTIVITIES

The following activities were provided for preschool, youth, teens, adults and seniors:

Activity	Participants
Lap Swim	8,275
Swimming Lessons	2,121
Family Swim Events	74
Recreation Swim	2,400
Egg Dive Event	40

SPECIAL EVENTS & OTHER PROGRAMS OR SERVICES

The following special events and programs were provided as follows:

Activity	Outreach
Art in the Park (Art Fest)	105 artist booths and 13 community-based, non-profit and City booths
Music in the Park	5 concerts
Movie in the Park	3 showings, averaging 115 in attendance
Lobby Gallery	Wall & display case shows for over 50 artists

Community support through collaboration and/or facility use was provided to the following groups:

American Youth Soccer Organization	Burlingame Girls Softball
Burlingame Youth Baseball Association	Burlingame Soccer Club
Coyotes Youth Lacrosse	Burlingame High School
Burlingame School District	Mercy High School
Our Lady of Angels	St. Catherine's
Adult Education	College of San Mateo

SIGNIFICANT WORKLOAD & KEY INDICATORS

	2010-11	2009-10	2008-09	2007-08	2006-07
Class Participation	16,147	12,031	15,500	15,444	15,914
Sr. Discount Participants	651	674	604	733	663
Scholarships Given	8	12	16	23	34
Scholarships Value	3,269	4,345	7,175	1,665	2,200
Elementary School Sports	463	407	370	305	279
Intermediate School Sports	591	656	658	790	644
Adult Sports (Teams)	110	120	135	147	190
Facility Rental Revenues	\$68,626	\$70,082	\$78,391	\$79,969	\$75,069
Aquatics (Lap/Rec Swim)	18,253	17,611	18,941	18,735	18,735
No. days pool closed for maintenance	8	25	30	5	5
% of revenue compared to expenses	68%	68.8%	55.0%	59.0%	66.0%
Total revenue per capita	\$71.17	\$68.50	\$66.39	\$73.04	\$70.63
General Fund Impact Subsidy	930,272	1,062,666	1,287,590	1,058,276	1,011,655

KEY BUDGET CHANGES

The proposed budget has increased by \$117,800 or by 3.5% compared to the fiscal year 2012 adopted budget. This is due to needed budget requests for non-personnel costs in support of recreational programs, including advertising for brochures, funding for cheerleaders, classes, and maintenance of the pool. These increases were offset by a decline in the intra-city allocation for city-wide internal services, and adjustment to personnel budget to better align it with actuals.

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RECREATION BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,703,028	1,695,266	(7,762)	-0.5%
Non-Personnel Costs	1,259,680	1,481,200	221,520	17.6%
Internal Services	387,991	300,657	(87,334)	-22.5%
Capital Outlay	8,610	0	(8,610)	-100.0%
Total Appropriation	3,359,309	3,477,123	117,814	3.5%
Sources of Funds				
Charges for Svcs (General Fund)	2,000,000	1,866,600	(133,400)	-6.7%
General Fund Allotment	1,359,309	1,610,523	251,214	18.5%
Total Funding	3,359,309	3,477,123	117,814	3.5%
Full-Time Equivalents (FTE)				
Parks & Recreation Director	0.50	0.50	0.00	
Recreation Supervisor	2.60	2.60	0.00	
Administrative Secretary	1.00	1.00	0.00	
Office Assistant I	1.00	1.00	0.00	
Office Assistant II	1.00	1.00	0.00	
Recreation Coordinator	3.00	3.00	0.00	
Program Coordinator	1.80	1.80	0.00	
Total FTE	10.90	10.90	0.00	

PARKS

Goals & Objectives for Fiscal Year 2012-13

(1) Seek Tree City USA award for the 34th consecutive year.

(2) Assess the possibility of seeking dedicated funding for capital improvements through Park-In-Lieu Fees.

(3) Plan and complete the following Capital Improvement Projects in 2012-2013: (a) Washington Park Bocce Courts; (b) Replacement of the Village Restrooms; (c) New lighting in the parking lot at Bayside Fields.

(4) Update and revise the Urban Forest Management Plan.

(5) Work with DuAll Safety to develop and implement a HazWaste Management Plan.

(6) Develop and Identify ADA related issues for City Parks.

(7) Develop a capital improvement plan to improve the existing Bayside Dog Park.

(8) Develop a Community Garden.

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 hardscape, site furnishings and irrigation systems. 2) Prepare City athletic fields for use by numerous softball, baseball, 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. 3) Service restrooms, trash receptacles and pathways in City parks. 4) Prepare athletic fields for user groups. 5) Provide weed and pest control at all City facilities.

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.

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 4-5-year cycle.
- The Department anticipates contract pruning of Eucalyptus trees on Easton Dr., Burlingame Ave, Toledo Court and Skyline from north of Rivera to Trousdale.
- The Parks Division processed sixty-one (61) permit applications for the removal of private protected trees. Five (5) of the applications were denied.
- Two Parks staff who are Certified Playground Inspectors, completed safety audits of all playgrounds throughout the City.
- Irrigation clocks at two 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 crews continue renovations and upgrades to existing landscape areas throughout the City.
- The Department anticipates a vegetation management program to be conducted by the California Conservation Corps in Mills Canyon.
- Through donations, 2 park benches were replaced and installed by Parks Maintenance Crew at various locations in Washington Park.
- City Council previously 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.

NEW PROJECTS & IMPACTS

- Central irrigation control upgrades will continue with the addition of controllers in smaller planter areas and medians. The project will reduce water usage/costs and lower staffing costs.
- Small landscaping renovation projects will continue in parking lots, medians, and islands to ensure the City streets and parking lots have pleasant landscaping.

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- The replacement of the 30 year old Village Park restrooms will allow of ADA complaint access as well as significantly improve the appearance of a very popular park.
- The replacement of the parking lot lighting at Bayside Fields will have a long term impact on safety and appearance.

KEY INDICATORS & SIGNIFICANT WORKLOAD STATISTICS

GENERAL STATISTICS

- Service Population: 29,106
- Tree Crew Full Time Equivalents: 5 for 2012-13
- Landscape/Maintenance Crew FTE: 10 for 2012-13

TREE CREW

The following chart provides historical information relating to tree plantings, removals, and trimmings:

	2011	2010	2009	2008	2007	2006	2005
Tree Plantings	211	204	222	267	229	334	240
Tree Removals	175	174	210	249	148	199	144
Tree Trimmings	2,216	1,898	1,831	1,531	1,574	1,350	1,307
Permit Applications (private tree removals)	61	55	61	56	65	67	85

In addition, the tree crew has also been credited with:

- Total City maintained street trees per capita: 1.73
- Percentage completed of the annual section trimming - 85%
- Initial inspection for Protected Tree application within 5 business days - 100%

MAINTENANCE CREW (INCLUDING FACILITIES & EQUIPMENT)

The Parks division maintains and cares for numerous park facilities & equipment:

- 8 courts
- 11 grandstands & bleachers

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- 9 baseball & softball fields
- 7 double restrooms
- 125+ pieces of playground equipment
- 16 miscellaneous game courts
- 21+ pieces of rolling stock
- 50+ pieces of power equipment

Relating to the above:

- 90% of play equipment have minor safety complaint issues. These playgrounds have become non-compliant through changing state and federal regulations after each playground was installed. Majority of non-compliant issues are inadequate fall surfacing.
- 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.
- 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.
- Percentage of staff inspections completed monthly of all park play equipment -- 60% Monthly inspections are lower than desired due to reductions in staff.

LANDSCAPE MAINTENANCE

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

- Landscaping – 66 acres
- Turf Care – 32 acres (8 parks, 5 tot lots)
- McKinley and Roosevelt athletic fields
- City buildings (6)
- City Parking Lots (20)
- Street Median Islands (48)
- Miscellaneous Areas (20)

KEY BUDGET CHANGES

The proposed budget has risen modestly by 2.3% since the prior year. The proposed budget includes \$31,000 for a contract to maintain and prune eucalyptus trees, and \$7,000 for the California Conservation Corp. has been budgeted back into contractual services for trail maintenance in Mills Canyon Wildlife Area. The department has requested \$4,000 in funding for gardening tools, including hedge shears, a weed whip, lawn cutters, blowers, and a lift. These increases have been offset by a decline in intra-city allocations for city-wide internal services, and elimination of \$6,000 in capital outlays.

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PARKS BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,916,861	1,963,393	46,532	2.4%
Non-Personnel Costs	303,200	347,940	44,740	14.8%
Internal Services	215,937	186,546	(29,391)	-13.6%
Capital Outlay	6,000	0	(6,000)	-100.0%
Total Appropriation	2,441,998	2,497,879	55,881	2.3%
Sources of Funds				
General Fund Allotment	2,334,230	2,388,221	53,991	2.3%
Charges for Svcs (General Fund)	96,260	97,920	1,660	1.7%
Parking Fund	11,508	11,738	230	2.0%
Total Funding	2,441,998	2,497,879	55,881	2.3%
Full-Time Equivalents (FTE)				
Parks & Recreation Director	0.50	0.50	0.00	
Parks Superintendent	0.00	0.00	0.00	
Park Supervisor / City Arborist	1.00	1.00	0.00	
Maintenance Leadworker	1.00	2.00	1.00	
Landscape Leadworker	1.00	1.00	0.00	
Tree Leadworker	1.00	1.00	0.00	
Tree Worker	2.00	2.00	0.00	
Grounds Equip Repair Worker	1.00	1.00	0.00	
Irrigation Repair Specialist	1.00	1.00	0.00	
Park Maintenance Worker II	6.00	5.00	(1.00)	
Administrative Secretary	1.00	0.00	(1.00)	
Secretary	0.00	1.00	1.00	
Tree Maintenance Worker	2.00	2.00	0.00	
Total FTE	17.50	17.50	0.00	

PARKING ENTERPRISE

Goals & Objectives for Fiscal Year 2012-13

(1) Work with the Transportation and Parking Safety Commission to develop parking and traffic flow strategies and solutions for Burlingame Avenue Streetscape Project.

(2) Ensure 2 employees attend the California Parking Association Conference.

(3) Work with the Transportation and Parking Safety Commission to increase the rates in the Lot S to be consistent with the rate structure in the surrounding area and transition Lot T to a long term lot.

DEPARTMENT 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. 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. They also issue warnings and tow abandoned vehicles stored on city streets and other city maintained or owned property.

The Parking Enterprise Fund was created in FY 2003-2004 to account for the revenues and expenses from 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 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 is responsible for landscaping maintenance which includes seasonal plantings and irrigation.

PARKING & STREETScape CAPITAL IMPROVEMENTS

The Public Works Department is responsible for planning, designing and constructing any future parking and streetscape improvements.

KEY INDICATORS

- Response 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.
- Response to complaints for repair of broken meters via the Meter Hotline within 24 hours, 95% of the time.
- Response to complaints for repair of Pay by Space parking machines within 30 minutes or less, 95% of the time.
- Collections from Pay by Space parking machines completed at least twice per week, 100% of the time.
- Collections from parking meters in 14 routes throughout the city at least once per week, 100% of the time.

KEY BUDGET CHANGES

The proposed budget has declined by \$153,000 or by 10.7% since the fiscal year 2012 adopted budget. Personnel costs decreased by \$140,000 or by more than 13% due to the transfer of 0.50 FTE (Police Sergeant) and 0.50 FTE (Communications Dispatcher) to the General Fund, a \$140,600 decrease in intra-city allocations for facilities maintenance, information technology, and risk management, and the elimination of \$57,000 in funding for capital outlays. Non-personnel costs include marginal funding for raingear, reflective vests, and ongoing training for parking enforcement officers and meter technicians, and \$20,000 in funding for the parking meter credit card program. The enterprise may fund pay-by-space and other parking lot /

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meter upgrades by financing outlays through the planned Downtown Burlingame Avenue Streetscape debt issuance during fiscal year 2013. Overall, the fiscal year 2013 budget request was programmed with the new debt issuance in mind in order to ensure adequate revenues are available to meet debt service requirements and capital improvement commitments, which is estimated at \$400,000 to \$450,000 annually.

PARKING ENTERPRISE BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,021,739	881,876	(139,863)	-13.7%
Non-Personnel Costs	171,286	355,673	184,387	107.6%
Internal Services	174,915	34,317	(140,598)	-80.4%
Capital Outlay	57,000	0	(57,000)	-100.0%
Total Appropriation	1,424,940	1,271,866	(153,074)	-10.7%
Sources of Funds				
Monthly Parking Permits	75,000	216,000	141,000	188.0%
Parking Fees	1,600,000	2,160,153	560,153	35.0%
Total Funding	1,675,000	2,376,153	701,153	41.9%
Full-Time Equivalents (FTE)				
Police Sergeant	1.00	0.50	(0.50)	
Police Dispatcher	1.00	0.50	(0.50)	
Transportation Engineer	0.25	0.25	0.00	
Parking Enforcement Officers	4.00	4.00	0.00	
Police Clerk	1.00	1.00	0.00	
Parking Meter Service Worker	2.00	2.00	0.00	
Total FTE	9.25	8.25	(1.00)	

PUBLIC WORKS – WATER ENTERPRISE

Goals & Objectives for Fiscal Year 2012-13

(1) Continue water conservation programs as follows:

- a. Provide water conservation education to the community through Arts Fest (Art in the Park) and the Green Fair.
- b. Participate in BAWSCA “Water Wise” programs for elementary school water education.
- c. Provide rebates for high efficiency washing machines and high efficiency toilets to conserve water as part of joint BAWSCA & PG&E conservation program.
- d. Implement Best Management Practices (BMP) for water conservation based on Urban Water Management Plan (UWMP).

(2) Continue to work with the San Francisco Public Utilities Commission (SFPUC) on the Crystal Springs Pipeline #2 replacement project and ensure unrestricted water supply to Burlingame residents & business during the final construction period scheduled for completion in October, 2012 (578 days shutdown).

DEPARTMENT OVERVIEW

The Department is tasked with the following key functions:

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 by using the hand-held Itron Electronic Remote Reader or by Radio Read. Test and calibrate large meters every other year to insure accuracy.

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, 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: Bi-annual 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

Goals & Objectives for Fiscal Year 2012-13 (continued)

(3) Implement Phase VII of the Meter Change Out/Automated Meter Reading program. This includes replacement of 900 new water meters to result in quicker meter reading and accurate recording of water consumption.

(4) Coordinate with the Engineering Division on upgrading the water main infrastructure on Burlingame Avenue as part of Streetscape Improvement Project.

(5) 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.

(6) Coordinate with the Engineering Division to install a new Pressure Reducing Valve (PRV) and concrete vault at the SFPUC Easton Turnout.

(7) Coordinate with the Engineering Division on relocating the water mains on Bayshore Hwy and Airport Blvd for the US101/Broadway I/C Reconstruction Project.

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.

PROGRAM STATUS

The Department implemented water conservation programs as follows:

- Provided water conservation education to the community through Art in the Park and the Green Fair.
- Completed 3rd year in BAWSCA "Water Wise" programs for elementary school water education
- Provided rebates for high efficiency washing machines and high efficiency toilets to conserve water.
- Complied with the thirteen (13) Best Management Practices (BMP) for water conservation based on the Urban Water Management Plan (UWMP).
- Completed the indoor and outdoor water conservation ordinance for new development to reduce water consumption.
- Continued to work with the San Francisco Public Utilities 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.
- Completed Phase VI of the Meter Change Out/Automated Meter Reading program. This includes replacement of 943 new water meters to result in quicker meter reading capability and accurate recording of water consumption.
- Coordinated with the Engineering Division on upgrading the water main infrastructure Capital Improvement Projects (CIP) in the Burlingame Ave downtown area and Gate/Grove subdivisions.

Goals & Objectives for Fiscal Year 2012-13

(8) Coordinate with the Engineering Division to remove the old and undersized Aston Pressure Reducing Valve (PRV) station and replace it with the new Trousdale PRV station located at the Trousdale Pump Station.

(9) Coordinate with the Engineering Division in replacing the old and deteriorating Altitude Valve at the Skyview Reservoir.

(10) Implement Stage II of the Disinfectant/Disinfection Byproducts Rule. This rule replaces our existing compliance monitoring requirements for disinfectant byproduct such as trihalomethanes (TTHM) and haloacetic acids (HAA5).

- Postponed the rehabilitation of the Hillside reservoir roof structure until this coming summer to coordinate with the upgrading of the Supervisory Control and Data Acquisition (SCADA) main computers that controls the City's pumping stations and reservoirs.

- Postponed the installation of a new Pressure Reducing Valve (PRV) and concrete vault at the SFPUC Easton Turnout until next year because of the Crystal Springs pipeline project working on El Camino Real.

KEY BUDGET CHANGES

The proposed budget is \$230,000 higher than the prior year adopted budget, which represents a 1.7% increase year-over-year. Non-personnel costs increased by \$970,000 in the proposed budget, primarily driven by \$6.8 million in projected costs to purchase water from the City of Burlingame's sole source of supply, the San Francisco Public Utilities Commission (SFPUC) and a reclass of \$343,000 in customer service billing support from the internal services line item to non-personnel costs. The SFPUC has also estimated a rate increase of approximately 11% in the forthcoming year and the proposed budget includes an assumption for this rate increase coupled with relatively flat to marginal increases in consumption in fiscal year 2012-2013. The

Water Enterprise has offset this increase in purchased water by making adjustments as needed in an attempt to keep operating costs consistent to prior year and therefore, reduce the impact and likelihood of future rate increases. These reductions resulted in a revision to employee benefits to bring them in line with anticipated actuals, \$35,000 in debt service, a revision to allocations for vehicle & equipment city-wide internal services which resulted in a decrease of \$50,000, and a reclass of customer service billing support from internal services to non-personnel costs as previously mentioned above. Approximately \$281,000 in capital outlay funding was also eliminated in the proposed budget, with this year's request reflecting only \$136,000 in outlays for concrete and asphalt repair due to water leaks, materials to service ratepayer customers and funding for meter purchases.

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

WATER ENTERPRISE BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,173,189	2,138,282	(34,907)	-1.6%
Non-Personnel Costs	7,316,168	8,286,288	970,120	13.3%
Water Enterprise Debt Service	2,121,333	2,131,346	(10,013)	-1.0%
Contributions for Debt Service	597,395	571,481	(25,914)	-4.3%
Internal Services	719,294	311,336	(407,958)	-56.7%
Capital Outlay	417,050	136,000	(281,050)	-67.4%
Total Appropriation	13,344,429	13,574,733	230,304	1.7%
Sources of Funds				
Water Enterprise	13,344,429	13,574,733	230,304	1.7%
Total Funding	13,344,429	13,535,663	230,304	1.7%
Full-Time Equivalents (FTE)				
Director of Public Works	0.25	0.25	0.00	
Public Works Superintendent	1.00	1.00	0.00	
Secretary	0.34	0.34	0.00	
Asst Water Ops Superintendent	1.00	1.00	0.00	
Water Supervisor	1.00	1.00	0.00	
Water Quality Supervisor	1.00	1.00	0.00	
Maintenance Leadworker	2.00	2.00	0.00	
Maintenance Electrician	0.50	0.50	0.00	
Water Service Worker	1.00	1.00	0.00	
Meter Reader	1.00	1.00	0.00	
Water Quality & Meter Repairer	1.00	1.00	0.00	
Water Maintenance Worker	4.00	4.00	0.00	
Laborer	3.00	3.00	0.00	
Total FTE	17.09	17.09	0.00	

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KEY INDICATORS

	2009-10	2010-11	2011-12
<ul style="list-style-type: none"> Complete 95% of water service installation requests of contractors/owners within 10 working days. 	95%	95%	95%
<ul style="list-style-type: none"> Make initial response to water service calls within an average of 30 minutes or less. 	21 mins	22 mins	22 mins
<ul style="list-style-type: none"> Receive a “Good” or “Better” rating on 90% of the returned Water Customer Surveys. 	100%	100%	100%
<ul style="list-style-type: none"> Meet State & Federal Regulatory Compliance Monitoring of bacteriological sampling requirement for Total Coliform – 95% of samples must be free from Total Coliform. 	99.8%	100%	100%

SIGNIFICANT WORKLOAD STATISTICS

	Actual 2010-11	Estimated 2011-12	Projected 2012-13
Billion Gallon Water Purchased	1.47	1.55	1.60
Meters Replaced	1,150	1,315	1,300
Customer Service Calls	979	572	1,144
Main & Valve Repairs	18	14	28
Valves Exercised	417	230	460
Service Repairs	20	8	16
New Services Installed	41	17	34
Fire Hydrants Serviced or Repaired	275	88	176
Fire Hydrants Replaced	2	3	6
Water Quality Samples Taken	1,340	912	910
Miles of Water Main Flushed (107 total miles)	20	7	14
Backflow Devices Tested	32	23	32
Fire Flow Test	24	16	32

PUBLIC WORKS - SEWER MAINTENANCE

Goals & Objectives for Fiscal Year 2012-13

(1) Continue to provide Engineering division with the identification of structural defects in the collection system for implementation into the Sewer CIP program.

(2) Meet the Water Quality Control Regional Board and Bay Keeper Consent Decree requirements for Sewer collection system maintenance for calendar year 2012:

a. Provide Annual Reports on time (March 2013)

b. Reduce SSO's in accordance with SSO reduction goals for mains and laterals

c. Perform 25 miles of CCTV inspection of collection system, including 4 miles of large diameter pipe.

d. Perform Pipeline Assessment & Certificate Program (PACP) rating 4 & 5 structural repairs

(3) Continue to work 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.

DEPARTMENT OVERVIEW

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 laterals on a regular basis. Accomplishes locating sewer laterals and mains per Underground Service Alert (USA) tags, which are generated by private contractors.

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.

Goals & Objectives for Fiscal Year 2012-13

(4) Continue for the 5th year to perform aggressive maintenance of sewer laterals with root foaming and servicing laterals with the Spartan machine to eliminate tree roots and thereby continue to reduce sewer backups and SSO's.

(5) 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 cleaning and emergency bypass.

(6) Coordinate with Engineering Division in the design and construction of Burlingame Avenue utilities and streetscape improvements.

(7) Coordinate with the Engineering Division for the sewer mains at Bayshore Hwy and Airport Blvd for the US101/Broadway I/C Reconstruction Project.

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.

PROGRAM STATUS

The Department has achieved and/or are currently focused on the following initiatives:

- Provided Engineering Division with the identification of structural defects in the collection system for implementation into the Sewer CIP program.
- Met the Water Quality Control Regional Board and Bay Keeper Consent Decree requirements for Sewer collection system maintenance for calendar year 2011
- Provided Annual Reports on-time (March 2012)
- Reduced SSO's in accordance with SSO reduction goals for mains and laterals
- Performed 25 miles of CCTV inspection of collection system, including 4 miles of large diameter pipe
- Performed Pipeline Assessment & Certificate Program (PACP) rating 4 & 5 structural repairs
- Coordinated with Engineering Division to perform a condition assessment study for Force Main,

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1740 Rollins sewer pump station rehabilitation & developed plans for Mitten pump station and force main bypass work which will be undertaken in coming months.

- Implemented the 4th 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.
- Coordinated 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.
- Coordinated with Engineering Division the design and construction of sewer infrastructure along Burlingame Avenue and to minimize impacts to businesses.

KEY BUDGET CHANGES

The proposed budget is \$432,000 higher than the prior year adopted budget, which represents a 7.2% increase over the prior year budget. The adopted budget includes a reclass of \$179,500 from internal services to non-personnel costs relating to customer service and billing expense, which has no fiscal impact overall. This is due primarily to the required installment payments relating to debt service payments to the State Water Resources Control Board (2010) which will commence during fiscal year 2012-2013. A modest request has been made for materials & supplies, services for rat control and repair. The proposed budget also includes capital outlays of \$99,500 for a Spartan machine which has reached its useful life (used for sanitary sewer stoppages in laterals); a new utility cable and pipe locator (to mark underground utilities and ensure data reliability and safety); a sewer trash pump replacement to meet air quality standards; pipe repair bladder and kits to perform trenchless pipe repairs for large diameter pipes, reducing the need for excavation; a CCTV lateral camera; and a CMS messaging board to alert the public of work zone areas.

SEWER MAINTENANCE BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,973,797	2,013,932	40,135	2.0%
Non-Personnel Costs	956,762	1,023,123	66,361	6.9%
Sewer Enterprise Debt Service	1,830,384	2,431,958	601,574	32.9%
Contributions to Debt Service	597,395	571,481	(25,914)	-4.3%
Internal Services	579,205	318,443	(260,762)	-45.0%
Capital Outlay	89,000	99,500	10,500	11.8%
Total Appropriation	6,026,543	6,458,437	431,894	7.2%
Sources of Funds				
Sewer Enterprise	6,026,543	6,458,437	431,894	7.2%
Total Funding	6,026,543	6,458,437	431,894	7.2%
Full-Time Equivalents (FTE)				
Director of Public Works	0.25	0.25	0.00	
Asst Superintendent	1.00	1.00	0.00	
Secretary	0.33	0.33	0.00	
Street & Sewer Supervisor	1.00	1.00	0.00	
Street & Sewer Leadworker	4.00	4.00	0.00	
Maintenance Electrician	0.50	0.50	0.00	
Street & Sewer Maintenance Worker	5.00	5.00	0.00	
Laborer	2.00	2.00	0.00	
Management Analyst	1.00	1.00	0.00	
Total FTE	15.08	15.08	0.00	

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KEY INDICATORS

	2009-10	2010-11	2011-12
<ul style="list-style-type: none"> Make initial response to sewer service calls within an average of 30 minutes or less. 	21 mins	21 mins	21 mins
<ul style="list-style-type: none"> Receive a "Good" or better rating on 90% of the returned sewer customer surveys. 	100%	100%	100%

SIGNIFICANT WORKLOAD STATISTICS

		Actual 2010-11	Estimated 2011-12	Projected 2012-13
Citizen Calls	Each	408	370	350
Preventive Maintenance, Main Cleaning – Non easements	Feet	250,675	203,706	210,000
Preventive Maintenance, Main Cleaning – Easements	Feet	118,517	95,506	100,000
Lateral Repair/Replace by staff and CIP	Each	345	342	300
Main Repair/Replace	Feet	11,759	3,513	5,000
Pump Repair	Each	2	3	3
Private Lateral Inspections	Each	196	162	150
TV Sewer Mains	Miles	40.5	35	35
Manholes replaced	Each	58	54	50
Lateral Maintenance	Each / Ft	3,710 / 148,050	4,061 / 123,639	3,500 / 135,000
Main Root Control	Feet	33,656	33,151	30,000
Lateral Root Control	Each	495	505	480

PUBLIC WORKS – WASTEWATER TREATMENT

Goals & Objectives for Fiscal Year 2012-13

- (1) Continue assistance to the Public Works operations staff in preparing for collection system capacity, management operations and maintenance sewer regulations
- (2) Complete another year of final effluent compliance as was accomplished in 2011/12
- (3) Purchase new standby emergency generator for the 1079 Rollins Road Liftstation
- (4) Purchase and install new PLC for the landfill flare station
- (5) Begin the process of applying for a new NPDES permit for the treatment facility outfall
- (6) Complete the Capital Outlay projects for FY2012/13

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 environment.

The 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 through a contract with Veolia Water North America Operating Services, LLC. Veolia Water specializes in wastewater treatment plant operations and maintenance. The treatment plant is currently operated under a five-year contract, which expires in June 2013. 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.

PROGRAM STATUS

The Department has achieved and/or are currently focused on the following initiatives:

- Assisted Public Works staff with the management and operations issues associated with the sewer collection system and regulations.
- Tested/used the new storm water retention basin under actual storm conditions.
- Assisted Engineering staff with the Sanitary Sewer Force Main Study Report by BKF Engineers.
- Achieved 100% compliance for all NPDES permit effluent parameters in 2011/12. This is the sixth year without an NPDES permit excellence.
- Painted and provided corrosion protection for Secondary Clarifier “D”.
- Ordered and installed new Bar Screen system on influent flow channel #1.

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- Performed Electrical Service on the facility main switch gear for electrical reliability.
- Performed Electrical Service on the Rollins Road Lift Station main switch gear for electrical reliability.
- Successfully completed chronic toxicity testing per the requirement of the Regional Water Quality Control Board.
- Achieved the California Water Environmental Association 1st Place Safety Award in the Small Plant Category.
- Completed 15 years with no “lost time” accidents or serious injuries to facility personnel.

KEY BUDGET CHANGES

There are no significant changes to report.

SEWER TREATMENT BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	3,297,468	3,450,400	152,932	4.6%
Internal Services	8,995	0	(8,995)	-100.0%
Capital Outlay	183,500	185,000	1,500	0.8%
Total Appropriation	3,489,963	3,635,400	145,437	4.2%
*Depreciation has been excluded because this is non-cash; debt service shown in Sewer Maintenance				
Sources of Funds				
Sewer Enterprise	3,489,963	3,635,400	145,437	4.2%
Total Funding	3,489,963	3,635,400	145,437	4.2%
Full-Time Equivalents (FTE)				
None	0.00	0.00	0.00	
Total FTE	0.00	0.00	0.00	

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KEY INDICATORS

Violation Notices		
2010/11	2011/12	2012/13
None	None	None

Flows	Actual 2010/11	Actual 2011/12	Estimated 2012/13
Minimum MGD	2.6	2.6	2.6
Average MGD	3.3	3.25	3.25
Maximum MGD	12	11	11
Loading			
BOD-Average Lbs/Day	8,600	8,126	8,200
TSS – Average Lbs/Day	6,700	6,911	6,700

SOLID WASTE ENTERPRISE FUND

Goals & Objectives for Fiscal Year 2012-13

- (1) Continue to monitor landfill gas and groundwater at Bayside Park facilities to comply with regional and state regulations.
- (2) Maintain a minimum 50% recycling of all collected solid waste materials as required by California State law.
- (3) Continue an annual Electronics Recycling event.
- (4) Continue with the Street Sweeping program assuring meeting state permit (MRP) requirements.
- (5) Continue to increase participation in the organics recycling program among hotels and restaurants.
- (6) Continue to provide better and more frequent sanitation in the downtown areas and parking lots with the new mini sweeper.

DEPARTMENT OVERVIEW

The Waste Management Fund finances the costs associated with the long-term monitoring requirements of the former city landfill. A separate waste management fund is required by the State, and 50% of the collected solid waste franchise fees are transferred into this fund to pay for all sampling and analysis costs.

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. In addition, they also require a landfill gas extraction system with flare.

The costs of street sweeping were transferred to this budget in 2003-04. The costs of this budget are partially supported by a transfer from the general fund of a 5.5% solid waste franchise fee charged to Allied Waste.

The cost of downtown cleaning of sidewalks, parking lots, and garbage cans/liners is being funded in the Waste Management Fund. The costs will be shared by the Parking Fund from overtime and contractor savings, and the charges to Allied Waste for services formerly performed by contract help.

The City of Burlingame is a member of the South Bayside Waste Management Authority (SBWMA) a joint powers authority that contracts with Allied Waste 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.

This fund also finances city organized cleaning and recycling events. Annual events are planned to promote greater commitment to recycling and reuse of waste products.

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.
- Installed additional storm drain trash capture devices in “Hot Spot” areas based on the new Municipal Regional Permit (MRP) requirements.
- Continued with the Street Sweeping program assuring meeting state permit (MRP) requirements.
- Increased participation in the organics recycling program among hotels and restaurants.

KEY BUDGET CHANGES

The proposed budget has increased slightly to fund street sweeper brush replacements (\$4,000), equipment maintenance (\$15,000), and the purchase of litter and recycling containers for commercial districts (\$10,000). The proposed budget also includes a \$56,700 recovery for the services of the Finance Director who spends his time performing rate-setting functions, including representing the City’s interest as a board member on the South Bay Waste Management Association. This recovery is typically budgeted for, but was not budgeted in fiscal year 2012. Since the enterprise is expected to project a surplus going forward due to new franchise fee increases, the proposed budget now includes the recovery.

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SOLID WASTE BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	292,759	305,174	12,415	4.2%
Non-Personnel Costs	247,300	306,798	59,498	24.1%
Internal Services	142,649	68,951	(73,698)	-51.7%
Capital Outlay	0	0	0	-
Total Appropriation	682,708	680,923	(1,785)	-0.3%
Sources of Funds				
Solid Waste Enterprise	434,640	505,000	70,360	16.2%
General Fund (Franchise Fee)	250,000	250,000	0	0.0%
Solid Waste Reserves	(1,932)	0	1,932	-
Total Funding	682,708	755,000	72,292	10.6%
Full-Time Equivalents (FTE)				
Program Manager	0.25	0.25	0.00	
Maintenance Worker	2.60	2.60	0.00	
Total FTE	2.85	2.85	0.00	

KEY INDICATORS

	2010-2011 Actual	2011-2012 Estimated	2012-2013 Projected
Curb miles swept	9,775	9,024	9,000
Cubic yards hauled	4,006	4,178	3,500

VEHICLE & EQUIPMENT MAINTENANCE

Goals & Objectives for Fiscal Year 2012-13

(1) Purchase 10 new vehicles which include fleet for Building; trucks for Street and Sewer; a tree crew aerial lift; a truck & dump bed for Parks; parking enforcement vehicles and 2 vehicles for Police

(2) Continue with users in exploring purchasing of smaller vehicles as well as reducing fleet size and adding hybrid vehicles where practical

(3) Assist in upgrade of Public Works' radio base stations in Facilities

(4) Continue sending mechanics to training on new technology as budget permits

(5) Comply with annual Periodic Smoke Inspection Program (PSIP) testing for diesel vehicles

(6) Continue with development & replacement plan for stand-by generators, collect data, and obtain bids on retrofitting for emissions standards

(7) Work with divisions on HMBP for generator sites with fuel storage over 50 gallons. Regulation is separate from permits.

(8) Continue services to Town of Hillsborough.

DEPARTMENT OVERVIEW

Vehicle & 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 purchases vehicles and rolling equipment based on replacement criteria and schedule. Vehicles are specified out; bids are sent and purchased. All vehicles are setup 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.

PROGRAM STATUS

- Purchased the following vehicles and equipment in FY 11-12:
 - (2) Patrol Cars Police Dept.
 - (2) Detective Vehicles
 - (2) Street Division Vehicles/ Supv. And Dump
 - (1) Sewer Division Supervisor Vehicle
 - (1) Park Division Pickup & Maintenance
 - (1) Water Division Pickup/Maintenance
 - (1) Library Service Vehicle (Delayed Purchase)
 - (1) Replacement Sweeping Vehicle
- 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.
- 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 BUDGET CHANGES

There are no significant budget changes to report.

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

VEHICLE MAINTENANCE BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	366,373	392,791	26,418	7.2%
Non-Personnel Costs	262,600	334,736	72,136	27.5%
Internal Services	19,555	18,399	(1,156)	-5.9%
Capital Outlay	970,000	770,000	(200,000)	-20.6%
Total Appropriation	1,618,528	1,515,926	(102,602)	-6.3%
Sources of Funds				
Charges to Departments & Agencies	619,528	773,624	154,096	24.9%
Revenue for Services	29,000	20,000	(9,000)	-31.0%
Revenue - Sale of Vehicles	0	39,490	39,490	-
Use of Reserves	970,000	682,812	(287,188)	-29.6%
Total Funding	1,618,528	1,515,926	(102,602)	-6.3%
Full-Time Equivalents (FTE)				
Fleet Manager	1.00	1.00	0.00	
Mechanic	2.00	2.00	0.00	
Total FTE	3.00	3.00	0.00	

KEY INDICATORS

	2009-10	2010-11	2011-12
<ul style="list-style-type: none"> Receive a “good” or better rating on 90% of the returned customer surveys. 	94%	95%	95%
<ul style="list-style-type: none"> Complete 95% of the services and minor repairs within one working day. 	95%	95%	96%
<ul style="list-style-type: none"> Complete 90% of scheduled preventative maintenance checks in the month they are due. 	93%	94%	97%

	2010-11 Actual	2011-12 Estimate	2012-13 Estimate
Vehicles serviced	Every 3 mths	Every 3 mths	Every 3 mths
Vehicles tuned	Every 12 mths	Every 12 mths	Every 12 mths
Vehicles smog tested	24	34	34
# Vehicles & Equipment	293	290	290
# Road Calls	21	25	25
# Flats	18	21	21
# No Start (due to battery)	28	30	36

FACILITIES MAINTENANCE

DEPARTMENT OVERVIEW

Goals & Objectives for Fiscal Year 2012-13

- (1) Research potential energy savings projects and develop options.
- (2) Enroll in a one year Demand Responds Program with Converge in efforts to reduce peak energy usage and to help California reduce rolling blackouts and greenhouse gas emissions.
- (3) Prepare an Arc Flash assessment study on the remaining City buildings and include the Public Works pump stations.

Facilities Maintenance is a division of the Public Works Department and is operated as an internal service fund. It is responsible for maintenance of City facilities and buildings. The following services are provided:

Preventative Maintenance: Maintains HVAC systems, building pumps, building generators, lighting and control systems, security systems, and other building systems on a regular predetermined schedule. Extends life of all building systems through routine maintenance. Manages custodial needs for the Police Station, Recreation buildings, Corp Yard, Fire Stations, Libraries and City Hall. 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 unplanned repairs to building systems that fail due to age or malfunction. Manages by contract, or vendor purchase order, the repair of systems or equipment that cannot be handled by city staff.

Project Planning And Implementation: Work cooperatively with each department to maintain each building to the highest degree possible. Serve as resource for technical expertise with regard to facilities 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.

PROGRAM STATUS

- The County discontinued the Green Business program and therefore staff could not participate in the program.
- The Department participated in the final year of a four year agreement with San Francisco Community Power Demand & Respond Program in efforts to reduce energy usage and to help California reduce rolling blackouts and greenhouse gas emissions. Resulted in savings of 50.5 KW and a PG&E incentive of \$1,500.

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

- The Department completed cost estimates for Arc Flash rating and labeling (OSHA Requirement) for Library and City Hall. Installation of labels will be done in upcoming months.
- The Department completed 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 150,000 pounds annually.

KEY BUDGET CHANGES

The proposed budget has declined by 2.3% overall, or by \$27,400. This is primarily due a cessation in janitorial services to the Aquatic Center effective September 2011 and an elimination of \$14,000 in capital outlays.

FACILITIES MAINTENANCE BUDGET SUMMARY

	FY2012 Adopted Budget	FY2013 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	560,553	566,303	5,750	1.0%
Non-Personnel Costs	541,835	522,671	(19,164)	-3.5%
Internal Services	53,630	53,630	0	0.0%
Capital Outlay	20,000	6,000	(14,000)	-70.0%
Total Appropriation	1,176,018	1,148,604	(27,414)	-2.3%
Sources of Funds				
Charges to Departments	1,176,018	1,148,604	(27,414)	-2.3%
Total Funding	1,176,018	1,148,604	(27,414)	-2.3%
Full-Time Equivalents (FTE)				
Assistant Facilities Superintendent	1.00	1.00	0.00	
Facilities Maintenance Worker	2.00	2.00	0.00	
Office Assistant I/II	1.00	1.00	0.00	
Facilities Leadworker	1.00	1.00	0.00	
Total FTE	5.00	5.00	0.00	

CITY OF BURLINGAME | FISCAL YEAR 2012-2013

KEY INDICATORS

	2009-10	2010-11	2011-12
<ul style="list-style-type: none"> Complete 70% of Help Desk tickets within 3 days of receipt, excluding requests that require ordering specialty parts. 	97%	90%	96%
<ul style="list-style-type: none"> Receive a "Good" or better rating on 90% of the returned Facilities customer surveys. 	100%	100%	100%

	2010-11 Actual	2011-12 Estimated	2012-13 Projected
Buildings maintained	19	20	19
Help Desk Tickets	454	512	500
Sq Ft of Building Walls Painted	7,875	12,000	10,000
Facilities CIP	\$100K	\$270K	\$227K
*Due to Aquatic Center			

RISK MANAGEMENT

DEPARTMENT OVERVIEW

Risk Management is operated as an internal service fund. Generally, the City of Burlingame is self-insured for the first \$500,000 for worker's compensation and the first \$250,000 of liability claims. The proposed 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 worker's 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 worker's 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.

KEY BUDGET CHANGES

A reserve may be set aside to address pending litigation (to the extent required and not already available from savings achieved from actuals coming in under budget).

RISK MANAGEMENT BUDGET SUMMARY

The budget request includes \$2,380,000 in operating costs, which is \$548,000 less than budgeted in fiscal year 2011-2012.

There are no budgeted FTE.

The proposed budget is based on a comparison of actuals, and has been adjusted according to anticipated need. These costs have been allocated to departments.

CENTRAL COUNTY FIRE DEPARTMENT

DEPARTMENT OVERVIEW

The Central County Fire Department (CCFD) was established on April 20, 2004 through a Joint Powers Agreement between the City of Burlingame and the Town of Hillsborough to promote more efficient administration and effective delivery of services to partner cities. Funding is provided with general fund tax revenues. The initial merge included stipulations whereby personnel remained employees of the individual cities and responsibility for certain major costs such as replacement of vehicles and facilities and costs related to other post-employment benefits was retained with the partner cities. Effective June 21, 2010, the operations moved into a full merge, effectively transferring all employees to a single independent entity. All other terms of the initial merger remain the same except the individual cities will continue to be responsible for the post-employment benefits of those retirees before the full merge on June 21, 2010.

KEY BUDGET CHANGES

The Central County Fire Department proposed budget is reviewed and adopted by the CCFD Board of Directors consisting of two representatives from City Council of the City and Town of Hillsborough.

Generally, the City subsidizes 60% of CCFD budget, or \$8,977,494 for fiscal year 2012-2013.

CCFD BUDGET SUMMARY

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Adopted 2012-13
Burlingame	8,945,932	8,220,089	8,636,333	8,977,494
Hillsborough	5,963,954	5,480,060	5,757,556	5,984,996
Other Revenues	601,428	992,897	713,270	1,160,130
Total Appropriation	15,511,314	14,693,046	15,107,159	16,122,620
% of Change	2%	-5%	3%	7%

*Source: Adopted Budget, CCFD FY2012-13 Budget

FULL TEXT OF THE CCFD BUDGET

The full text of the CCFD Adopted Budget for fiscal year 2013 can be obtained from the Central County Fire Department. For more information about the CCFD budget, please contact: Central County Fire Department, 1399 Rollins Road, Burlingame, CA 94010, (650) 558-7600.



Capital Improvement Program – Five Year Capital Plan

Capital Improvement Plan Definitions

City-Wide Five Year Summary Plan by Major & Minor Program

Facilities Capital Improvement Budget

Parks & Trees Capital Improvement Budget

Parking & Garages Capital Improvement Budget

Sewer Capital Improvement Budget

Storm Drain Capital Improvement Budget

Water Capital Improvement Budget

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

The citizens of Burlingame depend on a reliable City infrastructure which fosters a safe environment to live and work. The Public Works Department is tasked with the creation of long-lasting improvements to aging infrastructure, facilities, and streets in order to sustain the quality of life that all residents can enjoy. The Parks & Recreation Department coordinates major renovations to city parks and trees.

The Capital Improvement Program (CIP) is a multi-phase, multi-year endeavor consisting of six subprograms:

PARKS & TREES

The Parks & Trees Capital Improvement Program allows the Parks and Recreation Department to ensure the safety and quality of the 16 parks, playgrounds and sports facilities throughout the City. Projects include playground improvements, street tree reforestation, improvements to safety and sports lighting, park fencing and paving, and replacement of Village Park restrooms.

PARKING & GARAGES

The City maintains approximately 24 parking lots and one parking structure. The Parking and Garages Capital Improvement Program includes improvements and upgrades to parking surfaces; meters and pay stations; striping; landscaping; and ancillary equipment such as wheel stops, parking banners and signage.

STREETS

The City operates and maintains 84 miles of streets along with 116 miles of sidewalks, 1,700 streetlights and over 20 traffic signals. This includes several miles of bike lanes and pedestrian facilities. The Streets Capital Improvement Program includes annual improvements to streets; sidewalks; curb and gutter; and ADA ramps. Traffic related improvements such as signal upgrades, signage and pavement markings are part of this program. This year's program includes major projects such as the Burlingame Avenue Streetscape project and the reconstruction of the Broadway Interchange project which is being developed in a joint effort between the City, San Mateo County Transportation Authority and Caltrans.

STORM DRAIN

The City operates and maintains approximately 50 miles of storm drainage system including seven creeks/watershed areas with open and closed channel systems with over 2,000 catch basins. The Storm Drain Capital Improvement Program will replace and upgrade the City's aging storm drainage facilities including pipes, pumps and catch basins to provide long-lasting flood protection, improve public safety and reduce pollution.

WATER

The City operates and maintains over 100 miles of potable water system with six storage reservoirs. The City provides water services to Burlingame City residents and businesses as well as the residents of Burlingame Hills in the unincorporated areas of San Mateo County. The Water Capital Improvement Program improves the water distribution system and ensures system reliability, water quality, fire protection flows and storage capacity.

SEWER COLLECTION AND TREATMENT

The City operates and maintains approximately 100 miles of sanitary sewer system and seven pump stations. The City provides sewer collection and treatment services to Burlingame residents and businesses as well as conveys and treats the wastewater for the Town of Hillsborough and portions of Burlingame Hills (unincorporated areas of San Mateo County). The Sewer Capital Improvement Program focuses on improvements to the aging collection system and Wastewater Treatment Plant to improve overall system reliability and operation; reduce future maintenance; and to provide environmental benefits by minimizing the occurrence of overflows.

CITY FACILITIES

The City maintains approximately 20 building facilities covering a 200,000 square footage area. The Facilities Capital Improvement Program includes improvements to City owned buildings such as City Hall, the Parks & Recreation Building, the Public Works Corporation Yard, the police station and City libraries.

CITY-WIDE CIP BY MAJOR & MINOR PROGRAM

CITY-WIDE CIP BY MAJOR & MINOR PROGRAM															Total Available				Total FY13 Need							
	General Fund	General Fund - Fund Balance	Special Assessment Bond	Other Revenue & Grants	Gas Tax	Lease Revenue Bond	Measure A & M	Sewer Rates (City)	Sewer Rates (Other Districts)	Storm Drain Bonds	Storm Drain Fee	Water Rates (City)	Total New FY13 Appropriations	Available Existing Funding	Existing, Net of Transfers	Total FY13 Need (Existing + New)	FY14 Need	FY15 Need	FY16 Need	FY17 Need	FY13-17 Need Total	FY18+ Need	Total FY13-18+ Need			
	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)			
A. FACILITIES CAPITAL IMPROVEMENT PROGRAM																										
Improvements		100	0	0	0	0	0	0	0	0	0	0	100	24	24	124	0	370	2,030	508	3,032	51,048	54,080			
Minor Upgrades		665	0	0	0	0	0	0	0	0	0	0	665	991	991	1,656	405	0	0	0	2,061	0	2,061			
SUBTOTAL		765	0	0	0	0	0	0	0	0	0	0	765	1,015	1,015	1,780	405	370	2,030	508	5,093	51,048	56,141			
B. PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM																										
Improvements		0	0	0	0	0	0	0	0	0	0	0	0	75	75	75	100	100	100	100	475	0	475			
Meters		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	50	50	50	200	0	200			
SUBTOTAL		0	0	0	0	0	0	0	0	0	0	0	0	75	75	75	150	150	150	150	675	0	675			
C. PARKS & TREES CAPITAL IMPROVEMENT PROGRAM																										
Improvements		315	0	0	0	0	0	0	0	0	0	0	315	319	354	669	545	466	191	327	2,198	0	2,198			
SUBTOTAL		315	0	0	0	0	0	0	0	0	0	0	315	319	354	669	545	466	191	327	2,198	0	2,198			
D. SEWER CAPITAL IMPROVEMENT PROGRAM																										
Studies		0	0	0	0	0	0	150	0	0	0	0	150	197	148	298	650	120	220	120	1,408	0	1,408			
Sewer Main Rehabilitation		0	0	0	0	0	0	4,240	200	0	0	0	4,440	2,424	2,523	6,963	2,450	2,680	2,980	3,130	18,203	50,500	68,703			
Miscellaneous Sewer Repairs		0	0	0	0	0	0	50	0	0	0	0	50	54	54	104	50	100	100	100	454	1,000	1,454			
Pump Stations		0	0	0	0	0	0	0	0	0	0	0	0	200	200	200	0	300	200	0	700	0	700			
Treatment		0	0	0	0	0	0	210	0	0	0	0	210	325	275	485	1,350	1,450	1,150	1,300	5,735	13,000	18,735			
Miscellaneous		0	0	0	0	0	0	50	0	0	0	0	50	207	207	257	200	50	50	50	607	0	607			
SUBTOTAL		0	0	0	0	0	0	4,700	200	0	0	0	4,900	3,407	3,407	8,307	4,700	4,700	4,700	4,700	27,107	64,500	91,607			
E. STORM DRAIN CAPITAL IMPROVEMENT PROGRAM																										
Studies		0	0	0	0	0	0	0	0	150	100	0	250	142	142	392	250	200	200	200	1,242	600	1,842			
Capacity Improvements - Easton Creek		0	0	0	0	0	0	0	0	0	0	0	0	6,232	6,686	6,686	0	0	0	0	6,686	500	7,186			
Capacity Improvements - Mills Creek		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000			
Capacity Improvements - Burlingame Creek		0	0	0	0	0	0	0	0	750	300	0	1,050	852	398	1,448	6,100	0	4,500	7,400	19,448	0	19,448			
Capacity Improvements - Sanchez Creek, Terrace & Laguna		0	0	0	0	0	0	0	0	1,700	100	0	1,800	436	436	2,236	0	0	0	0	2,236	0	2,236			
Capacity Improvements - El Portal Creek, Trousdale & Gilbreath		0	0	0	0	0	0	0	0	0	100	100	0	200	0	200	300	0	0	0	500	0	500			
Neighborhood Area		0	0	0	0	0	0	0	0	0	900	400	0	1,300	487	487	700	700	700	700	4,587	2,122	6,709			
Bridge & Storm Culvert Improvements		0	0	0	0	0	0	0	0	0	100	100	0	200	264	264	200	200	200	200	1,264	0	1,264			
Pump Stations		0	0	0	0	0	0	0	0	0	100	100	0	200	0	200	200	200	100	100	800	700	1,500			
SUBTOTAL		0	0	0	0	0	0	0	0	3,800	1,200	0	5,000	8,412	8,412	13,412	7,750	1,300	5,700	8,600	36,762	4,922	41,684			
F. STREETS CAPITAL IMPROVEMENT PROGRAM																										
Studies		0	0	0	0	0	0	0	0	0	0	0	0	25	32	32	50	0	50	50	182	500	682			
Paving & Reconstruction		1,060	1,000	0	134	0	675	0	0	0	0	0	2,869	2,961	2,961	5,830	2,300	5,940	1,300	1,300	16,670	79,000	95,670			
Traffic Signals		140	0	0	0	0	0	0	0	0	0	0	140	220	88	228	150	150	150	150	828	500	1,328			
Railroad Improvements		0	0	0	0	0	0	0	0	0	0	0	0	261	261	261	0	0	0	0	261	214,000	214,261			
Downtown Improvements		0	0	4,500	300	500	4,500	0	0	0	0	0	9,800	1,206	1,206	11,006	0	0	0	0	11,006	27,177	38,183			
Bike & Pedestrian Improvements		0	0	0	0	0	0	0	0	0	0	0	0	556	556	556	0	0	0	0	556	0	556			
Lighting & Poles		0	0	0	0	0	0	0	0	0	0	0	0	269	394	394	200	200	200	200	1,194	6,000	7,194			
Sidewalks, Curbs & Gutters		500	0	250	100	0	0	0	0	0	0	0	850	960	925	1,775	600	600	600	600	4,175	0	4,175			
Bridges		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0	0	0	1,000	0	1,000			
SUBTOTAL		1,700	1,000	4,500	550	734	4,500	675	0	0	0	0	13,659	6,458	6,423	20,082	4,300	6,890	2,300	2,300	35,872	327,177	363,049			
G. WATER CAPITAL IMPROVEMENT PROGRAM																										
Planning		0	0	0	0	0	0	0	0	0	0	175	175	285	285	460	175	385	380	380	1,780	2,170	3,950			
Storage		0	0	0	0	0	0	0	0	0	0	0	0	355	355	355	0	0	1,100	1,100	2,555	7,250	9,805			
Transmission Pipelines		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0	0	1,000	5,030	6,030			
Pipelines Rehabilitation		0	0	0	0	0	0	0	0	0	0	2,225	2,225	3,349	4,305	6,530	2,055	865	770	670	10,890	35,210	46,100			
Pump Stations		0	0	0	0	0	0	0	0	0	0	0	0	783	0	0	0	0	0	0	0	0	0			
Water Quality & Dechloramination		0	0	0	0	0	0	0	0	0	0	0	0	5	5	5	0	0	0	0	5	0	27,387			
Supervisory Control & Data Acquisition (SCADA)		0	0	0	0	0	0	0	0	0	0	0	0	228	228	228	20	20	20	20	248	140	388			
Miscellaneous Improvements		0	0	0	0	0	0	0	0	0	0	100	100	548	375	475	250	230	230	330	1,515	1,010	2,525			
SUBTOTAL		0	0	0	0	0	0	0	0	0	0	2,500	2,500	5,553	5,553	8,053	2,500	2,500	2,500	2,500	17,993	50,810	96,185			
TOTAL, CITY-WIDE CAPITAL IMPROVEMENT PROGRAM																										
	\$2,780	\$1,000	\$4,500	\$550	\$734	\$4,500	\$675	\$4,700	\$200	\$3,800	\$1,200	\$2,500	\$27,139	\$25,238	\$25,238	\$52,377	\$20,350	\$16,376	\$17,571	\$19,085	\$125,699	\$498,457	\$651,538			

FACILITIES CAPITAL IMPROVEMENT PROGRAM							5 YEAR CIP PLAN						
							FY14 Need	FY15 Need	FY16 Need	FY17 Need	FY13-17 Need Total	FY18+ Need	Total FY13-18+ Need
*in thousands							(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. IMPROVEMENTS													
a-1 Community Center Master Planning	100	100	0	0	0	100	0	0	0	0	100	3,000	3,100
a-2 City Hall Seismic Upgrade & Modifications	0	0	0	0	0	0	0	0	0	0	0	8,000	8,000
a-3 Police Building	0	0	0	0	0	0	0	0	0	0	0	1,600	1,600
a-4 Recreation Center Seismic	0	0	0	0	0	0	0	0	1,700	0	1,700	30,000	31,700
a-5 Fire Department	0	0	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	0	0	3,400	3,400
a-7 Aquatic Center	0	0	0	0	0	0	0	0	0	0	0	250	250
a-8 Citywide Facility Master Plan	0	0	0	0	0	0	0	0	0	0	0	0	0
a-9 Citywide Minor Building Facilities	0	0	24	0	24	24	0	370	330	508	1,232	1,898	3,130
SUBTOTAL	100	100	24	0	24	124	0	370	2,030	508	3,032	51,048	54,080
B. MINOR UPGRADES													
b-1 Police Radio	0	0	51	0	51	51	0	0	0	0	51	0	51
b-2 Police Emergency Power Supply	0	0	0	0	0	0	0	0	0	0	0	0	0
b-3 Police Antenna	50	50	0	0	0	50	0	0	0	0	50	0	50
b-4 Library RFID	0	0	147	0	147	147	0	0	0	0	147	0	147
b-5 Library System Intergration	0	0	0	0	0	0	0	0	0	0	0	0	0
b-6 Permit Tracking Software System Project	0	0	0	0	0	0	0	0	0	0	0	0	0
b-7 Telephone System	0	0	654	0	654	654	0	0	0	0	654	0	654
b-8 Fire Department Radios	0	0	0	0	0	0	0	0	0	0	0	0	0
b-9 Fire Station 36 - Emergency Generator	0	0	4	0	4	4	0	0	0	0	4	0	4
b-10 Exterior Painting of Main Library	0	0	60	0	60	60	0	0	0	0	60	0	60
b-11 Carpet Replacement of Recreation Center	0	0	35	0	35	35	0	0	0	0	35	0	35
b-12 Grandstand Roof Repair	0	0	0	0	0	0	0	0	0	0	0	0	0
b-13 ADA Improvements at Police Station	40	40	40	0	40	80	0	0	0	0	80	0	80
b-14 Carpet Replacement at Police Station	40	40	0	0	0	40	0	0	0	0	40	0	40
b-15 Fire Station 34 Interior Improvements	15	15	0	0	0	15	12	0	0	0	27	0	27
b-16 City Hall Boiler	55	55	0	0	0	55	0	0	0	0	55	0	55
b-17 City Hall HVAC / Asbestos / Seismic Upgrade Study	50	50	0	0	0	50	0	0	0	0	50	0	50
b-18 Easton Library - Re-finish Floor	0	0	0	0	0	0	6	0	0	0	6	0	6
b-19 Library Instrumentation	0	0	0	0	0	0	40	0	0	0	40	0	40
b-20 Recreation Center Instrumentation	0	0	0	0	0	0	10	0	0	0	10	0	10
b-21 Police Station Mechanical	0	0	0	0	0	0	130	0	0	0	130	0	130
b-22 Recreation Center Automatic Gate	0	0	0	0	0	0	8	0	0	0	8	0	8
b-23 Re-pavement of Police Parking Lot	0	0	0	0	0	0	40	0	0	0	40	0	40
b-24 Re-paint Grandstand	0	0	0	0	0	0	33	0	0	0	33	0	33
b-25 Corp Yard - Waterproofing of Windows & Walls	0	0	0	0	0	0	40	0	0	0	40	0	40
b-26 Recreation Center - Fire Sprinklers	0	0	0	0	0	0	80	0	0	0	80	0	80
b-27 Golf Center - Roof Repairs	0	0	0	0	0	0	6	0	0	0	6	0	6
b-28 City Hall Cooling Tower	20	20	0	0	0	20	0	0	0	0	20	0	20
b-29 City Hall Second Floor Tiles Painting	10	10	0	0	0	10	0	0	0	0	10	0	10
b-30 Library Millenium Project	385	385	0	0	0	385	0	0	0	0	385	0	385
b-31 Customer Service Area Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	665	665	991	0	991	1,656	405	0	0	0	2,061	0	2,061
TOTAL, FACILITIES CAPITAL IMPROVEMENT PROGRAM	\$765	\$765	\$1,015	\$0	\$1,015	\$1,780	\$405	\$370	\$2,030	\$508	\$5,093	\$51,048	\$56,141

PARKING & GARAGES CAPITAL IMPROV PROGRAM										5 YEAR CIP PLAN						
*in thousands										(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. IMPROVEMENTS																
a-1	City Parking Lot Resurfacing	0	0	0	0	0	0	0	0	100	100	100	100	400	0	400
a-2	Lot O Re-Configuration	0	0	0	0	0	75	(1)	74	0	0	0	0	74	0	74
a-3	Donnelly Avenue Green Project	0	0	0	0	0	(1)	1	0	0	0	0	0	0	0	0
SUBTOTAL										0	0	0	0	475	0	475
B. METERS																
b-1	Burlingame Avenue District Meter Replacement	0	0	0	0	0	0	0	0	50	50	50	50	200	0	200
SUBTOTAL										0	0	0	0	200	0	200
TOTAL, PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM										\$0	\$0	\$0	\$0	\$675	\$0	\$675

PARKS & TREES CAPITAL IMPROV PROGRAM

								5 YEAR CIP PLAN						
	General Fund	General Fund - Fund Balance	Total New FY13 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY13 Need (Existing + New)	FY14 Need	FY15 Need	FY16 Need	FY17 Need	FY13-17 Need Total	FY18+ Need	Total FY13-18+ Need
*In thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. IMPROVEMENTS														
a-1 Eucalyptus Tree Management	0	0	0	0	0	0	0	55	55	55	55	220	0	220
a-2 Pershing Court Resurfacing	0	0	0	0	0	0	0	0	0	0	15	15	0	15
a-3 Central Irrigation Controller	0	0	0	16	0	16	16	0	6	0	6	28	0	28
a-4 Laguna Tennis Court Repairs	0	0	0	0	0	0	0	0	0	0	12	12	0	12
a-5 Lower Bayside Park Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a-6 Washington Park Basketball Court Resurfacing	0	0	0	0	0	0	0	10	0	0	0	10	0	10
a-7 Play Structure and Resilient Surface at Village	0	0	0	0	0	0	0	210	0	0	0	210	0	210
a-8 Parks Yard Fencing	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a-9 Installation of Automatic Locks in Parks Restrooms	0	0	0	0	0	0	0	0	0	0	10	10	0	10
a-10 Play Structure & Resilient Surface at Ray Park	0	0	0	0	0	0	0	210	0	0	0	210	0	210
a-11 Washington Park Tennis Court	0	0	0	0	0	0	0	0	0	20	0	20	0	20
a-12 Bayside Park Fencing	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a-13 El Camino Real Medians (Moved to Streets CIP)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a-14 Annual Tree Replacement	5	0	5	6	0	6	11	5	6	6	7	35	0	35
a-15 Bayside Synthetic Turf	0	0	0	2	0	2	2	0	0	0	0	2	0	2
a-16 Park Safety & Maintenance Improvements	0	0	0	213	0	213	213	0	20	0	20	253	0	253
a-17 Ray Park Basketball Resurfacing	0	0	0	0	0	0	0	0	20	0	0	20	0	20
a-18 Park Fencing - Laguna	10	0	10	0	0	0	10	0	0	0	0	10	0	10
a-19 Ray Park Tennis Court Resurfacing	0	0	0	0	0	0	0	0	20	0	0	20	0	20
a-20 Ray Park Tennis and Basketball court fencing	0	0	0	0	0	0	0	0	60	0	0	60	0	60
a-21 Washington Ballfield Fencing	0	0	0	0	0	0	0	0	0	0	95	95	0	95
a-22 Pathway & Landscape Improvements	0	0	0	82	0	82	82	55	55	55	55	302	0	302
a-23 Village Basketball Court Resurfacing	0	0	0	0	0	0	0	0	0	0	20	20	0	20
a-24 Washington Park Infield Renovation	0	0	0	0	0	0	0	0	0	35	0	35	0	35
a-25 Cuernavaca Park Parking Lot Paving	50	0	50	0	0	0	50	0	0	0	20	70	0	70
a-26 Bayside Parking Lot Lights	20	0	20	0	0	0	20	0	0	0	0	20	0	20
a-27 Victoria Play Structure and surfacing	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a-28 Murray Lights Retrofits	18	0	18	0	0	0	18	0	200	0	0	218	0	218
a-29 Ray Park Re-surfacing rehabilitation	0	0	0	0	0	0	0	0	12	0	0	12	0	12
a-30 Bayside Park Main Diamond # 1 Lights	0	0	0	0	0	0	0	0	0	20	0	20	0	20
a-31 Cuernavaca Park Shade/Picnic Area Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a-32 Washington Park Bocci Ball Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a-33 Parks Picnic Tables, Benches & Fountains	12	0	12	0	0	0	12	0	12	0	12	36	0	36
a-34 Village Park Restroom	200	0	200	0	0	0	200	0	0	0	0	200	0	200
a-35 Community Garden	0	0	0	0	35	35	35	0	0	0	0	35	0	35
SUBTOTAL	315	0	315	319	35	354	669	545	466	191	327	2,198	0	2,198
TOTAL, PARKS & TREES CAPITAL IMPROVEMENT PROGRAM	\$315	\$0	\$315	\$319	\$35	\$354	\$669	\$545	\$466	\$191	\$327	\$2,198	\$0	\$2,198

													5 YEAR CIP PLAN						
STREETS CAPITAL IMPROVEMENT PROGRAM													FY14 Need	FY15 Need	FY16 Need	FY17 Need	FY13-17 Need Total	FY18+ Need	Total FY13-18+ Need
General Fund	General Fund - Fund Balance	Special Assessment Bond	Other Revenue & Grants	Gas Tax	Lease Revenue Bond	Measure A & M	Total New FY13 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY13 Need (Existing + New)								
*in thousands													(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES																			
a-1	Traffic Control Inventory	0	0	0	0	0	0	0	3	7	10	10	0	0	0	50	60		
a-2	Traffic & Truck Count Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
a-3	Hotel District Signage	0	0	0	0	0	0	0	22	0	22	22	0	0	0	0	22		
a-4	Traffic Calming Program	0	0	0	0	0	0	0	0	0	0	0	50	0	50	0	100		
SUBTOTAL		0	0	0	0	0	0	0	25	7	32	32	50	0	50	50	182		
B. PAVING & RECONSTRUCTION																			
b-1	Annual Street Resurfacing Program 2012	0	0	0	0	134	0	675	809	0	0	809	1,300	1,280	1,300	1,300	5,989		
b-2	Annual Street Resurfacing Program 2011	0	0	0	0	0	0	0	1,447	0	1,447	1,447	0	0	0	0	1,447		
b-3	Annual Street Resurfacing Program 2010	0	0	0	0	0	0	0	(20)	20	0	0	0	0	0	0	0		
b-4	Pavement Management System	0	0	0	0	0	0	0	28	0	28	28	0	20	0	0	48		
b-5	Federal Grant Resurfacing 2011	0	0	0	0	0	0	0	137	(20)	117	117	0	0	0	0	117		
b-6	El Camino Median and Linear Park (North Burlingame/Rollins Road Development Fee 739-3959)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,350		
b-7	Rollins Road Gateway	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	150		
b-8	Thermoplastic Pavement Marking - Citywide	60	0	0	0	0	0	60	9	0	9	69	0	0	0	0	69		
b-9	U.S. 101 - Broadway Interchange	1,000	1,000	0	0	0	0	2,000	1,360	0	1,360	3,360	1,000	4,640	0	0	9,000		
SUBTOTAL		1,060	1,000	0	0	134	0	675	2,869	2,961	0	5,830	2,300	5,940	1,300	1,300	16,670		
C. TRAFFIC SIGNALS																			
c-1	City-Wide Traffic Signal Upgrade	50	0	0	0	0	0	50	187	(125)	62	112	100	100	100	100	512		
c-2	Bayshore Corridor Signal (Close)	0	0	0	0	0	0	0	4	(4)	(0)	(0)	0	0	0	0	(0)		
c-3	CA Dr. Video Detection Signal Controller (Close)	0	0	0	0	0	0	0	3	(3)	0	0	0	0	0	0	0		
c-4	Pedestrian Crosswalk/ Radar Display at Bayshore Hwy	0	0	0	0	0	0	0	27	0	27	27	0	0	0	0	27		
c-5	Traffic Signal Interconnect System Software Upgrade	40	0	0	0	0	0	40	0	0	0	40	50	0	50	0	140		
c-6	Street Intersection Signage	50	0	0	0	0	0	50	0	0	0	50	0	50	0	50	150		
SUBTOTAL		140	0	0	0	0	0	140	220	(132)	88	228	150	150	150	150	828		
D. RAILROAD IMPROVEMENTS																			
d-1	Bayswater Avenue North Lane Crossing	0	0	0	0	0	0	0	125	0	125	125	0	0	0	0	125		
d-2	Caltrain Grade Separation at Broadway	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	214,000		
d-3	High Speed Rail	0	0	0	0	0	0	0	136	0	136	136	0	0	0	0	136		
SUBTOTAL		0	0	0	0	0	0	0	261	0	261	261	0	0	0	0	261		
E. DOWNTOWN IMPROVEMENTS																			
e-1	Burlingame Avenue Streetscape	0	0	4,500	300	0	4,500	0	9,300	1,206	0	1,206	10,506	0	0	0	10,506		
e-2	Burlingame Ave Streetscape Paving	0	0	0	0	500	0	0	500	0	0	500	0	0	0	0	500		
SUBTOTAL		0	0	4,500	300	500	4,500	0	9,800	1,206	0	1,206	11,006	0	0	0	11,006		
F. BIKE & PEDESTRIAN IMPROVEMENTS																			
f-1	Broadway Pedestrian Safety Improvement	0	0	0	0	0	0	0	177	0	177	177	0	0	0	0	177		
f-2	Installation of Bike Lane at Hillside, Rollins & Trousdale	0	0	0	0	0	0	0	243	0	243	243	0	0	0	0	243		
f-3	Installation of Bike Lane at Airport, Old Bashore & Beach Rd.	0	0	0	0	0	0	0	136	0	136	136	0	0	0	0	136		
SUBTOTAL		0	0	0	0	0	0	0	556	0	556	556	0	0	0	0	556		
G. LIGHTING & POLES																			
g-1	Airport Boulevard Undergrounding	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000		
g-2	Streetlight Replacement - Howard	0	0	0	0	0	0	0	249	(249)	0	0	0	0	0	0	0		
g-3	Burlingame Avenue Streetlights	0	0	0	0	0	0	0	20	(20)	(0)	(0)	0	0	0	0	(0)		
g-4	Citywide Streetlight Improvements / Master Plan	0	0	0	0	0	0	0	0	394	394	394	200	200	200	200	1,194		
SUBTOTAL		0	0	0	0	0	0	0	269	125	394	394	200	200	200	200	6,000		
H. SIDEWALKS, CURBS & GUTTERS																			
h-1	2010 Annual Sidewalk Program	0	0	0	0	0	0	0	235	(235)	(0)	(0)	0	0	0	0	(0)		
h-2	2011 Annual Sidewalk/ADA Ramp Program	0	0	0	0	0	0	0	725	0	725	725	0	0	0	0	725		
h-3	2012 Annual Curb & Gutter Program	0	0	0	0	100	0	0	100	0	0	100	100	100	100	100	500		
h-4	2012 Annual ADA Ramp Program	100	0	0	0	0	0	0	100	0	0	100	100	100	100	100	500		
h-5	2012 Annual Sidewalk Program	400	0	0	250	0	0	650	0	200	200	850	400	400	400	400	2,450		
SUBTOTAL		500	0	0	250	100	0	850	960	(35)	925	1,775	600	600	600	600	4,175		

STREETS CAPITAL IMPROVEMENT PROGRAM													5 YEAR CIP PLAN						
	General Fund	General Fund - Fund Balance	Special Assessment Bond	Other Revenue & Grants	Gas Tax	Lease Revenue Bond	Measure A & M	Total New FY13 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY13 Need (Existing + New)	FY14 Need	FY15 Need	FY16 Need	FY17 Need	FY13-17 Need Total	FY18+ Need	Total FY13-18+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
I. BRIDGES																			
I-1 Airport Blvd. Bridge Widening	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0	0	0	1,000	0	1,000
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0	0	0	1,000	0	1,000
TOTAL, STREETS CAPITAL IMPROVEMENT PROGRAM	\$1,700	\$1,000	\$4,500	\$550	\$734	\$4,500	\$675	\$13,659	\$6,458	(\$35)	\$6,423	\$20,082	\$4,300	\$6,890	\$2,300	\$2,300	\$35,872	\$327,177	\$363,049

STORM DRAIN CAPITAL IMPROVEMENT PROGRAM								5 YEAR CIP PLAN						
								FY14 Need	FY15 Need	FY16 Need	FY17 Need	FY13-17 Need Total	FY18+ Need	Total FY13-18+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES														
a-1 Administrative Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a-2 Storm Drain Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a-3 Program Management 2011	0	0	0	142	0	142	142	0	0	0	0	142	0	142
a-4 Program Management 2012	150	100	250	0	0	0	250	250	200	200	200	1,100	600	1,700
SUBTOTAL	150	100	250	142	0	142	392	250	200	200	200	1,242	600	1,842
B. CAPACITY IMPROVEMENTS - EASTON CREEK														
b-1 Marsten Pump Station Improvements	0	0	0	5,777	454	6,231	6,231	0	0	0	0	6,231	0	6,231
b-2 Outfall Pipeline, Marsten PS to SF Bay	0	0	0	455	0	455	455	0	0	0	0	455	0	455
b-3 Easton Creek Improvements	0	0	0	0	0	0	0	0	0	0	0	0	500	500
SUBTOTAL	0	0	0	6,232	454	6,686	6,686	0	0	0	0	6,686	500	7,186
C. CAPACITY IMPROVEMENTS - MILLS CREEK														
c-1 Mills Creek Improvements	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
D. CAPACITY IMPROVEMENTS - BURLINGAME CREEK														
d-1 Safeway SD Box Culvert	0	0	0	92	(92)	0	0	0	0	0	0	0	0	0
d-2 Howard Ave SD Box Culvert	0	0	0	362	(362)	(0)	(0)	0	0	0	0	(0)	0	(0)
d-3 Burlingame Creek Bypass	0	0	0	0	0	0	0	0	0	700	5,300	6,000	0	6,000
d-4 Ralston Creek Improvements	0	0	0	0	0	0	0	0	0	300	2,100	2,400	0	2,400
d-5 Rollins/US 101 - Crossing	150	100	250	398	0	398	648	3,200	0	0	0	3,848	0	3,848
d-6 Rollins Area Collection System	250	100	350	0	0	0	350	2,900	0	0	0	3,250	0	3,250
d-7 New Rollins Pump Station	350	100	450	0	0	0	450	0	0	3,500	0	3,950	0	3,950
SUBTOTAL	750	300	1,050	852	(454)	398	1,448	6,100	0	4,500	7,400	19,448	0	19,448
E. CAPACITY IMPROVEMENTS - SANCHEZ CREEK, TERRACE & LAGUNA														
e-1 Terrace Creek Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0
e-2 Laguna Area Improvements	1,700	100	1,800	436	0	436	2,236	0	0	0	0	2,236	0	2,236
SUBTOTAL	1,700	100	1,800	436	0	436	2,236	0	0	0	0	2,236	0	2,236
F. CAPACITY IMPROVEMENTS - EL PORTAL CREEK, TROUSDALE & GILBREATH														
f-1 El Portal Creek, Trousdale Channel, Gilbreth Creek Improvements	100	100	200	0	0	0	200	300	0	0	0	500	0	500
SUBTOTAL	100	100	200	0	0	0	200	300	0	0	0	500	0	500
G. NEIGHBORHOOD AREA														
g-1 Citywide Neighborhood Storm Drain Improvements	400	300	700	469	9	478	1,178	700	700	700	700	3,978	2,122	6,100
g-2 Miscellaneous SD Improvements (Close)	0	0	0	9	0	9	9	0	0	0	0	9	0	9
g-3 Downtown Burlingame Avenue Improvements	500	100	600	0	0	0	600	0	0	0	0	600	0	600
g-4 Almer-Bellevue Storm Drain	0	0	0	9	(9)	0	0	0	0	0	0	0	0	0
SUBTOTAL	900	400	1,300	487	0	487	1,787	700	700	700	700	4,587	2,122	6,709
H. BRIDGE & STORM CULVERT IMPROVEMENTS														
h-1 Bridge and Culvert Facilities Improvements	100	100	200	264	0	264	464	200	200	200	200	1,264	0	1,264
SUBTOTAL	100	100	200	264	0	264	464	200	200	200	200	1,264	0	1,264
I. PUMP STATIONS														
i-1 Pump Station Improvements / 1740 Rollins & Cowan PS	100	100	200	0	0	0	200	200	200	100	100	800	700	1,500
i-2 SCADA System	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	100	100	200	0	0	0	200	200	200	100	100	800	700	1,500
TOTAL, STORM DRAIN CAPITAL IMPROVEMENT PROGRAM	\$3,800	\$1,200	\$5,000	\$8,412	\$0	\$8,412	\$13,412	\$7,750	\$1,300	\$5,700	\$8,600	\$36,762	\$4,922	\$41,684

SEWER CAPITAL IMPROV PROGRAM								5 YEAR CIP PLAN						
								FY14 Need	FY15 Need	FY16 Need	FY17 Need	FY13-17 Need Total	FY18+ Need	Total FY13-18+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES														
a-1 Administrative Service	100	0	100	31	0	31	131	100	100	100	100	531	0	531
a-2 Force Main Sewer Study & Design	25	0	25	57	50	107	132	500	0	0	0	632	0	632
a-3 Sewer Master Plan Study & Model	0	0	0	34	0	34	34	0	20	20	20	94	0	94
a-4 Geo Base Information System	25	0	25	(26)	1	(25)	0	0	0	50	0	50	0	50
a-5 Sewer Pump Station Studies	0	0	0	100	(100)	0	0	50	0	50	0	100	0	100
a-6 Sewer Study Easton Addition	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a-7 Sewer Feasibility Study - California Drive, Oak Grove	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	150	0	150	197	(49)	148	298	650	120	220	120	1,408	0	1,408
B. SEWER MAIN REHABILITATION														
b-1 2011 Sanchez Area Sewer Rehabilitation Project, Phase 1	0	0	0	887	0	887	887	0	0	0	0	887	0	887
b-2 California-Oak Grove Sewer Improvement Phase 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b-3 2012 Sanchez Area Sewer Rehabilitation Project, Phase 2	2,290	200	2,490	0	493	493	2,983	0	0	0	0	2,983	0	2,983
b-4 2013 Sanchez Area Sewer Rehabilitation Project, Phase 3	150	0	150	0	0	0	150	2,450	0	0	0	2,600	0	2,600
b-5 Burlingame Avenue District Sewer Rehabilitation Program (Burling	1,800	0	1,800	1,143	0	1,143	2,943	0	0	0	0	2,943	0	2,943
b-6 2010 City Wide Sewer Rehabilitation Project	0	0	0	394	(394)	0	0	0	0	0	0	0	0	0
b-7 2014 Trousdale and Neighborhood Sewer Rehabilitation	0	0	0	0	0	0	0	0	2,680	0	0	2,680	0	2,680
b-8 Annual City-wide Sewer Master Plan Improvements	0	0	0	0	0	0	0	0	0	2,980	3,130	6,110	50,500	56,610
b-9 Burlingame Subdivision Sewer Rehab Phase 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b-10 Mills Canyon Sewer Access Rehab	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	4,240	200	4,440	2,424	99	2,523	6,963	2,450	2,680	2,980	3,130	18,203	50,500	68,703
C. MISCELLANEOUS SEWER REPAIRS														
c-1 Sewer Lateral Retrofit	0	0	0	0	0	0	0	0	50	50	50	150	500	650
c-2 Miscellaneous Sewer Root Forming	50	0	50	54	0	54	104	50	50	50	50	304	500	804
SUBTOTAL	50	0	50	54	0	54	104	50	100	100	100	454	1,000	1,454
D. PUMP STATIONS														
d-1 Mitten Pump Station and Force Main	0	0	0	200	0	200	200	0	100	0	0	300	0	300
d-2 Rollins Pump Station Upgrade	0	0	0	0	0	0	0	0	200	200	0	400	0	400
SUBTOTAL	0	0	0	200	0	200	200	0	300	200	0	700	0	700
E. TREATMENT														
e-1 New Weissman Barscreen system	0	0	0	131	0	131	131	0	0	0	0	131	0	131
e-2 Rollins Road Liftstation Barscreen System	0	0	0	0	0	0	0	200	0	0	0	200	750	950
e-3 NBSU Conveyance Line Integrity Study	0	0	0	0	0	0	0	150	0	0	0	150	0	150
e-4 Secondary Clarifier Weir Rehabilitation	0	0	0	13	0	13	13	0	0	0	0	13	0	13
e-5 Digester #1 Roof and Dome	0	0	0	0	0	0	0	0	200	0	0	200	0	200
e-6 Gravity Belt Thickener (GBT) Launder Replacement	0	0	0	0	0	0	0	0	250	0	0	250	0	250
e-7 GBT Overhaul	0	0	0	39	0	39	39	0	0	0	0	39	0	39
e-8 WWTP Secondary Clarifier	0	0	0	0	0	0	0	0	0	0	0	0	0	0
e-9 Rollins Road Gen-set Replacement	150	0	150	0	0	0	150	0	0	150	0	300	0	300
e-10 Final Contact Wier Replacement	60	0	60	0	0	0	60	0	0	0	0	60	0	60
e-11 Replacement of Old Boiler System	0	0	0	92	0	92	92	0	0	0	0	92	0	92
e-12 Solar Panel System	0	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000
e-13 Master Plan Study on Facility Building & Equipment	0	0	0	0	0	0	0	0	0	0	300	300	0	300
e-14 Treatment Plant and 33" Force Main Upgrade	0	0	0	0	0	0	0	1,000	1,000	1,000	1,000	4,000	0	4,000
e-15 Joint Outfall & SSF Dechlorination	0	0	0	50	(50)	0	0	0	0	0	0	0	8,500	8,500
e-16 WWTP Retention Basin	0	0	0	0	0	0	0	0	0	0	0	0	750	750

SEWER CAPITAL IMPROV PROGRAM

								5 YEAR CIP PLAN						
	Sewer Rates (City)	Sewer Rates (Other Districts)	Total New FY13 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY13 Need (Existing + New)	FY14 Need	FY15 Need	FY16 Need	FY17 Need	FY13-17 Need Total	FY18+ Need	Total FY13-18+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
SUBTOTAL	210	0	210	325	(50)	275	485	1,350	1,450	1,150	1,300	5,735	13,000	18,735
F. MISCELLANEOUS														
f-1 Large Main CCTV	50	0	50	0	0	0	50	200	0	0	0	250	0	250
f-2 Sewer Main Trench Paving	0	0	0	50	0	50	50	0	50	50	50	200	0	200
f-3 SCADA Central Controller - Needs Assessment	0	0	0	60	0	60	60	0	0	0	0	60	0	60
f-4 Large Sewer Main Television	0	0	0	97	0	97	97	0	0	0	0	97	0	97
SUBTOTAL	50	0	50	207	0	207	257	200	50	50	50	607	0	607
TOTAL, SEWER CAPITAL IMPROVEMENT PROGRAM	\$4,700	\$200	\$4,900	\$3,407	\$0	\$3,407	\$8,307	\$4,700	\$4,700	\$4,700	\$4,700	\$27,107	\$64,500	\$91,607

WATER CAPITAL IMPROVEMENT PROGRAM									5 YEAR CIP PLAN						
									FY14 Need	FY15 Need	FY16 Need	FY17 Need	FY13-17 Need Total	FY18+ Need	Total FY13-18+ Need
*in thousands									(000)	(000)	(000)	(000)	(000)	(000)	(000)
General Fund	General Fund - Fund Balance	Water Rates (City)	Total New FY13 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY13 Need (Existing + New)								
A. PLANNING															
a-1	CIP Administrative Services	0	0	100	100	64	0	64	125	125	120	120	654	1,450	2,104
a-2	Recycled Water Distribution Planning	0	0	0	0	50	0	50	0	0	0	0	50	0	50
a-3	Geo Base Information System	0	0	25	25	1	0	1	0	60	60	60	206	720	926
a-4	2010-2011 Water System Program Management	0	0	0	0	105	0	105	0	0	0	0	105	0	105
a-5	2011-2012 Water System Program Management	0	0	0	0	64	0	64	0	0	0	0	64	0	64
a-6	Regional Water Supply Studies/Modeling	0	0	50	50	0	0	50	50	200	200	200	700	0	700
SUBTOTAL									175	385	380	380	1,780	2,170	3,950
B. STORAGE															
b-1	Hillside Storage Tank Expansion	0	0	0	0	17	0	17	0	0	1,100	1,100	2,217	7,250	9,467
b-2	Roof Repair - Hillside Storage Tank	0	0	0	0	338	0	338	0	0	0	0	338	0	338
SUBTOTAL									0	0	1,100	1,100	2,555	7,250	9,805
C. TRANSMISSION PIPELINES															
c-1	Howard/ECR to Carolan	0	0	0	0	0	0	0	0	0	0	0	0	2,520	2,520
c-2	Train Track Xings	0	0	0	0	0	0	0	0	1,000	0	0	1,000	0	1,000
c-3	Easton Turnout to Easton Pump Station	0	0	0	0	0	0	0	0	0	0	0	0	2,510	2,510
SUBTOTAL									0	1,000	0	0	1,000	5,030	6,030
D. PIPELINES REHABILITATION															
d-1	ECR: Hillside to Broadway & Sanchez to Barroilhet [MR-10]	0	0	0	0	0	0	0	0	0	0	0	0	3,060	3,060
d-2	Washington Park Well Phase IIb	0	0	0	0	0	0	0	0	0	0	0	0	0	0
d-3	Broadway and ECR to Chula Vista	0	0	0	0	0	0	0	0	0	0	0	0	740	740
d-4	Ray Park/Easton Fire Flow Improvement	0	0	0	0	0	0	0	0	0	0	0	0	4,730	4,730
d-5	Emergency Main Replacement	0	0	275	275	373	0	373	250	320	320	220	1,758	3,900	5,658
d-6	Burlingame Terrace Subdivision Water Main Replacement	0	0	0	0	0	0	0	0	0	0	0	0	4,000	4,000
d-7	Murchison Crossing of ECR	0	0	0	0	0	0	0	0	0	0	0	0	180	180
d-8	Replace Riveted Steel on Loma Vista	0	0	0	0	0	0	0	180	0	0	0	180	0	180
d-9	New PRV's at Turnouts	0	0	0	0	0	0	0	0	0	0	0	0	170	170
d-10	Newhall Road Main Replacement & Turnout	0	0	0	0	247	(226)	21	0	0	0	0	21	520	541
d-11	Hillside Transmission Main To New Taps	0	0	50	50	33	100	133	0	0	0	0	183	0	183
d-12	Adeline Main Replacement from Hillside to Vista	0	0	0	0	0	0	0	0	0	0	0	0	420	420
d-13	1300 Block of Trousdale	0	0	0	0	0	0	0	0	0	0	0	0	70	70
d-14	El Camino Real & California (Burlingame Streetscape)	0	0	1,900	1,900	1,008	350	1,358	0	0	0	0	3,258	300	3,558
d-15	Broadway Between ECR and Laguna	0	0	0	0	0	0	0	0	0	0	0	0	500	500
d-16	El Quanito	0	0	0	0	0	256	256	0	0	0	0	256	70	326
d-17	Area Bounded by ECR/Edgehill/California/Oak Grove [MR-4A/B]	0	0	0	0	0	0	0	0	0	450	450	900	3,520	4,420
d-18	Burlingame Gate/Grove/Village Main Replacement [MR-5&9]	0	0	0	0	1,686	476	2,162	0	0	0	0	2,162	0	2,162
d-19	Oakgrove to Burlingame/Washington Park to Dwight [MR-6]	0	0	0	0	0	0	0	0	0	0	0	0	8,370	8,370
d-20	Elm to Occidental/Ralston to Barroilhet [MR-7]	0	0	0	0	0	0	0	0	0	0	0	0	1,110	1,110
d-21	Occidental to ECR to Barroilhet [MR-8]	0	0	0	0	0	0	0	1,625	545	0	0	2,170	3,550	5,720
d-22	Grove & Gate Water Main Replacement Phase II	0	0	0	0	(3)	3	0	0	0	0	0	0	0	0
d-23	Peninsula/Hwy 101 Auxillary Lane	0	0	0	0	0	0	0	0	0	0	0	0	0	0
d-24	La Mesa Water Main Replacement	0	0	0	0	4	(3)	1	0	0	0	0	1	0	1
SUBTOTAL									2,055	865	770	670	10,890	35,210	46,100
E. PUMP STATIONS															
e-1	Trousdale Pump Station Improvements	0	0	0	0	783	(783)	0	0	0	0	0	0	0	0
SUBTOTAL									0	0	0	0	0	0	0

									5 YEAR CIP PLAN														
WATER CAPITAL IMPROVEMENT PROGRAM									General Fund	General Fund - Fund Balance	Water Rates (City)	Total New FY13 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY13 Need (Existing + New)	FY14 Need	FY15 Need	FY16 Need	FY17 Need	FY13-17 Need Total	FY18+ Need	Total FY13-18+ Need
*in thousands									(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
F. WATER QUALITY & DECHLORAMINATION																							
f-1	Water System Instrumentation								0	0	0	0	5	0	5	5	0	0	0	0	5	0	5
SUBTOTAL									0	0	0	0	5	0	5	5	0	0	0	0	5	0	27,387
G. SUPERVISORY CONTROL & DATA ACQUISITION (SCADA)																							
g-1	SCADA for Turnouts								0	0	0	0	168	0	168	168	0	0	0	0	168	0	168
g-2	SCADA Operations								0	0	0	0	0	0	0	0	20	20	20	20	80	140	220
g-3	SCADA Needs Assessment								0	0	0	0	60	0	60	60	0	0	0	0	0	0	0
SUBTOTAL									0	0	0	0	228	0	228	228	20	20	20	20	248	140	388
H. MISCELLANEOUS IMPROVEMENTS																							
h-1	Miscellaneous Improvements (Painting Tanks)								0	0	0	0	73	(73)	0	0	0	0	0	0	0	0	0
h-2	Water Main Trench Paving								0	0	0	0	100	0	100	100	50	50	50	50	300	0	300
h-3	Hillside Reservoir Emergency Generator								0	0	0	0	94	(94)	0	0	0	0	0	0	0	0	0
h-4	Water Meter Replacement								0	0	100	100	232	0	232	332	200	180	180	180	1,072	920	1,992
h-5	Sisters of Mercy Single Point of Failure								0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
h-6	Hydropneumatic Tank								0	0	0	0	49	(6)	43	43	0	0	0	0	43	0	43
h-7	Urban Water Management Plan Update								0	0	0	0	0	0	0	0	0	0	0	100	100	90	190
SUBTOTAL									0	0	100	100	548	(173)	375	475	250	230	230	330	1,515	1,010	2,525
TOTAL, WATER CAPITAL IMPROVEMENT PROGRAM									\$0	\$0	\$2,500	\$2,500	\$5,553	\$0	\$5,553	\$8,053	\$2,500	\$2,500	\$2,500	\$2,500	\$17,993	\$50,810	\$68,803



Appendix

CITY OF BURLINGAME
APPENDIX - SUMMARY OF UNFUNDED NEEDS

Description	Cost Estimate (Millions)	Status	Possible Funding Source		
			General Fund	New	Other
FUND NOW NEEDS					
Annual Required Contribution (ARC) for Retiree Health	3.60	From labor concessions	3.00		Enterprise funds
Burlingame Avenue Streetsacpe	10.00	Under discussion	50%	BID	Parking Meter Increase and Water & Sewer
Aquatics Center Pool Deck	0.25		Fully		
City’s Share of Broadway Overpass	6.70	Now	TOT		
Library Millennium	3.53	Now	2.50	1.00	Capital Campaign
Subtotal, Fund Now	24.08				
FUND - NEAR TERM					
General Plan Update	2.00	FNT	Primarily		New Fee
Downtown Plan Implementation	1.00	FNT			
Structured Parking for Downtown	20.00	FNT	Partially		Parking Fund
Community Center in Washington Park	30.00	FNT	Planning	G.O. Bonds	
Subtotal, Fund - Near Term	53.00				
DEFER FOR THE FORESEEABLE FUTURE (DFF)					
City Hall	8.00	DFF	Fully		
Police Station	1.60	DFF	Fully		
Fire Stations	2.40	DFF	Fully		
Parks Yard	3.40	DFF	Fully		
Aquatics Center Locker Room	0.25	DFF	Fully		
Carriage House	0.15	DFF	Fully		Historical Society
Rest of Downtown Streetscape	25.00	DFF	Partially	BID/CDF	Parking, Water& Sewer
GASB – for Fire retiree unfunded liability	10.00	DFF	Fully		
GASB - Retiree Unfunded Liability	78.00	DFF	Primarily		Enterprises & Employee Contributions
Subtotal, Fund - Near Term	128.80				
GRAND TOTAL	205.88				

**CITY OF BURLINGAME
COMMUNITY GROUP FUNDING AWARDS**

Community Group	FY 11-12 Final Award	FY 12-13 Awards
CALL Primrose Center	\$ 5,120	\$ 5,500
Center for Independence of the Disabled	\$ 310	\$ 540
Community Gatepath	\$ 2,360	\$ 2,640
HIP Housing - Human Investment Project	\$ 2,070	\$ 2,640
Mission Hospice	\$ 600	\$ 690
PARCA	\$ 1,200	\$ 1,060
Samaritan House	\$ 5,700	\$ -
Legal Aid Society of San Mateo County	\$ 180	\$ 100
Youth & Family Enrichment Services	\$ 550	\$ 460
Shelter Network	\$ 3,760	\$ 4,850
Community Overcoming Relationship Abuse	\$ 1,250	\$ 1,100
Sustainable San Mateo County	\$ 730	\$ 760
Samaritan House Safe Harbor-Winter Shelter	\$ 2,250	\$ 5,620
Burlingame Historical Society	\$ 900	\$ 975
Ombudsman Program of San Mateo	\$ 490	\$ 420
Women's Recovery Association	\$ -	\$ 560
Totals:	\$ 27,470	\$ 27,915

RESOLUTION NO. 47-2012

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME
ADOPTING OPERATING AND CAPITAL IMPROVEMENT BUDGETS
FOR THE CITY OF BURLINGAME FISCAL YEAR 2012-2013 AND
AUTHORIZING THE FINANCE DIRECTOR/TREASURER TO ASSIGN USES
TO FUND BALANCE AMOUNTS IN COMPLIANCE WITH STATEMENT 54
OF THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)**

WHEREAS, each year the City of Burlingame prepares an annual budget which details the City's planned expenditures in light of its expected revenues; and

WHEREAS, the City Council has received the proposed budget from the City Manager, conducted public study session on May 16, 2012 and conducted a public hearing on June 4, 2012, and the Council has received and considered all testimony and documentation submitted in connection with the proposed budget; and

WHEREAS, GASB 54 requires governmental fund balances to be reported using five categories, which take into consideration the makeup and intended use of the various fund balances; the city council's current designation of general fund balance constitutes an "assignment of intention" to use certain amounts for specific purposes and, therefore, the Council's designated fund balance reserves are considered "Assigned";

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF
BURLINGAME DOES HEREBY RESOLVE AND ORDER AS FOLLOWS:**


1. The City of Burlingame operating and capital improvement budget requirements for the coming year as detailed in the copy of the Budget on file in the Office of the City Clerk, are hereby approved and adopted for the 2012-2013 fiscal year.

2. The City of Burlingame budget total is **\$100,020,724** and consists of the following:

a) General Fund:	\$39,209,826
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b) Capital Projects:	27,139,000
c) Water:	13,003,252
d) Sewer:	9,522,356
e) Parking:	1,271,866
f) Building:	1,298,617
g) Solid Waste:	680,923
h) Financing Authority:	5,269,147
i) All other Funds:	2,625,737

3. The City Council hereby provides the Finance Director/Treasurer the authority to assign uses to fund balance amounts in compliance with Statement 54 of the Governmental Accounting Standards Board (GASB).


 Jerry Deal, Mayor

I, Mary Ellen Kearney, City Clerk of the City of Burlingame, do hereby certify that the foregoing Resolution was introduced at a regular meeting of the Burlingame City Council held on the 18th day of June, 2012, and was adopted thereafter by the following vote:

AYES: Councilmembers: **BAYLOCK, BROWNRIGG, DEAL, KEIGHRAN, NAGEL**
 NOES: Councilmembers: **NONE**
 ABSENT: Councilmembers: **NONE**


 Mary Ellen Kearney, City Clerk

RESOLUTION NO. 48-2012

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME
ESTABLISHING 2012-2013 APPROPRIATION LIMIT FOR
CITY OF BURLINGAME PURSUANT TO
ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION**

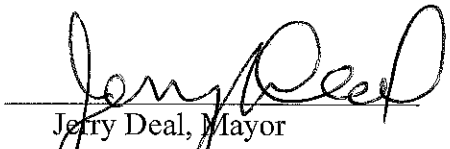
WHEREAS, in November 1979, the voters of the State of California approved Proposition 4, the Gann Appropriation Limit Initiative, which states that beginning July 1, 1980, all state and local government budgets are limited to a formula based upon the 1978-79 budget, plus adjustments for cost of living and population changes, and specific exceptions for service charges, federal and state grants, reserve funds, etc.; and

WHEREAS, the State Legislature adopted Government Code Section 7900, implementing Article XIII B of the California Constitution, and Proposition 111 adopted in June 1990, provided new adjustment formulas; and

WHEREAS, in accordance with these State laws, the City of Burlingame has prepared documentation establishing the 2012-2013 appropriation limit, and has made this documentation available to the public in the proposed 2012-2013 budget for more than fifteen (15) days before this resolution was adopted,

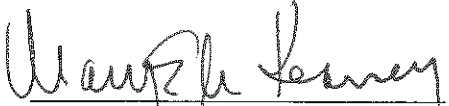
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGAME
RESOLVED AS FOLLOWS:**

1. For 2012-2013, the City of Burlingame's appropriation limit is \$59,540,882.
2. The Adopted Budget for 2012-2013 includes \$16,925,968 in appropriations that are subject to the limit, and proceeds of taxes of \$40,371,153.
3. For 2012-2013, the City of Burlingame is within the limits of Article XIII B of the California Constitution.


Jerry Deal, Mayor

I, Mary Ellen Kearney, City Clerk of the City of Burlingame, do hereby certify that the foregoing Resolution was introduced at a regular meeting of the City Council held on the 18th day of June, 2012, and was adopted thereafter by the following vote:

AYES: Councilmembers: **BAYLOCK, BROWNRIGG, DEAL, KEIGHRAN, NAGEL**
NOES: Councilmembers: **NONE**
ABSENT: Councilmembers: **NONE**


Mary Ellen Kearney, City Clerk

