Fiscal Year 2013-14 Adopted Budget

City of Burlingame, California

CITY OF BURLINGAME, CALIFORNIA

FISCAL YEAR 2013-2014

ADOPTED OPERATING & CAPITAL BUDGET

FINANCE DEPARTMENT
501 PRIMROSE ROAD,
BURLINGAME, CA 94010

Budget Staff

Lisa K. Goldman, City Manager

Carol Augustine, Finance Director & Treasurer

Syed Murtuza, Public Works Director

Deirdre Dolan, Human Resources Director

Diana Truong, Financial Services Manager

Amy Bernardo, Senior Accountant

Capital Planning Committee

Art Morimoto, Assistant Public Works Director

Diana Truong, Financial Services Manager

Finance Department

Sandra Barocio	Ed Gigliotti	Teri Peyton
Andrea Brown	Margaret Ono	Lisa Rancatore
Katie Edwards	Geeta Nair-Parsons	Kriste Sinkhorn

Cover Art

Joanne Louie

TABLE OF CONTENTS

City Manager's Transmittal Letter i

General Information

Organizational Compass 1

About the City of Burlingame 2

City Organization by Critical Service Area 3

Roster of Elected Officials 4

Roster of Appointed Officials 5

FY 2013-14 Goals – Implementation Action Plan 6

Understanding the Budget

Guide to City Budget Process 14

Guide to Understanding the Budget 16

Gann Appropriation Limit 18

Budget Summaries, Charts & Graphs

Key Budgetary Assumptions & Effect of Legislative Changes 19

Chart – Adopted 2013-2014 Citywide Revenue by Type 25

Budget Summary – Estimated Revenues & Interfund Transfers 26

Chart – General Fund Revenues from FY04 – FY12 33

Chart – Property Tax Revenues from FY04 – FY12 34

Chart – Where Do Your Burlingame Property Tax Dollars Go? 35

Chart – Transient Occupancy Tax Revenues from FY04 – FY12 36

Chart – Sales & Use Tax Revenues from FY04 – FY12 37

Chart – Adopted 2013-2014 Expenditures by Type 38

Budget Summary – Expenditures by Department & Type 39

Chart – Adopted 2013-2014 Appropriations by Major Fund 41

Budget Summary – Revenues & Expenditures by Fund 42

Budget Summary – Debt Service Obligations 43

Budget Summaries by Department 44

Authorized Full-Time Equivalent Positions 45

Projected Ending Fund Balance – General Fund, Storm Drain Special Revenue & Measure A/Gas Tax Special Revenue 46

Projected Ending Fund Balance – Water, Sewer & Parking Enterprises 47

Operating Departments – Adopted Budgets & Narratives

City Council 48

City Manager 50

City Attorney 53

City Clerk & Elections 56

Central County Fire Department Joint Powers Authority 58

Community Development – Planning & Economic Development 60

Community Development – Building 68

Finance, Administrative Services & Information Technology 71

Human Resources 75

Library 78

Other Employee Benefits 84

Other Non-Departmental Programs 85

Parking Enterprise 87

Parks and Recreation – Parks Division 90

Parks and Recreation – Recreation Division 95

Police Department 102

Police Communications 109

Public TV Access Fund 112

Public Works - Engineering 113

Public Works – Facilities Maintenance 119

Public Works - Sewer Maintenance 122

Public Works – Shuttle Bus Program 126

Public Works - Solid Waste Enterprise 128

Public Works – Streets & Storm Drain 131

Public Works - Vehicles & Equipment Maintenance 135

Public Works - Wastewater Treatment 138

Public Works - Water Enterprise 140

Risk Management 145

Capital Improvement Program – Five Year Capital Plan

Capital Improvement Plan Definitions 146

Citywide Five Year Summary Plan by Major & Minor Program 148

Facilities Capital Improvement Budget 149

Parking & Garages Capital Improvement Budget 150

Parks & Trees Capital Improvement Budget 151

Sewer Capital Improvement Budget 152

Streets Capital Improvement Budget 154

Storm Drain Capital Improvement Budget 156

Water Capital Improvement Budget 157

Appendix

Summary of Unfunded Needs 159

CITY MANAGER'S TRANSMITTAL LETTER

Date: June 3, 2013

To: Mayor Ann Keighran & the Burlingame City Council

From: Lisa K. Goldman, City Manager

Subject: Budget Transmittal Letter for Fiscal Year 2013-2014

In accordance with the City of Burlingame Municipal Code, I am pleased to transmit to you the recommended budget for fiscal year 2013-14. The attached document contains the funding recommendations for all City programs and services, including those that utilize funds from the City's various enterprise and special revenue accounts. The capital improvement projects that are programmed for funding from all City sources are presented as well.

Due largely to retirements in the City of Burlingame's management team, the current fiscal year (ending June 30, 2013) has been a year of transition. My role as City Manager began in late December, 2012; our new Finance Director, Carol Augustine, joined the City in March; Kathleen Kane stepped in as the City Attorney in April; and Mark Ladas was promoted to Fire Chief of the Central County Fire Department in April as well. This experienced set of professionals has hit the ground running, and truly complements the other seasoned members of the City's team of Department Directors.

The budget process for the 2013-14 fiscal year was launched early in the calendar year as Department Directors and their budget staff began developing their budget requests for fiscal year 2013-14. In March, staff presented the Mid-Year Budget Review and discussed revenue projections and the five-year forecast with the City Council. On April 20, 2013, the City Council and staff held a goal-setting session at which the focus was on developing high-level goals, rather than identifying smaller projects or tasks. As a result, the City Council established the five following over-arching goals:

1. Ensure that Burlingame is an attractive and safe community that honors its history and community character
2. Sustain long-term financial strength with increased and diverse revenue sources
3. Enhance Burlingame's downtown and commercial districts
4. Maintain and enhance Burlingame's high quality services that meet the needs of the community
5. Strive to promote more environmentally sustainable policies and outcomes

These goals were formally adopted at the May 6, 2013 City Council meeting. In subsequent discussions, projects and strategies that would help accomplish these goals were identified, resource limitations were considered, and priorities were balanced to provide a plan for the upcoming fiscal year and beyond. On May 20, 2013, the City Council adopted an Implementation Action Plan, which is clearly anchored in the larger vision for the City. The plan includes the projects and tasks suggested by the City Council and staff, as well as some unfinished tasks from last year's goal-setting process. The fiscal year 2013-14 budget includes funding for the City's day-to-day operations as well as those projects and tasks highlighted in the Implementation Action Plan. The Department Initiatives for the fiscal year shown in each departmental section of the budget are drawn directly from this plan.

FISCAL SUMMARY AND ECONOMIC OUTLOOK

Although many municipalities continue to struggle nearly three years after the official end of a severe recession, Burlingame finds itself in a relatively healthy fiscal position. While growth has been slow, there are continuing signs that the economy is recovering. In particular, the General Fund is doing well, and the expectation is for continued moderate revenue growth in the General Fund. Key tax revenues (including property, sales and hotel taxes,) have risen over the last few fiscal years, thereby obviating the need for additional reductions in City services. The City work force is at a sustainable level, and increases in operating costs have been contained. Capital projects are adequately funded through a mix of capital reserves, debt financing and increased special revenue funds.

General Fund reserves are healthy. The Council's prudent commitment to fund reserves has lessened the possibility of future service reductions when revenues begin to flag. The City has approximately 41% of operating expenses in reserve as of the end of fiscal year 2012-13. Excluding the $4.8 million set aside for the funding of retiree medical benefits (OPEB Reserve), coverage is still over 30% of operating expenses. Although the adequacy of General Fund reserves should be assessed based upon a government agency's own specific circumstances, the Government Finance Officers Association recommends reserves of no less than two months of regular operating expenditures. Burlingame's reserves far exceed this level. In fact, the City's General Fund ending balances are anticipated to 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 being able to maintain the current level of City services.

In the bond markets, the Burlingame name is recognized as a high-credit municipal entity given both the City's financial strength and solid financial management. Because the City's bonds are highly sought by investors and are extremely competitive in the marketplace, the City can borrow funds at attractive rates. Two new debt issuances provided funds for capital projects in FY 2012-13. The City borrowed $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 also borrowed $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. In addition, the City will later this month

complete a refunding of its 2004 Water and Wastewater Revenue Bonds. The refinancing will yield over $1.2 million of present value savings for the City.

At the statewide level, California continues its struggle to avoid ongoing budget deficits, and the Governor has proposed various program and service realignment scenarios in an effort to fund the State's obligations to education. Many of these scenarios will impact the way counties are required to distribute Educational Revenue Augmentation Fund (ERAF) monies. If the ERAF funding is used to support State obligations other than education, the fund could be depleted more quickly, thereby decreasing the amount of ERAF contributions historically returned to cities in San Mateo County as "Excess ERAF". Rebates of Excess ERAF have helped sustain property tax revenues in San Mateo County to varying degrees since ERAF was introduced in 1992. The FY 2013-14 property tax budget includes $900,000 in excess ERAF, about 70% of the current year's rebate.

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 this budget was being prepared, the U.S. Bureau of Labor Statistics reported an unemployment rate of 9.0% for the State of California and 5.1% for San Mateo County.

BUDGET OVERVIEW—ALL FUNDS

The recommended City budget and capital improvements plan for the City of Burlingame for fiscal year 2013-14 totals $100,269,015. A breakdown by major funds is as follows:

Fund	FY13-14 Budget	FY12-13 Budget	Change $	Change %
General Fund	41,850,938	39,348,850	2,502,088	6.36%
Capital Projects	23,372,000	27,139,000	(3,767,000)	-13.88%
Water Enterprise	13,422,383	13,003,252	419,131	3.22%
Sewer Enterprise	9,771,287	9,522,356	248,931	2.61%
Financing Authority	7,119,357	5,269,147	1,850,210	35.11%
Building Enterprise	1,450,892	1,298,617	152,275	11.73%
Parking Enterprise	1,340,203	1,328,568	11,635	0.88%
Solid Waste Enterprise	819,269	680,923	138,346	20.32%
Special Revenue Funds	428,000	60,000	368,000	613.33%
Other Funds	694,686	210,674	484,012	229.74%
Total - All Funds	**100,269,015**	**97,861,387**	**2,407,628**	**2.46%**

Overall, the City's budget increased by 2.46%, or $2,407,628 in the new fiscal year, when compared with the prior year adopted budget. A majority of the increase is in the Financing Authority, where the FY 2013-14 budget includes not only the debt service for the two new

bond issuances of 2012, but also the first full principal payment on the 2010 Corp Yard Lease Refunding Bonds. The Other Funds category includes the appropriation of various internal services funds and the Shuttle Transportation Fund.

THE GENERAL FUND

The General Fund is the City's chief operating fund. As described above, staff projects that the City's three largest revenue sources will continue to grow moderately, thus ensuring a stable General Fund for at least the next several years.

Revenue Highlights

Property Taxes

Burlingame has 8,670 taxable parcels, with a net assessed value in the secured property roll of $7.7 billion. The total assessed value subject to taxes increased by 4.8% in fiscal year 2012-13; per the County Assessor's Roll Tracker, the assessed value in Burlingame is now 7.71% higher than last year. While this does not equate to a 1-to-1 increase in property tax revenues for Burlingame, it is a good indication of growth in this area. Staff anticipates *secured* property tax revenues in fiscal year 2013-14 to be approximately 4.8% higher than in the current fiscal year, after adjusting for the one-time, $1.17 million repayment of Prop 1A local property tax revenue (previously shifted to the State General Fund in 2009) earlier this year.

The budget book this year includes a pie chart of approximate distributions of property tax dollars for taxes assessed in Burlingame. The chart illustrates that Burlingame receives approximately 17% of the property taxes generated within the jurisdiction—a fraction of the total collected from Burlingame property owners.

All told, property taxes comprise 28.6% of General Fund revenues in the FY 2013-14 proposed budget.

Sales and Use Taxes

Sales and use tax revenues declined dramatically in Burlingame between 2008 and 2010, but rebounded in 2011. Growth was 28% in the fiscal year ended June 30, 2011, as compared to the prior year when the City experienced a 15% drop in sales tax collections. Growth slowed to a normal 4% in FY 2011-12. The largest segment of sales tax revenue in Burlingame (38%) comes from automobile sales and other transportation-related sales, largely due to the various automobile dealerships located on the famed Burlingame Auto Row and near Broadway. Pent-up demand for automobiles, combined with historically low interest rates, generated substantial car sales gains in 2012. In addition, a recovery in business and leisure travel is expanding tax receipts from car rentals. These sales are expected to moderate somewhat in 2013 as pent-up demand cools and consumers trend toward less expensive, more fuel-efficient vehicles.

The next largest segment is general consumer goods, and it is also showing signs of recovery. As Burlingame is a highly desirable residential community and upscale commercial location with attractive shopping districts, growth in this category has come largely from spending on high-end clothing, jewelry and beauty products. This category is expected to continue to grow modestly in FY 2013-14.

Taxable sales at restaurants and hotels also contribute significantly to Burlingame's sales and use tax revenues. Both ends of the dining spectrum (quick-service and high-end restaurants) are showing strong recovery, although transaction volumes at mid-priced, casual dining chains are flat. The growing trend toward eating more meals out, coupled with stepped-up travel spending, provides an optimistic outlook for this sector.

Sales and use taxes currently account for 18% of General Fund revenue. Sales and use tax receipts are expected to grow nearly 5% in FY 2013-14.

Hotel Tax - Transient Occupancy Tax

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 tax revenues have increased every fiscal year since the recession, boosted not only by the recovery of the travel industry, but also by the increase of the tax rate from 10% to 12% beginning in January 2010. Transient occupancy tax (TOT) receipts in the current fiscal year are expected to exceed $18 million, up from $10.2 million just four years ago. With double-digit growth in Average Daily Room Rates (ADR) and occupancy rates stable at 80%, it is conservatively estimated that this revenue growth can be maintained, with an additional 3% growth in fiscal year 2013-14.

TOT constitutes 36.8% of total General Fund revenue projected for fiscal year 2013-14. Because this revenue is so dependent on a vibrant economy that supports travel and tourism, these estimates are factored into the establishment and maintenance of a significant Economic Stabilization Reserve. Should the economy decline, these revenues would be heavily impacted, thereby increasing the need to draw on this reserve. It is therefore fitting that the Economic Stabilization Reserve be replenished and strengthened in times of economic growth.

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

- Incremental growth in sales taxes between 4% and 5%.
- Moderate growth in business travel to the San Francisco Bay Area, maintaining high hotel occupancies and related transient occupancy taxes.
- Strong growth in property taxes, reflecting higher assessed values on the County's property tax rolls.

These three key revenues make up 84% of the General Fund revenues projected in the FY 2013-14 budget.

As the following table indicates, actual revenue growth in the General Fund will surpass the budget in the current fiscal year by $3.6, million, or 7.7%, with total collections of nearly $50.5 million. Although General Fund revenues are projected to be only slightly higher in the FY 2013-14 budget, the increase reflects a conservative 2.4% growth (above projected revenues) after adjusting for the one-time receipt of Prop 1A Property taxes earlier this year. Revenues in the FY 2013-14 budget reflect a 7.7 % increase over the current year's revenue budget.

GENERAL FUND REVENUE SUMMARY	FY11-12 Actuals	FY12-13 Budget	FY12-13 Projected	FY13-14 Proposed
Property Tax	13,459,642	14,725,744	15,478,274	14,441,000
Sales and Use Tax	8,619,078	8,698,303	8,993,602	9,445,000
Transient Occupancy Tax	16,183,158	15,782,706	18,032,612	18,570,000
Other Taxes				
Franchise Tax	1,239,721	1,458,000	1,385,553	1,420,000
Business Licenses	897,958	725,000	933,404	991,000
State HOPTR	65,183	64,000	64,000	64,000
Real Property Transfer Tax	379,266	250,000	396,529	406,000
Licenses & Permits	99,512	85,500	104,550	110,000
Fines, Forfeitures and Penalties	838,614	915,000	825,843	815,000
Use of Money & Property	195,386	184,000	152,205	226,000
Charges for Services	3,465,346	3,195,120	3,613,326	3,677,100
Other Revenue	442,986	32,000	87,977	0
State Subventions	250,641	85,000	225,930	132,000
Interest Income	176,791	660,000	186,974	200,000
TOTAL	**46,313,283**	**46,860,373**	**50,480,779**	**50,497,100**

Annual revenues for the new fiscal year are projected to be $50.5 million. Transfers to the General Fund from other City funds will provide an additional $2.8 million, for total available revenue of $53.3 million. Transfers cover both the cost of direct and indirect services provided by the General Fund to the other City funds, as well as contributions for debt service.

Expenditure Highlights

The $53.3 million in revenue will finance $50.9 million in General Fund expenditures in FY 2013-14. The appropriations include $41.8 million in operating expenditures, $5.6 million in debt service payments, and $3.0 million in capital improvements.

General Fund operating expenditures of $41.8 million in the new fiscal year represent an increase of $2.6 million, or 6.4%, from the prior year's budget.

GENERAL FUND EXPENDITURE SUMMARY	FY12-13 Budget	FY13-14 Budget	Change $	Change %
Personnel	20,414,719	21,606,188	1,191,469	5.84%
Non-Personnel	15,868,306	16,405,994	537,688	3.39%
Capital Outlay	50,500	148,500	98,000	194.06%
Internal Services	3,015,316	3,690,256	674,940	22.38%
Total Appropriations	39,348,841	41,850,938	2,502,097	6.36%

Budgeted Positions

In reviewing the City Manager's proposed budget in May, it was noted that many operational restraints in previous years' budgets would need to be continued in the fiscal year 2013-14 budget. Throughout the recent recession and vacillating recovery, operational budgets were incrementally reduced each year in an attempt to lower deficit spending while maintaining a high level of municipal services during difficult economic times. A reduction in the number of employees was the most effective strategy to reduce costs, as the City is largely a service organization with a significant investment in personnel. However, the concomitant pledge of quality services put a strain on the City's limited personnel resources.

A schedule of the City's FTE (full-time equivalent) employee positions is included on page 47 of the budget document, showing changes in the City's FTE count since fiscal year 2008-09. Adjusting for the withdrawal of the Fire Department as a separate entity in 2010, the City's workforce had been reduced by nearly 23 FTEs (12%) by FY 2012-13. The fiscal year 2013-14 budget authorizes 198.41 full-time equivalent positions: the General Fund employs 140.50 FTEs, and the remaining funds employ 57.91 FTEs. This is an increase of 5.5 positions Citywide from the current fiscal year.

Each FTE increase in the fiscal year 2013-14 budget was strategically considered in relation to workloads and the City's service needs:

- A Planning Manager was added during the current fiscal year (approved by Council action 10/15/12).
- An 0.2 FTE increase in an Engineering Program Manager position to full-time status was made during the current fiscal year (approved by Council action - 11/19/2012)
- A Librarian position is included in the Library's budget due to the growth in Children's Services since the FY 2008-09 reductions.
- A new position, Police Records Clerk, is included in the Police budget. The position is needed to civilianize property and records responsibilities, currently being handled by sworn officers in the investigation division.
- A Communications Dispatcher II is included in the Police Communications budget to handle added workload. The office is working on virtual consolidation, updating

its Computer Aided Dispatch, to be consistent with standards used in neighboring jurisdictions.

- In Parks, a Parks Maintenance Worker was added to prevent deferral of maintenance in that area. In Recreation, the Program Coordinator (Pool) position was reduced by 0.20 FTE; and a 0.10 increase was approved in a permanent part-time Recreation Supervisor position.

It should also be noted that the CCFD (Fire Department) budget as presented to the Fire Board included a decrease of 1 FTE.

Debt Service

The chart below shows only those debt service obligations with General Fund support. A growth in debt service in FY 2013-14 is the result of the first full principal payment coming due on the 2010 Lease Refunding Bonds.

Description	Maturity	FY12-13 Budget	FY13-14 Budget	Change $	Change %
2004 Library Lease Refunding Bonds	FY2016	747,590	748,220	630	0.1%
2006 Pension Obligation Bonds	FY2036	3,282,536	3,398,127	115,591	3.5%
2010 Corp Yard Lease Refunding Bonds	FY2021	488,375	1,148,375	660,000	135.1%
2011 Master Equipment Lease Purchase	FY2018	240,646	240,646	0	0.0%
2011 CEC LED Street Light Loan	FY2021	60,000	54,595	(5,405)	-9.0%
Subtotal, Principal and Interest		4,819,147	5,589,963	770,816	16.0%
Contributions from Other Funds		(1,142,962)	(1,607,459)	(464,497)	40.6%
Net General Fund Debt Service		**3,676,185**	**3,982,504**	**306,319**	**8.3%**

Central County Fire

The General Fund budget includes a 5% increase in the cost of providing fire services, for a total budget of $9.5 million. The Central County Fire Department (CCFD) was established 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. Generally, the City of Burlingame is responsible for 60% of the JPA's operating costs, excluding capital assets. The City's total appropriation for CCFD is approximately $9.3 million, which includes the costs of certain services provided by the City of Burlingame, such as information technology support and facilities maintenance. The appropriation also includes the cost of fire services not shared with the Town of Hillsborough, such as capital expenditures for firehouses, engines and other apparatus owned by the City of Burlingame. The City will continue to work with CCFD, the Town of Hillsborough, and other partners to identify efficiencies in the delivery of fire services.

Community Group Funding

The new budget includes $30,000 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 3rd City Council agenda for consideration. Each Council member received a tabulation sheet to allow submission of their recommendations to the Finance Department. The results will be presented to the City Council for approval on the same date that the FY 2013-14 budget is approved, so that payments for this program will be available at the beginning of the new fiscal year in July.

Long-Term General Fund Forecast

In preparation for the March Mid-Year Budget Review, the Finance Department updated its long-term forecast of General Fund revenues and expenditures for fiscal year 2013-14 through fiscal year 2018-19. Future revenue growth assumptions were based largely on the average, annual, historic rate of growth for revenues experienced since fiscal year 2000-01. 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 ranged from 2.5% to 4%. The forecast also provided scenarios with varying assumptions relating to future non-personnel expenditures. Based on the results of the long-term forecast update, the City Council reaffirmed its direction to aggressively fund the OPEB (Retiree Medical Benefits) trust from future operating surpluses. In recognition of the sensitivity of the City's major General Fund revenue sources to the general economy, it was also deemed prudent to increase the Economic Stability Reserve during times of economic growth.

General Fund Reserve Policies

With the implementation of GASB (Governmental Accounting Standards Board) Statement No.54 - Fund Balance Reporting and Governmental Fund Type Definitions - the City Council established funding target amounts for each of the General Fund balance assignments (reserves) in fiscal year 2010-11. At the March budget study session, the City Council discussed the long-term forecast and provided staff direction on General Fund balance assignments. The General Fund balance projection was reviewed again with the presentation of the City Manager's Proposed Budget in May. The General Fund will have approximately $12.3 million in assigned fund balance as of June 30, 2013. General Fund assignments and targets will continue to be reviewed as the long-term forecast is monitored and updated throughout the year. The current assignments are as follows:

Economic Stability Reserve: This reserve is 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. The Economic Stability Reserve was fully funded last year at $5 million. This reserve level was established to ensure that funds would be available to prevent future service level reductions during years of economic stagnation when

General Fund revenues diminish. In recognition of the sensitivity of the City's major General Fund revenues to the general economy, this reserve will increase to $6 million in FY 2013-14, based on projected revenues for the fiscal year.

The City Council may authorize the use of up to 50% of the reserve to continue operations without reductions in any one year of economic difficulty. 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. 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.

Catastrophic Reserve: This reserve is available to make repairs and reconstruct City buildings and facilities that may be damaged by natural disasters or acts of war and terrorism. The Catastrophic Reserve will keep an annual funding target of $2 million. It is currently fully funded and requires no additional contributions.

OPEB Retiree Health Reserve: This reserve is 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. 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 the City's unfunded retiree health liability. These funds are available to fund an irrevocable trust required to prefund the OPEB unfunded liability that was estimated to be $76 million as of January 1, 2011. The City has taken several key steps to limit

	General Fund	
	2012-2013 EST. ACTUALS	**2013-2014 PROJECTED**
City Council Reserves (Assignments)		
Economic Stabilization Reserve	5,000,000	6,000,000
Catastrophic Reserve	2,000,000	2,000,000
OPEB Retiree Health Reserve	4,800,000	6,600,000
Contingency Reserve	500,000	500,000
Subtotal, Assigned Fund Balance	**12,300,000**	**15,100,000**
UNASSIGNED FUND BALANCE	**5,046,662**	**4,493,771**
TOTAL FUND BALANCE	**$ 17,397,217**	**$ 19,792,826**

any increase in this liability by including the full normal cost of retiree medical benefits in the operating budgets of all funds, aggressively setting aside funds for future contribution to a pre-funding OPEB mechanism, and reducing this benefit for new employees. This reserve is currently funded at $4.8 million and will increase to $6.6 million in FY 2013-14.

Contingency Reserve: This reserve is available to cover unexpected expenses that may arise during the course of the fiscal year that were not considered during budget planning. The Contingency Reserve will maintain a funding target of $500,000, and it is fully funded.

OTHER FUNDS

In addition to the General Fund, the City has a variety of other Special Revenue Funds and Enterprise Funds.

Water Enterprise Fund

Water revenue is projected to be $15.1 million in the new fiscal year. Expenses are budgeted at $13.4 million. Water rates have continued to rise in recent years with the increases in wholesale water from the San Francisco PUC. Although there is a decreased projection for the amount of water purchases in FY 2013-14, the budget provides for offsetting cost increases. Employee costs in the Water Fund have increased due to the inclusion of both the cost of compensated absences (not previously included in the annual budget) and the fund's proportionate share of retiree medical benefit obligations. As a result of these factors, the FY 2013-14 Water Fund expenditure budget remains relatively stable when compared to the prior year. The Water Fund will also contribute $2.5 million from its capital improvements reserve to fund capital projects.

Public Works will continue to emphasize the City's water conservation programs by providing water conservation education to the community. 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 goals of the Climate Action Plan, the Water Fund will provide commercial water audits to the top water users in Burlingame.

Sewer Enterprise Fund

Revenue in the Sewer Fund is estimated at $16.7 million in FY 2013-14, while expenses will be $9.8 million. The Sewer Fund will also contribute $4.9 million to the Capital Projects Fund. Following three years of sewer increases of 14% annually, sewer rates should remain flat until 2016.

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 was recently renewed for an additional five-year term.

Parking Enterprise Fund

Parking Fund revenues are projected to be relatively flat in FY 2013-14. Total revenue collections are projected to be $2.3 million. Operating expenses are estimated at $1.4 million. Other expenses include the final payment to the General Fund in the amount of $290,000 for previous capital investments, and a debt service payment of $277,000 million associated with the Burlingame Streetscape project.

Storm Drainage Fund

The City will collect nearly $2.6 million in storm drainage fee revenue in FY 2013-14. Funds are dedicated to making capital improvements to the City's storm drainage system and related debt service. The City adjusted the storm drainage fee by 2% in April 2013. All annual increases are based on the CPI for the San Francisco-Oakland-San Jose area. The annual increase is capped at 2%.

FY 2013-14 Capital Improvement Program

The Proposed Capital Projects budget for fiscal year 2013-14 is nearly $23.4 million, a decrease of $3.8 million from the FY 2012-13 total of $27.1 million. There is a General Fund contribution of $3.0 million. The remaining general government improvements are being funded from Gas Tax ($500,000) and Measure A funds ($725,000), storm drainage fees ($3.2 million), and grants and other revenues ($3.5 million). Water projects are being funded at $2.5 million from the Water Enterprise Fund, and sewer projects will receive $4.9 million from the Sewer Enterprise Fund. In addition, the remaining $5 million in proceeds from the 2012 Storm Drain Bonds will be drawn down to fund storm drain capital projects.

The totals by major project categories are:

Streets	$4,532,000
Storm Drainage	$8,200,000
Sewer Collection and Treatment	$4,900,000
City Facilities	$2,840,000
Water	$2,500,000
Parks and Recreation	$ 400,000
CAPTIAL PROJECT FUNDING TOTAL, FY 2013-14	**$23,372,000**

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

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.

As per the City Council's direction, prefunding the unfunded liability associated with retiree health insurance has been addressed in several ways. In FY 2011-12, the Council designated $3 million of General Fund balance for OPEB. By the end of the FY 2012-13, the amount set aside to begin funding an irrevocable trust for retiree health will have risen to $4.8 million. With an additional $1.8 million set aside in the 2013-14 fiscal year budget, the City will be well situated to fund 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 an annual amount of $3.6 million is appropriated in each future budget. An updated actuarial study is currently underway to provide an accurate picture of the accrued liability and amounts that will be required to fund the liability and ongoing costs of retiree medical benefits in the future. Staff will continue to investigate the most suitable options for a trust vehicle in which to retain future OPEB contributions.

In the meanwhile, much has been accomplished to make changes to employee benefits in order to stop the growth in the City's unfunded liability for retiree health insurance. In response to the City Council's direction, a third tier of retirement health care benefit was agreed to by all City employee labor groups last year. New employees will no longer receive a dedicated retiree health benefit but instead will receive a dedicated contribution for retiree health benefits. In addition, the retiree medical benefit has been capped at the Blue Shield Access HMO single, Kaiser two-party, and Kaiser family plan premium levels for the majority of non-safety employees who retire in 2012 or later. The reduction in these benefits was one of the most important steps taken to address the City's long-term financial viability.

Controlling the Increasing Costs of Employee Benefits

In addition to the reduction in retiree medical benefits for current and new employees described above, other significant concessions on the part of our employees include:

- ✓ Beginning no later than January 2015, non-safety and Fire 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 for new hires, agreed to by the City's non-safety labor groups last year, was deemed unnecessary with the implementation of PEPRA, the State's Public Employees' Pension Reform Act. The Act established lower tiers of formula than those negotiated, for both safety and non-safety employees, and became effective January 1, 2013.
- ✓ Non-safety management employees have begun contributing an additional 1.25%, and non-management employees have begun 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.

Prioritizing Capital Projects

As described below, the City has a number of large capital projects either underway or in the planning stages. During FY 2013-14, staff will work on developing criteria for prioritizing these projects and identifying potential funding sources for any projects for which the funding has yet to be determined. Staff anticipates bringing draft criteria to the City Council in the fall so that a timeline for pursuing these projects can be identified, and additional funding sources can be secured as appropriate.

MAJOR CAPITAL PROJECTS

Funding for the U.S. 101 Broadway Interchange

The U.S. 101 Broadway Interchange project, a $75.2 million endeavor jointly funded by the San Mateo County Transportation Authority, requires a City contribution of $5 million. The City Council has directed that funds be set aside to pay for the City's portion of this major project. Currently, $3.4 million has been appropriated in prior year capital budgets, and the City expects an additional $1 million in private contributions from the Burlingame Point Project. The recommendation is to add an additional $0.7 million to the project in FY 2013-14, for total appropriations of approximately $5.0 million. The goal is to have the City's portion of the project costs in hand when the project breaks ground in January 2014.

Downtown Burlingame Streetscape Improvements

In December 2012, the City issued $10.3 million in Lease Revenue Bonds, Series 2012 to finance significant streetscape and utility improvements in the Burlingame Avenue area. Debt service payments on the new bonds, averaging approximately $550,000 annually, will be jointly financed by the Parking Enterprise Fund and the property owners within the Downtown Burlingame Special Assessment District. The project, which broke ground in March 2013, will transform Burlingame Avenue into an exciting promenade with wider sidewalks, parallel parking, improved intersections with corner bulb-outs, classic streetlights and furniture, beautification of landscaping, room for dining al fresco, and water, sewer and storm drain improvements.

Downtown Burlingame Specific Plan Implementation

City staff is currently negotiating with two potential developers (Grosvenor Americas and Equity Residential) 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. Displaced parking spaces will need to be replaced either on-site or elsewhere within the Downtown. Additionally, the number of available parking spaces that currently serve the Burlingame shopping district must be increased to address a parking deficit that presently exists. 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 Enterprise Fund. This may require additional parking rate adjustments in the short term.

Library Millennium Project

The Burlingame Library Millennium Project is estimated to cost approximately $3.5 million. The Library Foundation, working with the Board of Trustees, has agreed to raise $1 million of the needed funds, leaving the City to determine how to finance the remaining $2.5 million. The FY 2012-13 capital budget appropriated $385,000 for architectural design and design development for the project. The FY 2013-14 capital budget appropriates $1.2 million to begin construction. The project will be sent out to bid in January 2014 and is expected to span two fiscal years. The remaining funding request for FY 2014-15 will be $915K. Construction will be done in one phase but one floor at a time to minimize disruption to Library patrons. The Library will remain open during construction.

Burlingame Community Center Master Plan

Preliminary discussions about a potential new Community Center have been occurring for many years. Last year's capital budget included $100,000 to prepare a master plan for a replacement building. The Burlingame Parks & Recreation Department officially kicked off this plan, a "journey to imagine a new Burlingame Community Center", in January 2013. Parks and Recreation staff, in conjunction with Group 4 Architecture, has met with specific focus groups to assess the current Recreation Center site, share ideas and concerns, and gather information. In addition, the Community Advisory Committee has toured community centers in nearby communities to gather ideas. A Community Center survey will be rolled out in June to obtain additional input from Burlingame residents. These meetings, the tour and the community survey will help Group 4 Architecture prepare schematic designs for a Community Center. It is anticipated that community meetings will be held in the fall of 2013 to present the designs to the community and gather more input. The project will more than likely be funded through a mix of bond financing, General Fund and other revenues.

ACKNOWLEDGEMENTS

I am extremely grateful for the warm welcome I have received since joining this excellent organization. I wish to thank Mayor Keighran and the City Council for their leadership and support in this year of transition. I am fortunate to have a City Council that is willing to maintain the long-term outlook necessary for the City to preserve a high level of services through both prosperous and challenging economic times. Your input and direction on matters of financial importance are greatly appreciated.

I would also like to acknowledge the constructive role that our employees have played, most notably the Department Directors, in developing a sound budget plan that strategically allocates resources to optimally address the City Council's goals.

Finally, my thanks also go to Diana Truong, the City's Financial Services Manager, for her work on the operating and capital budgets, and City Engineer Art Morimoto for his work on the capital budget and long-term capital plan.

Please feel free to contact Carol Augustine or me if you need additional information on the budget.

Respectfully submitted,

Lisa K. Goldman
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

FY 2013-14 Goals – Implementation Action Plan

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: 29,493

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 140 miles; 7 sewer stations

Water: Approximately 100 miles; 9,155 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 close 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 City Council to serve as chief legal advisor for the governing body and the administration. In November 2009, the voters approved a measure making the City Clerk an appointed position upon completion of the four-year elected term. In March 2013, the City Council delegated the appointment of the City Clerk to the City Manager.

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. An executive team helps the City Manager lead the City organization. It includes seven department directors, the City Attorney, the City Clerk and a Fire Chief who is shared through the City's participation in the Central County Fire Department Joint Powers Authority.

CITY ORGANIZATION BY CRITICAL SERVICE AREA

General Government

City Attorney
In-house counsel, risk management, and code enforcement

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 and forecasting, payroll, financial reporting, treasury, purchasing, information technology, telecom and utility billing, business licenses, cashiering and front-desk customer service and solid waste

Human Resources
Salary and benefits administration, employment, health and 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 with environmental, health and safety guidelines

Streets & Storm Drainage
Street sweeping, transportation and regional shuttles, streetlights, stormwater management and compliance

Public Safety

Police
Community patrol, 911 communications and dispatch, crime prevention, special weapons and 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 and development

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

ROSTER OF ELECTED OFFICIALS

Mayor
Ann Keighran

Vice Mayor
Michael Brownrigg

Council Member
Cathy Baylock

Council Member
Jerry Deal

Council Member
Terry Nagel

City Clerk
Mary Ellen Kearney

ROSTER OF APPOINTED OFFICIALS

City Attorney
Kathleen Kane

Community Development Director
William Meeker

Finance Director & Treasurer
Carol Augustine

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
Mark Ladas

Final FY 2013-2014 Goals - Implementation Action Plan

Goal/Strategies/Tasks	Department	Timeframe
I. Ensure that Burlingame is an attractive and safe community that honors its history and community character		
A. Prepare for large and small emergencies		
1. Explore Business Recovery options to ensure continuity of operations at City Hall throughout an emergency event	Finance	Short-term
2. Continue to train City staff on Emergency Operations Center procedures and participate in drills	Fire	Short-term
3. Participate in National Night Out	Police	Short-term
4. Partner with all schools for emergency preparedness, including lockdown drills, intruder on campus, and evacuation plans	Fire, Police	Short-term
5. Maintain Safe Schools Radio Program and update equipment as needed	Police	Short-term
6. Continue monitoring and reporting to PG&E on power reliability and engaging PG&E on the issue of safety of underground pipes	CM, PW-Engineering	Short-term
7. Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community	All	Short-term
8. Work collaboratively with the City of Palo Alto and other partner cities on the Peninsula to identify best practices for preparing neighborhood groups for emergencies and connect them with local governments during emergency response	Fire	Short-term
B. Create and implement an active code enforcement program		
1. Research and develop an administrative code enforcement process for all City departments	CA	Short-term
2. Research and report back to the City Council on the financial and staff resources required to implement a graffiti abatement program	CA, CM, Police	Short-term
C. Make El Camino Real safer and more attractive		
1. Continue to encourage Caltrans' efforts to develop and implement a plan for trees along El Camino Real	CM, PW, PR	Mid-term
2. Research and report back to the City Council on the possibility of undergrounding utilities along El Camino Real (requires coordination with Caltrans and utilities; may negatively affect historic trees)	CM, PW, PR	Mid-term
3. Work with Caltrans on structural and legal issues concerning El Camino Real	CA, CM, PW, PR	Mid-term
D. Raise awareness of Burlingame's history through programs and outreach		
1. Create amendments to the Municipal Code intended to implement the "historic resources" policies contained within the "Burlingame Downtown Specific Plan" through creation of a voluntary local historic resource preservation program that provides incentives for property owners to preserve historic properties	CA, CD-Planning	Short-term
2. Implement/adopt the Mills Act Program/Federal Tax Credits for restoration	CA, CD-Planning	Short-term
3. Include more historical information on the City's website	CD-Planning	Short-term
4. Work with the Historical Society to create a Beautification award for best restoration project both residential and commercial	CD-Planning	Short-term
5. Support the Library project of videotaping long-time residents for inclusion in a future kiosk project accessible by the public	Library	Short-term
6. Coordinate with the Historical Society to create a voluntary standardized historic plaque program-paid for by building/homeowner	CD	Mid-term
7. Support Heritage Tourism through the SMCVCB	CD	Mid-term
8. Participate in National Trust's Main Street program that provides grants for facade/building improvements	CD	Mid-term
9. Provide information kiosks with Downtown historic properties delineated on a map (already on Google Earth)	CD	Mid-term

Final FY 2013-2014 Goals - Implementation Action Plan

10. Work with Caltrans to have directional freeway signage installed pointing people to "Old Town" Burlingame Historic District or "Visit Burlingame's Historic Auto Row"	CA, CD	Mid-term
E. Make Burlingame more bike friendly		
1. Implement safe bicycle safety standards in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), State and Federal guidelines	PW-Engineering	Short-term
2. Coordinate with the Burlingame Bicycle Pedestrian Advisory Committee (BPAC) and TSPC to obtain input regarding the implementation of the City's bicycle plan	PW-Engineering	Short-term
3. Pursue State and Federal Funding to implement bicycle safety standards	PW-Engineering	Short-term
4. Expand bicycle parking in front of the Library	Library	Short-term
5. Reinstitute the Police Bicycle Unit, participate in school bike safety functions, and educate bicyclists about safe riding	Police	Short-term
F. Make the Bayshore area more pedestrian-friendly and attractive		
1. Prepare recommendations on how to make Bayshore Blvd and other Bayfront streets more attractive, including the addition of trees	CD-Planning, PR-Parks, PW-Engineering	Short-term
2. Make efforts to improve the Bay Trail	CA, CD-Planning, PW-Engineering	Mid-term
3. Enforce pedestrian right-of-way violations utilizing the traffic unit and pedestrian stings	Police	Short-term
G. Explore options for increasing public art in Burlingame		
1. Create amendments to the Municipal Code intended to implement the "public art" policies contained within the "Burlingame Downtown Specific Plan"	CA, CD	Short-term

Final FY 2013-2014 Goals - Implementation Action Plan

Goal/Strategies/Tasks	Department	Timeframe
II. Sustain long-term financial strength with increased and diverse revenue sources		
A. Develop a plan for addressing unfunded liabilities		
1. Research an irrevocable trust fund to pre-pay retiree health insurance premium payments	CM, Finance, HR	Short-term
2. Develop a systemic methodology for charging various funds, departments and programs for OPEB costs as a component of City operations	Finance	Short-term
3. Explore ways to further limit employee and retiree medical costs	HR	Short-term
B. Institute cost-control measures and recover more costs		
1. Review general and employer liability self-insurance programs to limit the City's exposure to loss in a cost-effective manner	CA, Finance	Short-term
2. Examine the possibility of reducing certain administrative costs (office supplies, copier contracts, overnight services) through exclusive or regional service provider agreements	Finance	Short-term
3. Update City's Cost Allocation Plan to inform the establishment of fees for all City Services; begin development of Cost Recovery Policy	Finance	Short-term
4. Bring park in-lieu fees proposal to City Council for information and consideration	CA, CD-Planning, PR-Parks	Short-term
5. Review workers' compensation program and procedures to identify opportunities for cost reductions and more timely case management	HR	Short-term
6. Establish fees for all discretionary programs to more fully recover full costs of providing programs	Finance, PR	Short-term
C. Prioritize capital improvement projects		
1. Study the current and anticipated capital improvements needs for the City, develop criteria for prioritization, and present plan to the City Council	CM, Finance, PW-Engineering	Short-term
2. Prepare 5-year CIP schedule	Finance, PW-Engineering	Short-term
D. Put in place financial safeguards and controls		
1. Update purchasing policies and provide a systematic roll-out of new procedures to all departments	CA, Finance	Short-term
E. Continue to explore shared services, partnerships, and contracting in an effort to reduce costs, increase revenue, and improve services		
1. Explore options and/or partnerships for special events and specific program areas	PR-Recreation	Short-term
2. Work with San Mateo County Convention & Visitors Bureau to bring events to Burlingame that contribute Transient Occupancy and Sales Tax revenue	CD-Planning, PR-Recreation	Short-term

Final FY 2013-2014 Goals - Implementation Action Plan

Goal/Strategies/Tasks	Department	Timeframe
III. Enhance Burlingame's downtown and commercial districts		
A. Establish a comprehensive and improved sign program		
1. Craft amendments to the sign ordinance to improve visibility for the hotels, automobile dealerships, and the business districts	CD-Planning, CA	Short-term
B. Explore other possible uses for Rollins Road, North Burlingame, and Bayfront areas		
1. Evaluate and draft potential amendments to the zoning regulations for the Rollins Road (RR) zoning district that could provide the opportunity for large-scale retail uses that would not compete with businesses in the primary commercial districts (e.g., Downtown and Broadway)	CD	Short-term
2. Evaluate and draft potential amendments to the zoning regulations within the Inner Bayshore (IB) zoning district to provide greater opportunities for uses that serve as amenities for hotel users, and to provide for health service uses within the district, subject to availability of required parking	CD	Short-term
C. Agree on site and funding for downtown parking structure		
1. Complete the Parking Structure Location Study after compiling the input from businesses, residents and TSPC	PW-Engineering	Short-term
2. Present the findings of the study to the City Council and obtain direction	CM, PW-Engineering	Short-term
D. Agree on how to proceed with downtown parking lot redevelopment, particularly Lot E, the Post Office, and Park Road		
1. Address historic status of Post Office to provide for development of Lot E	CA, CD-Planning, CM	Short-term
2. Negotiate agreements with identified developer	CA, CD-Planning, CM	Short-term
E. Continue to make progress on the redevelopment of Lots F and N		
1. Negotiate agreements with identified developer	CA, CD-Planning, CM	Short-term
F. Promote opportunities for development in the vicinity of Mills-Peninsula Hospital that support and complement services provided by the Peninsula Health Care District		
1. Work closely with the Peninsula Health Care District to support development of the old hospital site that meets the needs of the community	CD-Planning, CM	Short-term
2. Undertake amendments to the Municipal Code that will provide for "health service" uses within the El Camino North (ECN) zoning district without the requirement that such uses be limited to mixed-use developments	CA, CD	Short-term

Final FY 2013-2014 Goals - Implementation Action Plan

G. Continue efforts to attract and retain businesses		
1. Meet periodically with business sector representatives and the City Council's Economic Development subcommittee to check-in with the representatives to see how the City is doing and make adjustments as warranted	CD-Planning	Short-term
2. Continue to support the developers of Burlingame Point in their efforts to secure a tenant or tenants for the project	CD-Planning	Short-term
3. Provide support to new businesses as they negotiate the Planning and Building permitting process	CD-Planning	Short-term
H. Undertake a comprehensive update to the General Plan		
1. Explore funding sources for update	CD	Mid-term

Final FY 2013-2014 Goals - Implementation Action Plan

Goal/Strategies/Tasks	Department	Timeframe
IV. Maintain and enhance Burlingame's high quality services that meet the needs of the community		
A. Attract and retain good staff		
1. Provide leadership, management, and supervisory training opportunities for City management and supervisory employees, including lead employees	HR	Short-term
2. Implement an employee wellness program	HR	Short-term
3. Re-evaluate/revise employee performance review process	HR	Short-term
4. Develop succession planning and cross-training to prepare staff to compete for future opportunities	HR	Short-term
B. Continue efforts to improve or replace the Rec Center		
1. Update the existing Master Plan for the Recreation Center	PR-Recreation	Short-term
C. Develop new agreement with SMUHSD for the Burlingame Aquatic Center		
1. Negotiate a new agreement and bring it to the City Council for approval	CA, CM, PR-Recreation	Short-term
2. Continue working with the Burlingame Aquatics Club on their assumption of program and facility functions at the Burlingame Aquatics Center and coordination with the SMUHSD	CA, CM, PR-Recreation	Short-term
D. Expand and improve City playing fields and parks		
1. Develop options for a dedicated dog park west of Highway 101	PR	Short-term
2. Improve the existing Bayside Dog Park	PR, PW-Engineering	Short-term
3. Develop a community garden	PR, PW-Engineering	Short-term
4. Explore options for the use of state lands for open space and seek funding to make it happen	CA, PR	Mid-term
E. Maintain positive relationship with the two school districts serving City students		
1. Continue working with the Burlingame School District on improving the after-school enrichment offerings at the five elementary schools and with the BSD School Board to create a stronger partnership with the after school sports program	PR-Recreation	Short-term
2. Continue working with the Burlingame School District on improving participation in the Library's Kindergarten card drive, class visits, Poetry Month and the Summer Reading Program	Library	Short-term
3. Reinstate the monthly BHS "Book Café" with Library's new teen librarian	Library	Short-term
4. Appoint a School Resource Officer	Police	Short-term
F. Look for efficiencies, reduce duplication while maintaining quality Fire and Police services		
1. Continue efforts to make Virtual Dispatch a reality	Police Comm.	Short-term
2. Continue to explore the feasibility of bringing the Millbrae and San Bruno Fire Departments into the CCFD JPA	CA, CM, Fire	Short-term
3. Manage the Burlingame-developed countywide Saturation Traffic Enforcement Program (STEP)	Police	Short-term

Final FY 2013-2014 Goals - Implementation Action Plan

4. Apply for grants through the State Office of Traffic Safety and the Federal COPS office	Police	Short-term
G. Explore technology to enhance efficiency and communications		
1. Tape and stream online more public meetings	CC, CM	Short-term
2. Install and implement agenda management software	CC, CM	Short-term
3. Recommend web-based payment solutions for City utility accounts, business licenses, alarm permits, and other City payments where practical and cost effective for the City and the customer	Finance, CA	Short-term
4. Analyze information technology needs and compare service delivery options	Finance	Mid-term
5. Implement a mobile app, Boopsie, to improve Library patrons' online experience including e-books	Library	Short-term
6. Upgrade Library's bandwidth to 1 gig for patron access to the Internet, electronic databases, library catalogs, Microsoft Office, and Wi-Fi	Library	Short-term
H. Communicate better with residents		
1. Expand the Burlingame television station as a source of community information	CC,CM	Short-term
2. Expand eNews subscriptions	CC	Short-term
3. Expand the use of social media, including Nixle, SMCAlert, Rapid Notify, Facebook and Twitter	CA, CC, CM, Police	Short-term
4. Help facilitate the creation of neighborhood groups that communicate with each other and the City and promote access to City emergency preparedness training	CM, Fire, PR	Short-term
I. Make progress on Library Millennium project		
1. Send entire project out to bid	Library	Short-term
2. Begin construction of project	Library	Short-term
3. Complete fundraising efforts to support the project	Library	Short-term

Final FY 2013-2014 Goals - Implementation Action Plan

V. Strive to promote more environmentally sustainable policies and outcomes		
A. Make progress on Climate Action Plan		
1. Continue to move forward with implementation of policies in the adopted Climate Action Plan for the 2012-2020 time period	CD	Short-term
2. Prepare a report to the Planning Commission and City Council that explores and discusses State regulations regarding greenhouse gas emissions and the impacts of these regulations upon development	CD	Short-term
B. Make City facilities, practices, and emissions more sustainable		
1. Work with PG&E and other entities to explore options for making the City more energy efficient	CM, PW-Facilities	Short-term
2. Present options to the City Council for approval to move forward	CM, PW-Facilities	Short-term
C. Establish Burlingame as a green and clean business mecca		
1. Work with the Chamber of Commerce to encourage promotion of Burlingame as a great place for "green" businesses to locate	CD	Short-term
2. Create a page on the City's website that promotes the City as an attractive location for "green" businesses and that identifies green businesses located in the city	CD	Mid-term
D. Understand the threat of sea level rise on the City		
1. Prepare a report on which local, regional and State agencies have jurisdiction on this issue	CM	Short-term
E. Expand electric vehicle charging stations in the City and map them		
1. Identify and make available a list of existing charging stations in the city	CM	Short-term
2. Develop policy options for locating and funding electric vehicle charging stations	PW	Mid-term
F. Enhance recycling efforts		
1. Promote greater hotel recycling	CD	Short-term
G. Explore possibility of expanding staff capacity to address CAP		
1. Identify a potential funding source for a full-time, dedicated Sustainability Coordinator who could help implement the Climate Action Plan	CD, CM, Finance	Short-term
H. Expand shuttle use in the city		
1. Perform Shuttle Demand Study to determine needs and feasibility	PW	Mid-term

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, and a nine-month projection that accompanies the Proposed Budget.

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 April. 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 in January 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 citywide 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 generally accepted accounting guidelines for government.

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

BUDGET ADOPTION

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

The City Council may make adjustments to the proposed budget, which they formally adopt 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. Any mid-year or supplemental appropriations must obtain 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) that provides fire, emergency medical, and disaster preparedness services to the City of Burlingame 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. One of the two City Managers serves as the Chief Administrative Officer for CCFD.

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

A copy of the Fiscal Year 2013-2014 Adopted Budget for Central County Fire Department may be obtained at:

1399 Rollins Road,
Burlingame, CA 94010

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), Parks & Recreation, Library, 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 are authorized to conduct debt financings at the direction of the 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 the City Council.

The *Enterprise Funds* are used to separately account for services and activities for which 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, 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 to each receiving department. These costs include risk management, maintenance of fleet and equipment, information technology, administrative support such as postage and copier use, and maintenance of City buildings and facilities.

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 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.

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	$59,540,882
Plus Percentage Growth per State	1.0651
2013-14 Appropriation Limit	$63,419,137
Proceeds of Taxes	$45,567,755
Exclusions:	
Qualified Capital Projects and Debt	(19,953,629)
Appropriation Subject to Limit	$25,614,127
2013-14 Appropriation Limit	$63,419,137
Appropriation Subject to Limit	25,614,127
Over/(Under) Limit	($37,805,010)

Budget Summaries, Charts & Graphs

Key Budgetary Assumptions & Effect of Legislative Changes

Chart – Adopted 2013-2014 Citywide Revenue by Type

Budget Summary - Estimated Revenues & Interfund Transfers

Chart – General Fund Revenues from FY04 – FY12

Chart – Property Tax Revenues from FY04 – FY12

Chart – Where Do Your Burlingame Property Tax Dollars Go?

Chart – Transient Occupancy Tax Revenues from FY04 – FY12

Chart – Sales & Use Tax Revenues from FY04 – FY12

Chart – Adopted 2013-2014 Expenditures by Type

Budget Summary – Expenditures by Department & Type

Chart – Adopted 2013-2014 Appropriations by Major Fund

Budget Summary – Revenues & Expenditures by Fund

Budget Summary – Debt Service Obligations

Budget Summaries by Department

Authorized Full-Time Equivalent Positions

Projected Ending Fund Balance – General Fund, Storm Drain Special Revenue & Measure A/Gas Tax Special Revenue

Projected Ending Fund Balance – Water, Sewer & Parking Enterprises

KEY BUDGETARY ASSUMPTIONS & EFFECT OF LEGISLATIVE CHANGES

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

GENERAL ECONOMIC OUTLOOK

The state and local economic outlook is expected to coincide with the national outlook of a modest and tentative trend toward recovery from the recent recession, due to the expected resolution of the "fiscal cliff" and federal debt ceiling issues. Personal income in California is on the rebound along with slightly lower unemployment and a rise in taxable sales. The California Department of Finance cites the possible European economic fallout as the largest known risk factor at this point, due largely to the negative impact this would have on demands for U.S. and California exports abroad.

Economic Indicator	Projected 2012-13	Forecast 2013-14
U.S. Real GDP Growth	2.3%	2.5%
U.S. CPI Inflation	1.5%	1.8%
California Non-Farm Employment Growth	2.0%	1.8%
California Unemployment Rate	10.1%	9.4%
California Existing Home Sales	$337,080	$344,640
California Median Existing Home Prices	$277,795	$286,430
California Multi-Family Building Permits	64,000	86,000

Source: Hdl

- **The national, state & local economic outlook is expected to be a continuation of a modest and tentative trend toward recovery.**

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. Counties allocate property taxes to all taxing agencies; the City of Burlingame receives approximately 17% of the taxes attributable to properties within its jurisdiction.

The State of California conducts a biannual survey of real estate trends as reported by each county. According to the California Department of Finance, sales volumes and prices of new

and existing residential properties rose moderately from 2011 to 2012, with activity in the 2012 calendar year driving fiscal year 2013-14 property tax revenues. Furthermore, this marks the first time since 2005 that both sales volumes and prices have moved in a positive direction. With consideration to a decline in the number of homes in foreclosure, this is an indication that the state's overall real estate market has stabilized. As such, the California Department of Finance projects a statewide growth of 2.5% in property tax revenue in FY 2013-14.

With respect to the City's large residential property tax base, inventories of residential properties for sale have remained relatively low over the past year, but because of a 23% growth in median housing values statewide from January 2012, higher residential property values are anticipated. Higher inventories of properties for sale and commercial re-assessments due to new construction would provide more significant growth in net assessed values. While the City has several significant real estate developments in the pipeline, it is uncertain that the new construction will be completed in the near term, and therefore, a more positive effect in property tax revenue from the commercial sector will not be felt. Due to the City's stable property tax base and desirable location, the City's compound annual growth rate (CAGR) in net assessed value has been at least 3%, which is based upon historical (six years) revenue and assessed value data collected by the City and obtained from the County Assessor. Current market conditions are expected to have a positive impact on growth.

- **The City's secured property tax revenue estimate assumes 4.8% growth over projected fiscal year 2012-13 actuals (as adjusted) based upon local sales prices and volume, as well as projected statewide growth.**

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

Refunds of property tax from the County Educational Revenue Augmentation Fund occur when the City's property tax revenue exceeds funding limits of the City's local schools. These funding limits are the result of a complex formula administered and set by the County and State of California. Rebates of property tax from ERAF are also affected by property tax dollars that are used to backfill local sales tax and vehicle license fee revenues that are re-directed to the State of California. This revenue is subject to legislative change, and based upon information received from the County of San Mateo, the City will continue to assume receipt of this revenue in the proposed budget. Although the City received $1.2 million in "excess ERAF" in FY 2012-2013, recent changes in state allocations to education programs may limit (or totally negate) this revenue in the future.

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

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.

Last year, the Governor's proposed budget required passage of Proposition 30, a constitutional amendment, in the November 2012 statewide election. Voters approved Proposition 30, which resulted in a temporary state sales tax rate increase from 7.25% to 7.50%. The one quarter of one percent increase in the state sales tax rate will be effective for four years from January 1, 2013 through December 31, 2016. This added sales tax revenue accrues solely to the benefit of the State to address its ongoing structural deficit. Of the 7.50% state sales tax rate, 1% accrues to local governments (0.25% to county transportation and 0.75% to the City's General Fund). In addition, Proposition 172 (1993) set a half-cent sales tax accruing for the benefit of public safety.

In November 2012, voters approved Measure A, which raises the County sales tax rate by 0.50%, from 1.00% to 1.50%, for ten years. As a result, the City's sales tax rate for taxable sales transactions within Burlingame is currently set at 9.00%, as of April 1, 2013.

The proposed budget does not expect a negative impact on customer traffic in city retail stores as a result of these tax increases, primarily due to an assumption of modest economic recovery. Retail sales from October through December 2012 statewide were up 5.4% compared to the same time last year. The increase was 6.1% for the City of Burlingame.

- **The City's sales and use tax revenue projection assumes a 5% increase over the fiscal year 2012-2013 estimate. This assumption is based on continued economic recovery and consumer traffic.**

TRANSIENT OCCUPANCY TAX

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

As the City's largest and most economically sensitive revenue source, TOT revenues are directly tied to changes in average daily room rates (ADR) of the city's hotels. The City monitors ADR on a monthly basis, and makes estimates of ADR and occupancy rates based on transient occupancy tax receipts received for the previous month and industry reports.

Data collected from July – March of the current fiscal year indicates that hotel occupancy rates are trending at 80%, and collections were slightly over 100% of budget by April. As of March, collections from the same time last year were up nearly 13%. Based on industry reports, ADR's in the San Francisco/San Mateo area are up 10.8% compared to 2012, and revenue per available room is up 12.8%.

As the economy continues to recover, the City believes that higher demand for rooms will continue to support hotel room rates that have been higher than those in previous years. However, staff believes that as the General Fund's highest revenue source, it is not prudent to assume that occupancy rates will trend any further than the historical 80% average and/or ADR's will grow indeterminately without discouraging demand. Given the indications that California is in the middle of a modest economic recovery, the budgetary assumption assumes that market conditions will have no further significant impact on TOT receipts, and will resume a 3% growth rate consistent with the recently published Bay Area indices by the Bureau of Labor Statistics for rents, shelter and lodging away from home.

- **The proposed budget of $18.6 million assumes a 3% increase in TOT revenues from FY 2012-2013 anticipated year-end receipts of $18.0 million.**

STORM DRAIN FEE

In April 2013, the City Council authorized an increase of 2% to the storm drain fee, which is collected as an assessment on the property tax roll. This is based on the consumer price index of 2.43% as published by the U.S. Department of Labor, Bureau of Labor Statistics in February 2013. Pursuant to the authority granted by voters in the May 2009 election, the City Council may increase the storm drain fee each fiscal year by the annual consumer price index, but not to exceed 2%.

- **The proposed budget of $2.7 million assumes a 2% increase in the storm drain fee.**

WATER & SEWER RATES

In November 2012, the City Council adopted Ordinance No. 1880, which set water and sewer rates for 2013, 2014, and 2015, and which includes annual water rate increases of 7.8%. Sewer rates in effect as of January 1, 2012 will remain unchanged during this period.

- **The proposed budget assumes revenue of $14.8 million for the Water Enterprise and $16.7 million for the Sewer Enterprise. The assumption is based on currently enacted rates and assumptions used to forecast rates during Proposition 218 rate noticing in November 2012.**

PARKING RATES

The Finance Department has recommended a budgeted revenue number based on historical monthly volume, approximately 350 permits sold per month or 88% of sales volume assuming 400 total available permits for sale, and a reserve to account for Burlingame Avenue Streetscape construction. This is a conservative revenue estimate which will ensure sufficient funds to meet

debt service obligations relating to the Lease Revenue Bonds, Series 2012 which were issued to finance construction.

- **The proposed budget assumes $2.32 million in estimated parking rate revenue, which is a 2% decrease from projected year-end actuals of $2.37 million.**

RECLASSIFICATION OF CERTAIN NON-DEPARTMENTAL PROGRAM COSTS

When comparing prior year appropriations with the 2013-14 budget proposal, it is important to note that certain programs, previously budgeted within the departmental category of "Other Non-Departmental Programs," have been reclassified. This change has caused a $589K reduction in "Other Non-Departmental Programs," with offsetting increases in various departments and certain internal service funds. Below is a listing of all program costs that were reclassified in the FY 2013-14 proposed budget:

Non-Departmental Line Item	Reclassified to:	FY13-14 Amount $
Finance studies (annual audit, actuarial studies, cost recovery & fee study, and State reporting requirements)	Administrative & Information Technology	$189K
San Mateo Animal Control	Police	$173K
C/CAG & New Congestion Relief	Engineering	$135K
Chamber of Commerce	City Council	$31K
Community Group Funding	City Council	$30K
Legislative memberships & representation	City Council	$16K
Holiday Tree Lighting	City Council	$15K
	Total reclassifications	**$589K**

- **These reclassifications have no change on the City's budget appropriations as a whole. Staff will complete the reclassification of "Non-Departmental Program" items to the most suitable department or internal service fund in next year's budget.**

CENTRAL COUNTY FIRE DEPARTMENT BUDGET PRESENTATION

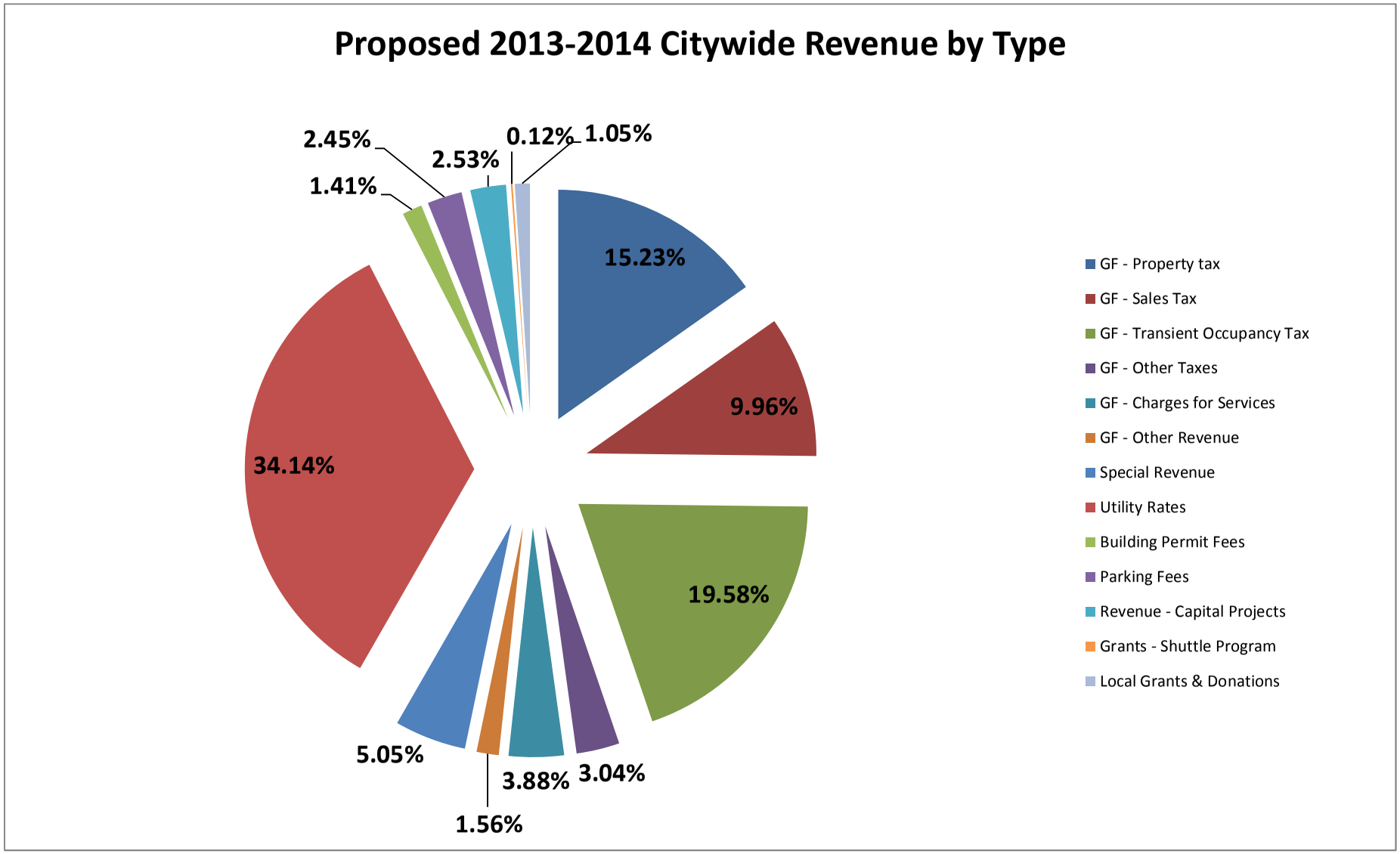
The proposed budget includes a General Fund appropriation for the Central County Fire Department (CCFD). In prior years, the budget was a reflection of Burlingame's 60% portion of the Fire Department's budget as adopted by the CCFD Board of Directors, as part of its Joint Powers Agreement with the Town of Hillsborough. The FY 2013-14 proposed budget has updated this presentation by including the costs associated with the CCFD budget that are NOT reimbursed as part of the agreement. Such costs include maintenance of fire vehicles and facilities, as well as capital outlays, for assets that were the property of the City prior to the merger with Hillsborough in June 2010.

- **As a result, the CCFD budget more accurately reflects the total General Fund costs of providing Fire protection and related services for the upcoming fiscal year.**

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)

The California Public Employees' Retirement System completed its annual review of funding levels in March 2013 and will be updating actuarial policies and investment assumptions with the goal of fully funding the system in a shorter time frame. Policy changes include increased employer contributions effective fiscal year 2015-16 and the creation of a separate pool for new members as a result of the Public Employees Pension Reform Act (PEPRA), which became effective on January 1, 2013.

- **There is no impact to the proposed budget. However, the effective date of these policy changes will allow the City to revise its projections and address funding obligations in the City's five-year forecast.**


Proposed 2013-2014 Citywide Revenue by Type
15.23%
9.96%
19.58%
3.04%
3.88%
1.56%
5.05%
34.14%
1.41%
2.45%
2.53%
0.12%
1.05%
GF - Property tax
GF - Sales Tax
GF - Transient Occupancy Tax
GF - Other Taxes
GF - Charges for Services
GF - Other Revenue
Special Revenue
Utility Rates
Building Permit Fees
Parking Fees
Revenue - Capital Projects
Grants - Shuttle Program
Local Grants & Donations

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 EST. ACTUAL	2013-2014 PROPOSED
GENERAL FUND				
Current Secured Property Tax	9,168,453	9,648,000	9,648,000	10,110,000
Secured Supplemental Property Tax (SB 813)	161,591	140,000	214,307	220,000
Current Unsecured Property Tax	548,193	550,000	584,704	600,000
Unsecured Personal Property Tax	19,790	-	-	-
Secured Supplemental Property Tax (SB 813)-Prior	14,892	20,000	8,589	9,000
Proposition 1A Reimbursement from State of CA	-	1,000,000	1,167,900	-
Property Tax in-lieu of VLF	2,246,847	2,230,000	2,312,527	2,337,000
Unitary Tax	236,340	237,744	257,645	265,000
ERAF Refund	1,063,537	900,000	1,284,602	900,000
Subtotal - Property Taxes	**13,459,642**	**14,725,744**	**15,478,274**	**14,441,000**
Sales & Use Tax	6,331,967	6,413,303	6,692,919	7,028,000
Sales Tax Compensation Fund (Triple Flip)	2,163,431	2,175,000	2,168,196	2,277,000
Prop 172 Public Safety Fund (Sales Tax)	123,680	110,000	132,486	140,000
Subtotal - Sales and Use Tax	**8,619,078**	**8,698,303**	**8,993,601**	**9,445,000**
Transient Occupancy Tax (10%)	13,485,964	13,142,039	18,032,612	18,570,000
Transient Occupancy Tax - Penalties	-	-	-	-
Transient Occupancy Tax (2%)	2,697,194	2,640,667	-	-
Subtotal - Transient Occupancy Taxes	**16,183,158**	**15,782,706**	**18,032,612**	**18,570,000**
Real Property Transfer Tax	379,266	250,000	396,529	406,000
State Homeowner Property Tax Reimbursement	65,183	64,000	64,000	64,000
Business License Tax	882,791	725,000	933,450	991,000
Business License Tax-Audit	15,167	-	(46)	-
PG&E - Franchise Tax -- Natural Gas	103,900	95,000	103,900	107,000
PG&E - Franchise Tax -- Surcharge (SB278)	23,261	20,000	15,270	16,000
PG&E - Franchise Tax -- Electricity	185,343	170,000	185,343	190,000
PG&E - Franchise Tax -- Surcharge-Prior Year	21,421	23,000	17,131	18,000
Franchise Tax -- Solid Waste	409,780	650,000	556,660	569,000
Comcast - Franchise Tax -- Cable Television (5%)	392,783	405,000	383,020	392,000
Astound - Franchise Tax -- Cable Television (5%)	24,514	25,000	23,857	25,000
AT&T Video Service Franchise Tax	78,720	70,000	100,372	103,000
Subtotal - Other Taxes	**2,582,128**	**2,497,000**	**2,779,486**	**2,881,000**
TOTAL TAXES	**40,844,007**	**41,703,753**	**45,283,973**	**45,337,000**
Overnight Parking Permits	2,300	3,000	3,908	5,000
Taxi Licenses	18,854	7,500	18,728	20,000
Alarm Permit Fees	78,358	75,000	81,914	85,000
TOTAL LICENSES & PERMITS	**99,512**	**85,500**	**104,550**	**110,000**
Parking Citations	816,410	900,000	807,910	800,000
Vehicle Code Fines	21,494	15,000	17,724	15,000
Redlight Photo Enforcement	710	-	209	-
TOTAL FINES, FORFEITURES AND PENALTIES	**838,614**	**915,000**	**825,843**	**815,000**
Interest Income	176,791	660,000	186,974	200,000
Use of Money & Property	105,866	110,000	89,364	105,000
Golf Center Lease Payments	85,000	70,000	62,500	120,000
Utility Reimbursements	4,520	4,000	341	1,000
TOTAL USE OF MONEY AND PROPERTY	**372,178**	**844,000**	**339,179**	**426,000**

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 EST. ACTUAL	2013-2014 PROPOSED
Other Revenue	-	-	-	-
TOTAL OTHER REVENUE	**-**	**-**	**-**	**-**
Taxicab Inspections	-	5,000	298	500
False Alarm Charges	20,047	15,000	21,837	23,000
Falses Alarm Charges - Collections	558	2,000	442	500
DUI Charges	-	-	123	500
Special Police Services	7,116	8,000	9,672	10,000
Livescan Fees	8,530	5,000	5,159	6,000
Police Booking Fees - County	5,422	5,000	5,000	5,000
Police Booking Fees - City	604	5,000	500	600
Vehicle Release Charges	20,915	20,000	20,990	21,000
State Highway Maintenance	25,000	21,420	25,000	25,000
Public Works Fees and Services	292,505	255,000	296,803	302,000
Library Fees and Services	126,428	110,000	115,792	118,000
Library Service to Town of Hillsborough	486,719	500,000	493,141	500,000
Recreation Fees and Services	2,012,199	1,866,600	2,082,979	2,120,000
Parks Special Services	105,380	51,000	88,620	90,000
Arborist Plan Check & Inspections	12,116	10,200	10,875	11,000
Arborist Planning Fees	10,395	10,200	11,765	11,000
Protected Tree Application Fee	6,270	5,100	5,567	6,000
Field Preparation Fee	-	-	-	-
Beautification Commission Appeal Fee	255		-	-
Filing and Certification Fees	948	-	366	500
Special Event Permit Fee	447	-	-	-
Nomination/Filing/Certification Fees	631	-	-	-
Amusement/Entertainment Permit Fee	288	-	502	500
Zoning & Plan Check Services	98,650	91,800	109,624	112,000
Use Permit Fees (Alamo)	36,500	36,500	73,730	75,000
2nd Unit Amnesty Fee	-	-	31	-
Planning Fees	168,842	153,000	213,029	217,000
Plan Check Fees - Engineering	14,412	15,300	15,512	16,000
SMCCVB Processing Fee	4,000	4,000	4,080	4,000
Leaf Blower Certification Fee	425	-	1,889	2,000
TOTAL CHARGES FOR SERVICES	**3,465,601**	**3,195,120**	**3,613,326**	**3,677,100**
Police Officer Standards/Training Reimbursement	16,758	10,000	10,389	10,000
SLESF COPS Grant	-	75,000	97,421	-
California State Library Reimbursement	61,717	-	-	-
State Mandated Cost Reimbursements	(389)	-	(1,645)	-
AB 1546 C/CAG Vehicle Registration Fees & Measure M	172,555	-	120,000	122,000
TOTAL FEDERAL & STATE SUBVENTIONS	**250,641**	**85,000**	**226,165**	**132,000**
Abandoned Vehicle Abatement Charges	23,571	31,000	32,679	-
Police Auction Proceeds	2,658	1,000	3,857	-
Easton Library Branch Community Donations	-	-	-	-
Miscellaneous Revenue	416,502	-	51,207	-
TOTAL OTHER REVENUE	**442,730**	**32,000**	**87,743**	**-**
GENERAL FUND, BEFORE TRANSFERS	**$ 46,313,283**	**$ 46,860,373**	**$ 50,480,779**	**$ 50,497,100**
Transfer In from Sewer Fund	494,082	571,481	571,481	1,053,622
Transfer In from Water Fund	494,082	571,481	571,481	1,096,538
Transfer In from Traffic Safety Fund	41,611	60,000	60,000	60,000

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 EST. ACTUAL	2013-2014 PROPOSED
Transfer In from Gas Tax Fund	6,000	6,000	6,000	6,000
Transfer In from Parking Fund	290,000	740,000	290,000	410,615
Transfer In from Storm Drain Fund	15,000	15,000	15,000	15,000
Transfer In from Building Fund	144,723	-	-	121,901
Transfer Out to Solid Waste Fund	(227,656)	(250,000)	(250,000)	(202,964)
Transfer Out to Shuttle Bus Fund	(49,439)	(78,823)	(78,823)	(109,702)
Transfer Out to Burlingame Finance Authority	(4,464,472)	(5,130,024)	(4,813,743)	(5,599,051)
Transfer Out to Equipment Services Fund	-	-	-	(102,512)
Transfer Out to Capital Projects Fund	(2,949,916)	(3,780,000)	(5,696,734)	(3,000,000)
TOTAL INTERFUND TRANSFERS	**(6,205,985)**	**(7,274,886)**	**(9,325,339)**	**(6,250,553)**
GENERAL FUND REVENUE, NET OF TRANSFERS	**$ 40,107,298**	**$ 39,585,488**	**$ 41,155,441**	**$ 44,246,547**
SPECIAL REVENUE FUNDS				
TRAFFIC SAFETY FUND				
Vehicle Code Fines	50,844	60,000	60,000	60,000
Transfer to General Fund	(41,611)	(60,000)	(60,000)	(60,000)
TRAFFIC SAFETY FUND, NET OF TRANSFERS	**$ 9,233**	**$ -**	**$ -**	**$ -**
BURLINGAME AVENUE SPECIAL ASSESSMENT DISTRICT				
Special Assessment Revenue	341,583	335,787	310,157	310,157
Transfer Out to Burlingame Financing Authority	-	-	(158,141)	(276,869)
SPECIAL ASSESSMENT, NET OF TRANSFERS	**$ 341,583**	**$ 335,787**	**$ 152,017**	**$ 33,288**
FEDERAL & STATE GRANTS				
SLESF COPS Grant	109,455	-	-	90,000
CA Office of Traffic Safety STEP Grant	-	-	-	258,000
FEDERAL & STATE, NET OF TRANSFERS	**$ 109,455**	**$ -**	**$ -**	**$ 348,000**
MEASURE A & GAS TAX FUND				
Measure A Sales Tax	600,630	550,000	650,000	680,000
Section 2103 -- Excise Tax	234,622	287,468	325,000	415,308
Section 2107--Maintenance and Construction	201,457	204,000	194,000	204,078
Section 2105--Proposition 111 Gas Tax	150,924	153,000	125,000	137,072
Section 2106--New Construction	110,816	116,000	110,000	95,668
Interest Income	45,901	30,000	-	-
Section 2107.5 - Administration	6,000	6,000	6,000	6,000
MEASURE A & GAS TAX, BEFORE TRANSFERS	**1,350,350**	**1,346,468**	**1,410,000**	**1,538,126**
Transfer Out to General Fund	(6,000)	(6,000)	(6,000)	(6,000)
Transfer Out to Capital Projects Fund	(1,414,525)	(1,409,000)	(1,414,525)	(1,225,000)
TOTAL INTERFUND TRANSFERS	**(1,420,525)**	**(1,415,000)**	**(1,420,525)**	**(1,231,000)**
GAS TAX REVENUE, NET OF TRANSFERS	**$ (70,175)**	**$ (68,532)**	**$ (10,525)**	**$ 307,126**
PUBLIC TV ACCESS FUND				
PEG Access Fees	39,073	99,954	120,000	120,000
PUBLIC TV REVENUE, NET OF TRANSFERS	**$ 39,073**	**$ 99,954**	**$ 120,000**	**$ 120,000**

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 EST. ACTUAL	2013-2014 PROPOSED
Transfer Out to Capital Projects Fund	-	-	-	(150,000)
TOTAL INTERFUND TRANSFERS	**-**	**-**	**-**	**(150,000)**
PUBLIC TV ACCESS, NET OF TRANSFERS	**$ 39,073**	**$ 99,954**	**$ 120,000**	**$ (30,000)**
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)	-	-	-
TOTAL INTERFUND TRANSFERS	**(80,000)**	**-**	**-**	**-**
DEVELOPMENT FEES, NET OF TRANSFERS	**$ 150,210**	**$ -**	**$ -**	**$ -**
STORM DRAIN FUND				
Storm Drainage Fees	2,502,850	2,550,000	2,557,275	2,608,520
Interest Income	51,028	50,000	50,000	60,000
STORM DRAIN REVENUE, BEFORE TRANSFERS	**2,553,878**	**2,600,000**	**2,607,275**	**2,668,520**
Transfer to General Fund	(15,000)	(15,000)	(15,000)	(15,000)
Transfer to Capital Projects Fund	-	(1,200,000)	-	(3,200,000)
Transfer to Burlingame Financing Authority	(1,013,527)	(608,284)	(608,284)	(966,568)
TOTAL INTRAFUND TRANSFERS	**(1,028,527)**	**(1,823,284)**	**(623,284)**	**(4,181,568)**
STORM DRAIN, NET OF TRANSFERS	**$ 1,525,351**	**$ 776,716**	**$ 1,983,991**	**$ (1,513,048)**
ENTERPRISE FUNDS				
WATER ENTERPRISE FUND				
Sales	13,497,501	14,553,293	14,328,703	14,888,508
Penalties	38,327	25,000	26,223	25,000
Flows and Turn-ons	410	1,000	500	1,000
Fire Flow inspections	-	7,500	7,500	7,500
Fire Services	27,459	25,000	27,447	25,000
Taps for New Meters	125,458	130,000	80,820	130,000
Miscellaneous & Interest	232,673	30,000	50,000	30,000
WATER FUND REVENUE, BEFORE TRANSFERS	**13,921,828**	**14,771,793**	**14,521,193**	**15,107,008**
Transfer Out to Capital Projects Fund	(4,117,755)	(2,500,000)	(2,500,000)	(2,500,000)
Transfer Out to General Fund	(494,082)	(571,481)	(571,481)	(1,096,538)
TOTAL INTERFUND TRANSFERS	**(4,611,837)**	**(3,071,481)**	**(3,071,481)**	**(3,596,538)**
WATER FUND, NET OF TRANSFERS	**$ 9,309,991**	**$ 11,700,312**	**$ 11,449,712**	**$ 11,510,470**
SEWER ENTERPRISE FUND				
Service Charges	14,681,555	16,400,180	15,375,821	15,300,000

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 EST. ACTUAL	2013-2014 PROPOSED
Charges to Other Agencies	1,355,341	900,000	1,297,034	1,300,000
Discharge Permits	115,099	100,000	100,000	100,000
Connection Fees	5,293	10,500	5,000	10,500
Miscellaneous & Interest Income	110,930	25,000	27,000	25,000
SEWER FUND REVENUE, BEFORE TRANSFERS	**16,268,218**	**17,435,680**	**16,804,855**	**16,735,500**
Transfer Out to Capital Projects Fund	(6,989,513)	(4,900,000)	(4,900,000)	(4,900,000)
Transfer Out to General Fund	(494,082)	(571,481)	(571,481)	(1,053,622)
TOTAL INTERFUND TRANSFERS	**(7,483,595)**	**(5,471,481)**	**(5,471,481)**	**(5,953,622)**
SEWER FUND, NET OF TRANSFERS	**$ 8,784,623**	**$ 11,964,199**	**$ 11,333,374**	**$ 10,781,878**
SOLID WASTE MANAGEMENT FUND				
AB939 Administration	159,359	180,000	200,000	200,000
Steam Cleaning Downtown	75,000	75,000	75,000	75,000
Landfill Closure	223,103	250,000	262,000	262,000
Miscellaneous Revenue	7,691	-	-	-
SOLID WASTE, BEFORE TRANSFERS	**465,153**	**505,000**	**537,000**	**537,000**
Transfer In from General Fund (Franchise Fees)	227,656	250,000	250,000	202,964
TOTAL INTERFUND TRANSFERS	**227,656**	**250,000**	**250,000**	**202,964**
SOLID WASTE, NET OF TRANSFERS	**$ 692,809**	**$ 755,000**	**$ 787,000**	**$ 739,964**
BUILDING INSPECTION FUND				
Construction Permits	918,064	836,400	761,500	792,000
Building Plan Check Fees	454,234	459,000	500,000	510,000
Microfilm Fees	31,856	40,000	31,000	32,000
BUILDING INSPECTION, BEFORE TRANSFERS	**1,404,154**	**1,335,400**	**1,292,500**	**1,334,000**
Transfer Out to General Fund	(144,723)	-	-	(121,901)
TOTAL INTERFUND TRANSFERS	**(144,723)**	**-**	**-**	**(121,901)**
BUILDING, NET OF TRANSFERS	**$ 1,259,431**	**$ 1,335,400**	**$ 1,292,500**	**$ 1,212,099**
PARKING ENTERPRISE FUND				
Parking Fees	1,762,553	2,160,153	2,105,139	2,063,036
Downtown Parking Permits	186,731	216,000	265,590	260,550
Miscellaneous Revenue	20,518	-	-	-
PARKING REVENUE, BEFORE TRANSFERS	**1,969,802**	**2,376,153**	**2,370,729**	**2,323,586**
Transfer Out to General Fund	(290,000)	(740,000)	(290,000)	(410,615)
Transfer Out to Burlingame Financing Authority	-	-	(158,141)	(276,869)
TOTAL INTRAFUND TRANSFERS	**(290,000)**	**(740,000)**	**(448,141)**	**(687,484)**
PARKING REVENUE, NET OF TRANSFERS	**$ 1,679,802**	**$ 1,636,153**	**$ 1,922,589**	**$ 1,636,102**

CAPITAL PROJECT FUNDS (ALL FUNDS, PROGRAMS & SUB-PROGRAMS)

Proceeds from Other Financing Sources	-	18,800,000	20,300,000	-

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 EST. ACTUAL	2013-2014 PROPOSED
Other State/Federal Grants	617,191	-	10,000	1,397,000
Public Benefit Fees - Millenium Point	-	-	-	1,000,000
Other Revenue	481,739	-	200,000	-
CAPITAL PROJ REVENUE, BEFORE TRANSFERS	**617,191**	**18,800,000**	**20,310,000**	**2,397,000**
Transfer In From General Fund	2,949,916	3,780,000	5,696,734	3,000,000
Transfer In from Gas Tax Fund	1,414,525	1,409,000	1,414,525	1,225,000
Transfer In from Water Fund	4,117,755	2,500,000	2,500,000	2,500,000
Transfer In from Sewer Fund	6,989,513	4,900,000	4,900,000	4,900,000
Transfer In from Public TV Access Fund	-	-	-	150,000
Transfer In from Other Local Grants & Donations	-	-	-	1,000,000
Transfer In from Storm Drain Fund	-	1,200,000	-	3,200,000
Transfer In - Financing Authority (Storm Drain Bond)	3,540,118	-	-	5,000,000
Transfer In from Development Fees Fund	80,000	-	-	-
TOTAL INTERFUND TRANSFERS	**19,091,827**	**13,789,000**	**14,511,259**	**20,975,000**
CAP PROJ REVENUE, NET OF TRANSFERS	**$ 19,709,018**	**$ 32,589,000**	**$ 34,821,259**	**$ 23,372,000**

OTHER FUNDS

SHUTTLE BUS PROGRAM FUND

Grants & Contributions	107,704	131,851	113,459	114,354
SHUTTLE REVENUE, BEFORE TRANSFERS	**107,704**	**131,851**	**113,459**	**114,354**
Transfer In from General Fund	49,439	78,823	78,823	109,702
TOTAL INTERFUND TRANSFERS	**49,439**	**78,823**	**78,823**	**109,702**
SHUTTLE REVENUE, NET OF TRANSFERS	**$ 157,143**	**$ 210,674**	**$ 192,282**	**$ 224,056**

OTHER LOCAL GRANTS & DONATIONS

Library Foundation (Millenium Project)	-	-	-	1,000,000
DONATIONS, BEFORE TRANSFERS	**-**	**-**	**-**	**1,000,000**
Transfer Out to Capital Projects Fund	-	-	-	(1,000,000)
TOTAL INTERFUND TRANSFERS	**-**	**-**	**-**	**(1,000,000)**
DONATIONS, NET OF TRANSFERS	**$ -**	**$ -**	**$ -**	**$ -**

INTERNAL SERVICES FUNDS

Transfer In to Equipment Services Fund	-	-	-	102,512
INTERNAL SERVICES FUND, NET OF TRANSFERS	**-**	**-**	**-**	**102,512**

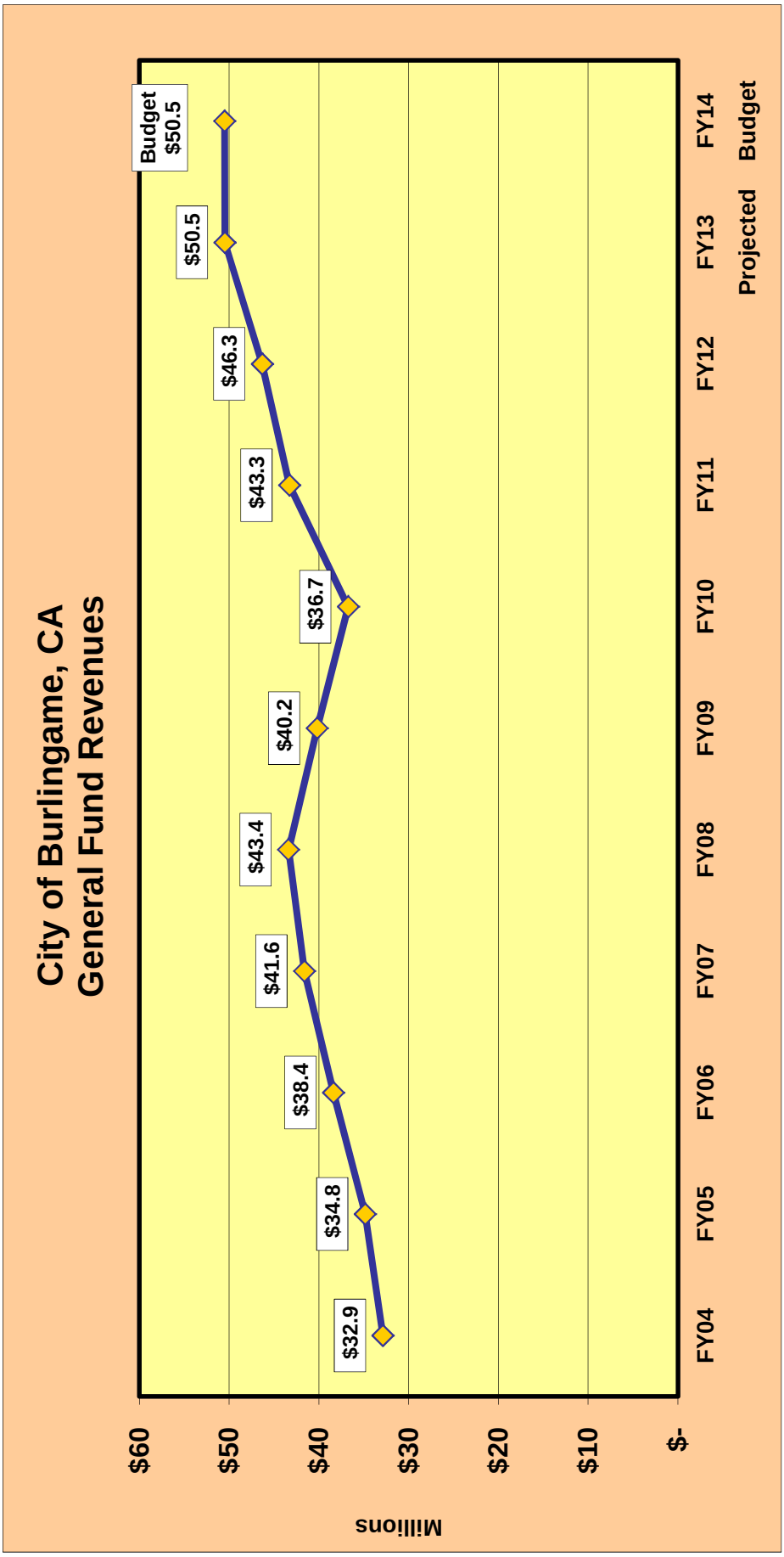
DEBT SERVICE FUND

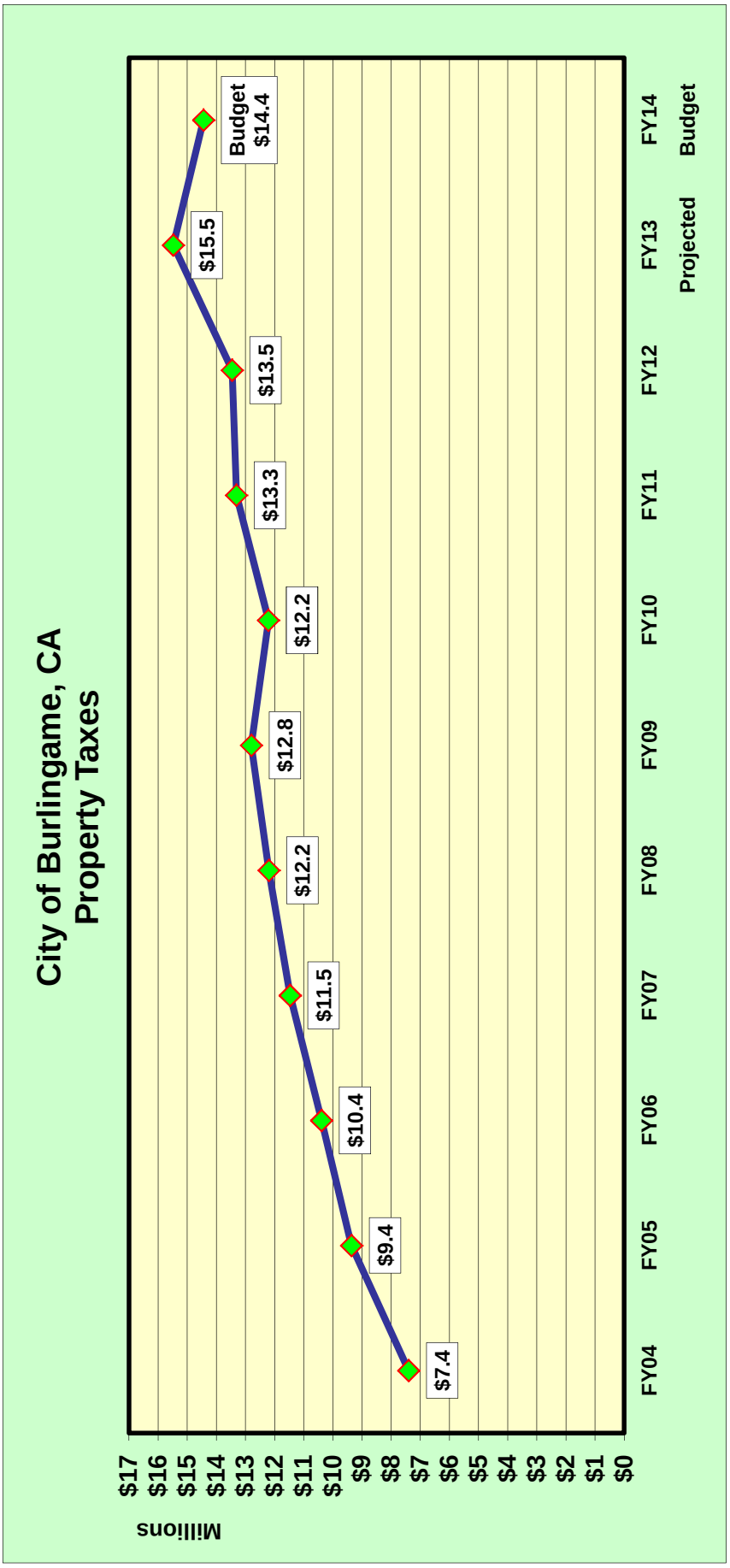
BURLINGAME FINANCING AUTHORITY

Transfer In from Storm Drain	1,013,527	608,284	608,284	966,568
Transfer In from Water Fund	-	-	-	-
Transfer In from Sewer Fund	-	-	-	-

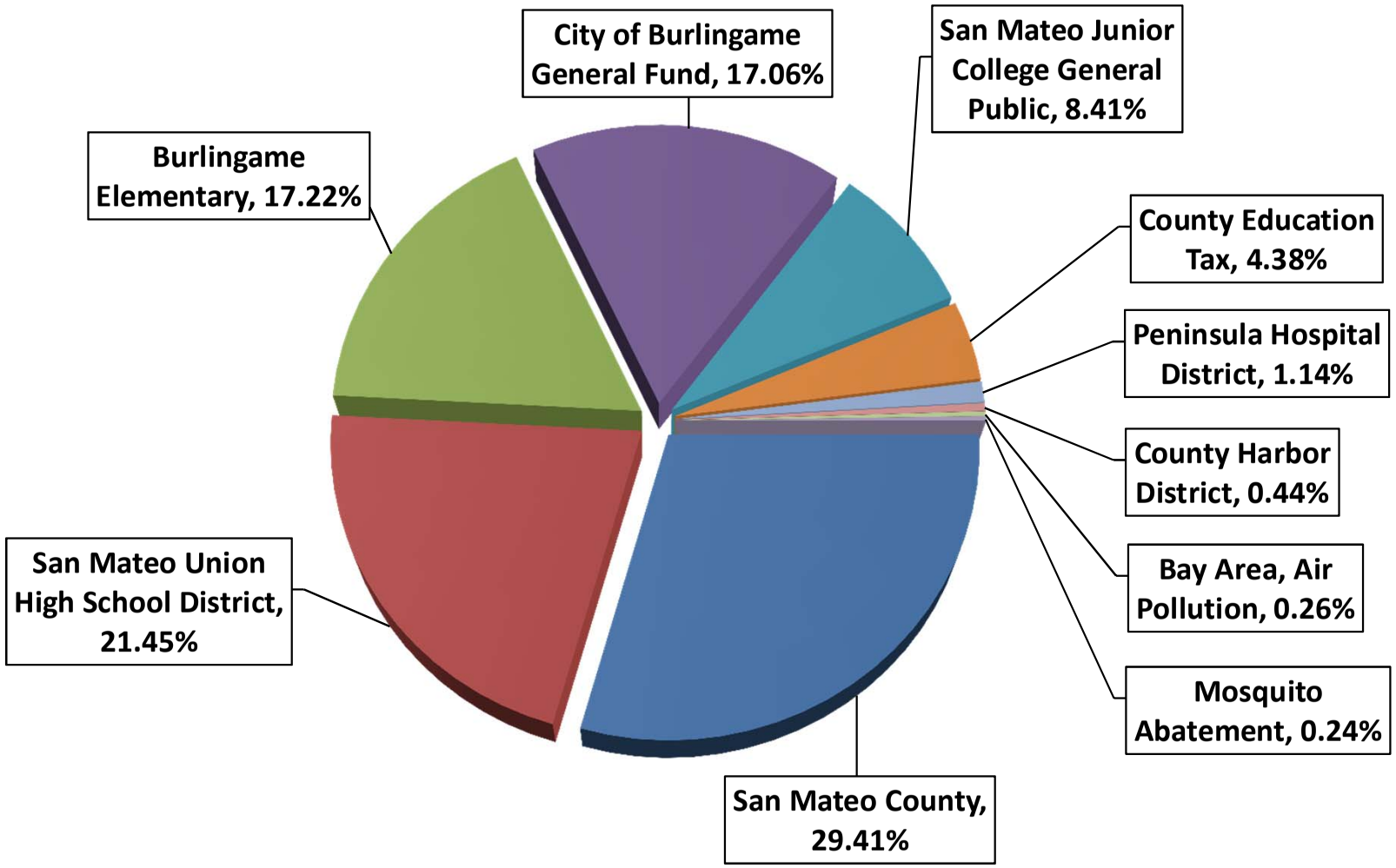
CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
ESTIMATED REVENUES AND INTERFUND TRANSFERS

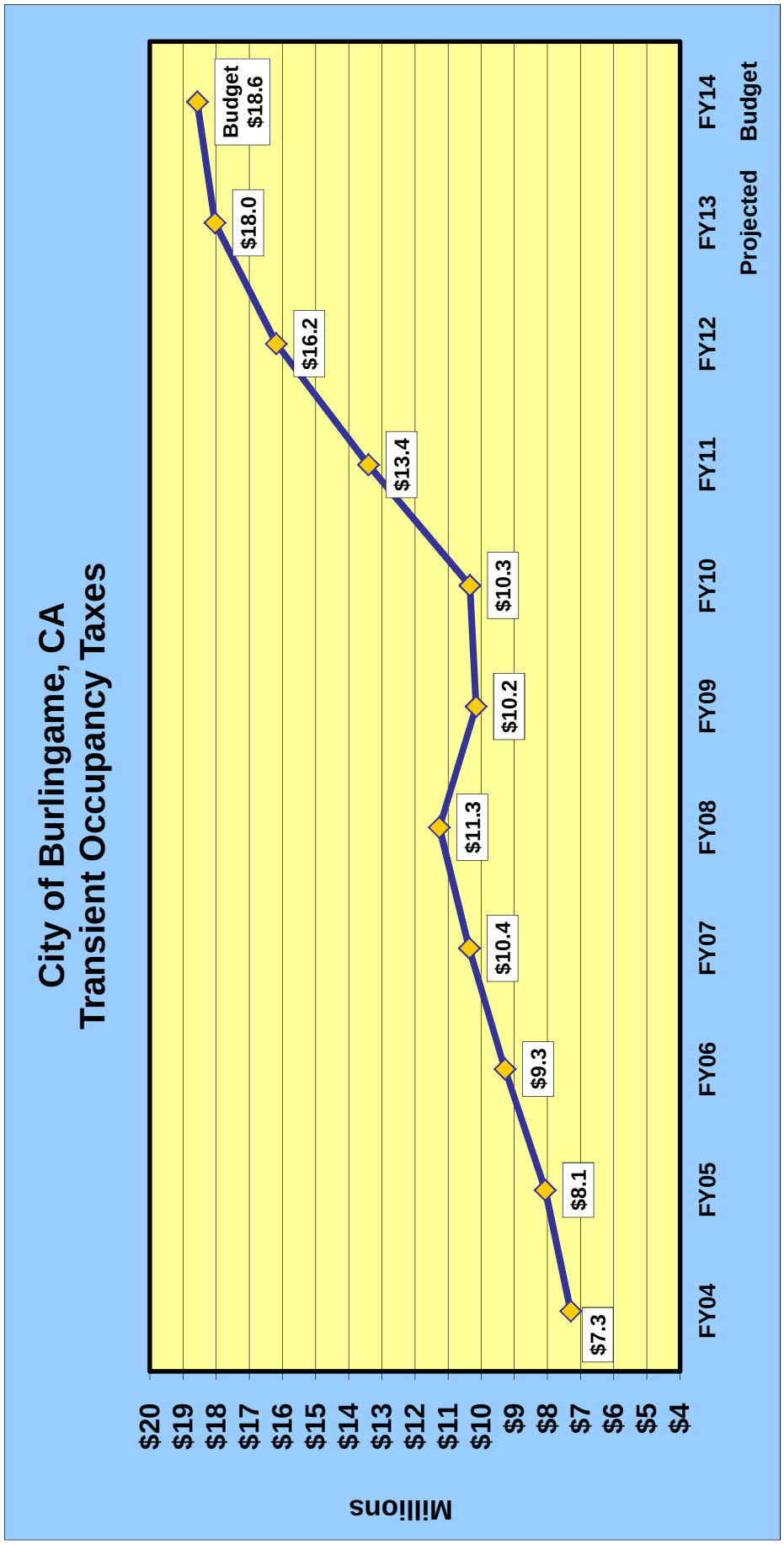
FUND AND DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 EST. ACTUAL	2013-2014 PROPOSED
Transfer In from Parking Fund	-	-	158,141	276,869
Transfer In from Burlingame Ave. Assessment District	-	-	158,141	276,869
Transfer In from General Fund	4,464,472	5,130,024	4,813,743	5,599,051
Transfer to Storm Drain CIP (Storm Drain Bond)	(3,540,118)	-	-	(5,000,000)
TOTAL INTERFUND TRANSFERS	**1,937,881**	**5,738,308**	**5,738,308**	**2,119,357**
FINANCING AUTH, NET OF TRANSFERS	**$ 1,937,881**	**$ 5,738,308**	**$ 5,738,308**	**$ 2,119,357**
GRAND TOTAL (ALL FUNDS), NET OF TRANSFERS	**$ 85,742,725**	**$ 106,658,459**	**$ 110,937,947**	**$ 95,090,351**

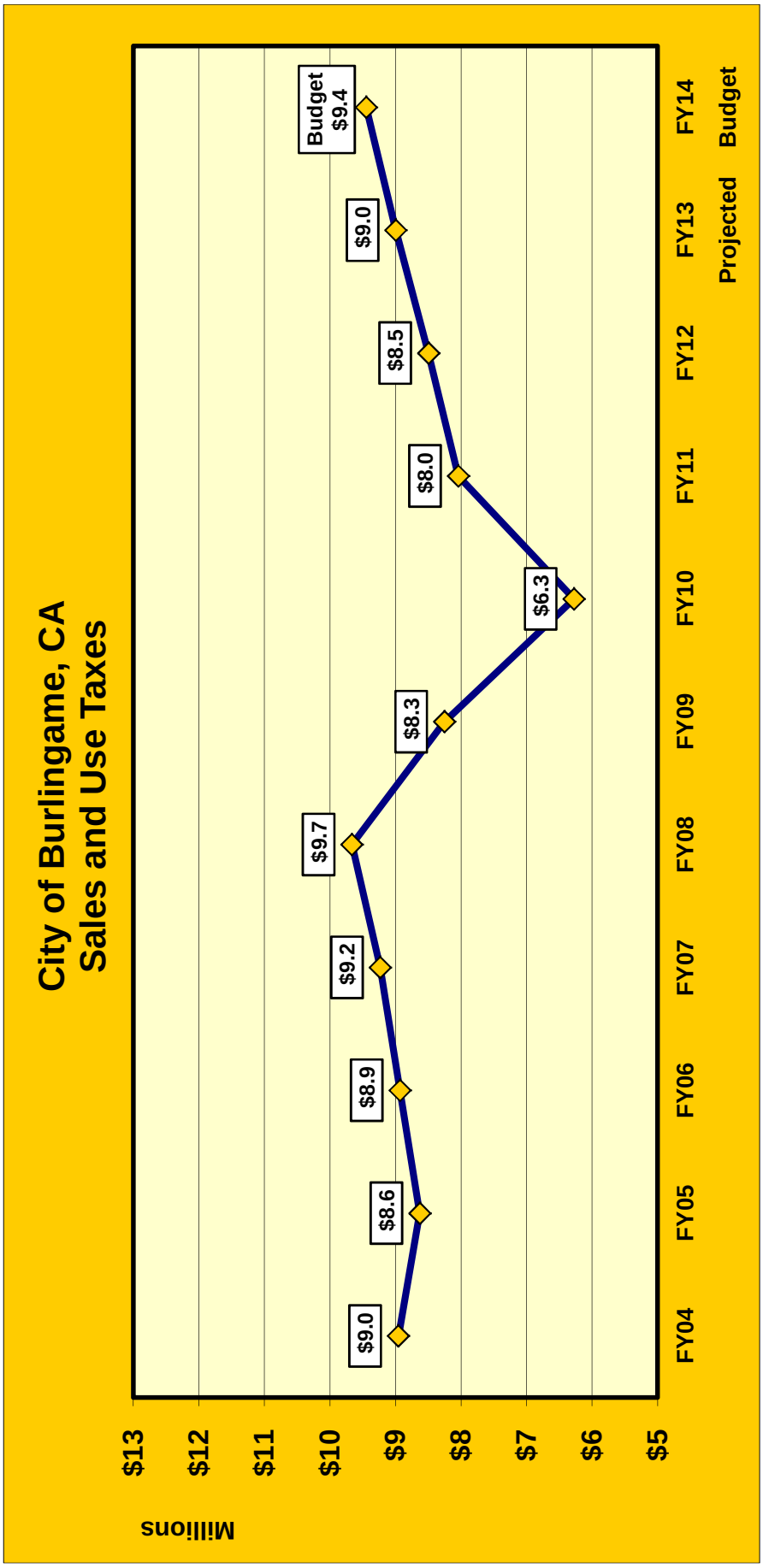

City of Burlingame, CA
General Fund Revenues
Millions
$60
$50
$40
$30
$20
$10
$-
$32.9
$34.8
$38.4
$41.6
$43.4
$40.2
$36.7
$43.3
$46.3
$50.5
Budget
$50.5
FY04
FY05
FY06
FY07
FY08
FY09
FY10
FY11
FY12
FY13
FY14
Projected
Budget

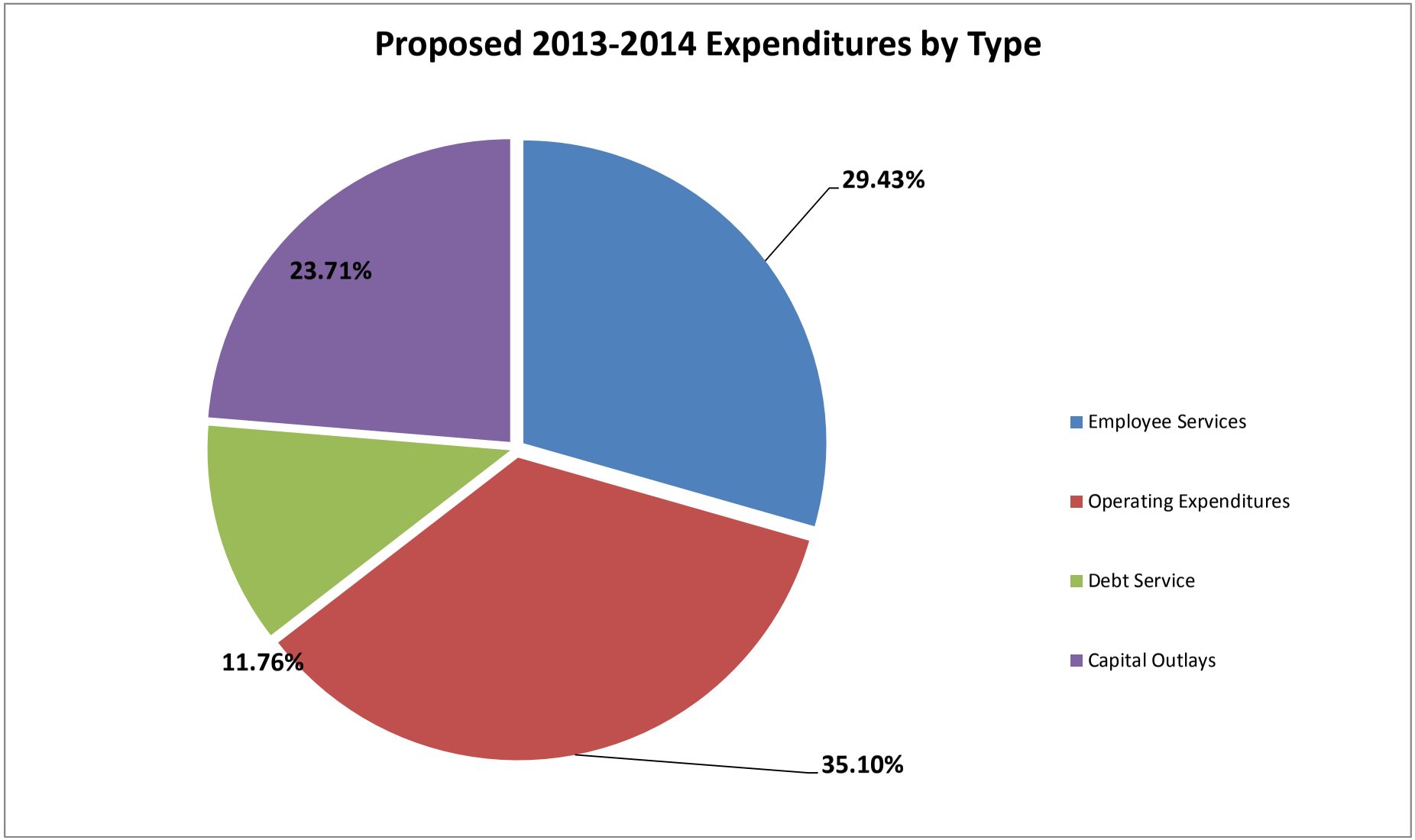

City of Burlingame, CA
Property Taxes
Millions
$17
$16
$15
$14
$13
$12
$11
$10
$9
$8
$7
$6
$5
$4
$3
$2
$1
$0
FY04
FY05
FY06
FY07
FY08
FY09
FY10
FY11
FY12
FY13
FY14
Projected
Budget
$7.4
$9.4
$10.4
$11.5
$12.2
$12.8
$12.2
$13.3
$13.5
$15.5
Budget
$14.4

Where do your Burlingame property tax dollars go?




City of Burlingame, CA
Transient Occupancy Taxes
Millions
$20
$19
$18
$17
$16
$15
$14
$13
$12
$11
$10
$9
$8
$7
$6
$5
$4
FY04
FY05
FY06
FY07
FY08
FY09
FY10
FY11
FY12
FY13
FY14
Projected
Budget
$7.3
$8.1
$9.3
$10.4
$11.3
$10.2
$10.3
$13.4
$16.2
$18.0
Budget
$18.6


City of Burlingame, CA
Sales and Use Taxes
Millions
$13
$12
$11
$10
$9
$8
$7
$6
$5
$9.0
$8.6
$8.9
$9.2
$9.7
$8.3
$6.3
$8.0
$8.5
$9.0
Budget $9.4
FY04
FY05
FY06
FY07
FY08
FY09
FY10
FY11
FY12
FY13
FY14
Projected
Budget

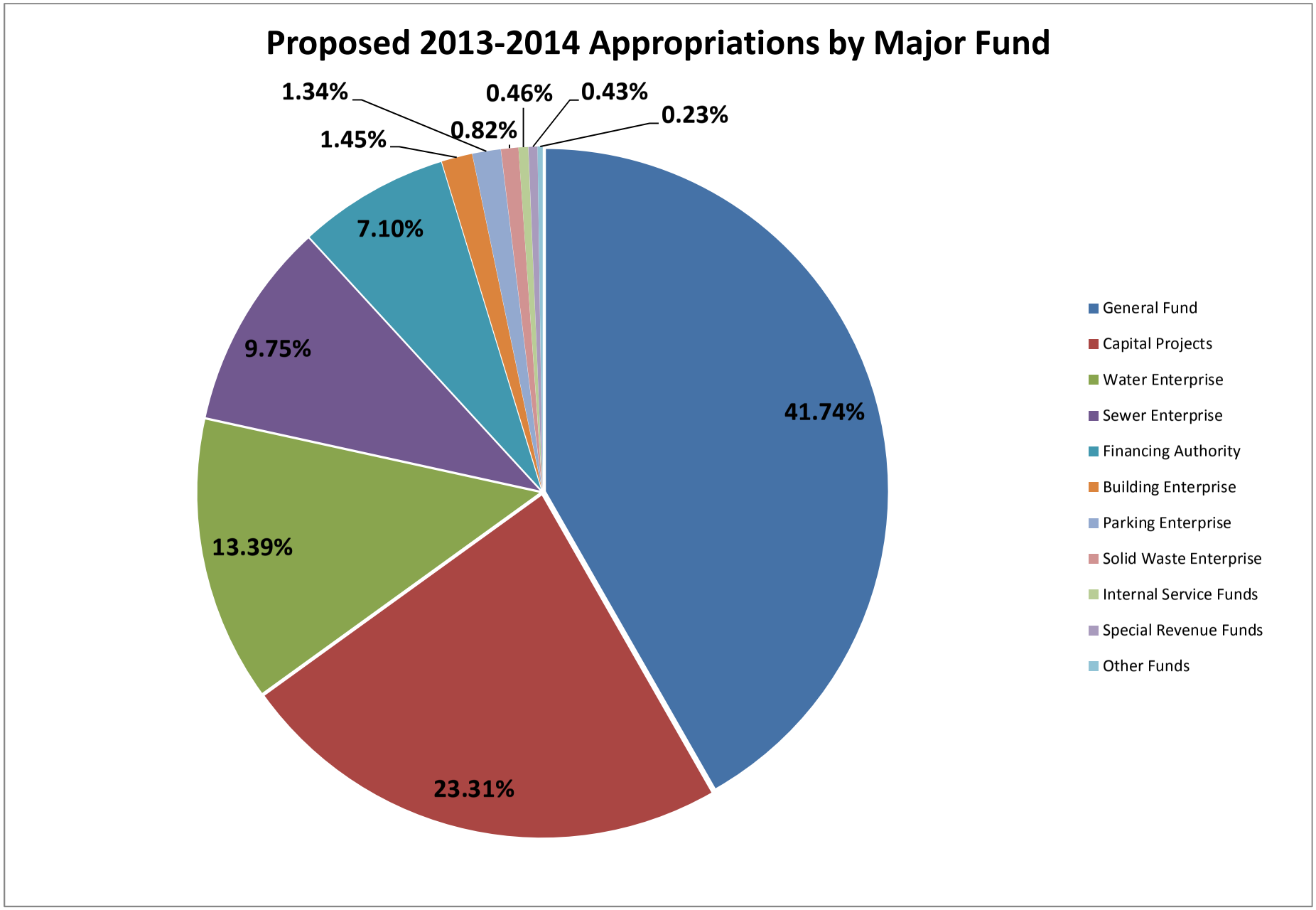

Proposed 2013-2014 Expenditures by Type
29.43%
23.71%
11.76%
35.10%
Employee Services
Operating Expenditures
Debt Service
Capital Outlays

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
EXPENDITURES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENDITURES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
GENERAL FUND							
City Council	$ 149,854	$ 110,135	$ -	$ -	$ 536	$ -	$ 260,525
City Manager	385,016	15,351	-	-	44,505	-	444,872
City Clerk	203,771	43,445	-	30,000	29,386	-	306,602
Elections	-	50,000	-	-	-	-	50,000
City Attorney	277,932	95,758	-	-	29,829	-	403,519
Finance	1,299,727	70,469	-	-	174,349	(630,480)	914,065
Human Resources	457,674	122,000	-	-	57,150	-	636,824
Other Non-Departmental	-	272,959	-	-	249,706	-	522,665
Other Employee Benefits	687,405	2,266,737	-	-	-	-	2,954,142
Police	7,377,871	1,118,476	-	-	897,869	-	9,394,216
Police Communications	1,032,223	138,232	-	-	2,173	(20,400)	1,152,228
Central County Fire Department	-	9,198,938	-	45,000	232,187	-	9,476,125
Disaster Preparedness	-	120,621	-	-	16,904	-	137,525
Community Development - Planning	918,694	107,000	-	-	89,270	(91,800)	1,023,164
Public Works - Engineering	1,849,259	602,296	-	-	215,821	(800,000)	1,867,376
Public Works - Street & Storm Drains	851,424	558,087	-	31,000	756,126	(64,377)	2,132,260
Library	2,848,548	714,369	-	-	339,983	-	3,902,900
Recreation	1,676,033	1,544,824	-	27,000	300,186	-	3,548,043
Parks	2,114,884	351,200	-	15,500	254,276	(11,973)	2,723,887
Employee Svc Allocation to Risk Mgmt	(524,127)	-	-	-	-	524,127	-
Subtotal	**21,606,188**	**17,500,897**	**-**	**148,500**	**3,690,256**	**(1,094,903)**	**41,850,938**
General Debt Service	-	30,125	7,089,232	-	-	-	7,119,357
Total General Fund	**21,606,188**	**17,531,022**	**7,089,232**	**148,500**	**3,690,256**	**(1,094,903)**	**48,970,295**
SPECIAL REVENUE FUNDS							
Traffic Safety	-	-	-	-	-	-	-
Burlingame Ave. Special Assessment	-	-	-	-	-	-	-
Federal & State Grants	90,000	258,000	-	-	-	-	348,000
Gas Tax	-	-	-	-	-	-	-
Public TV Access	-	80,000	-	-	-	-	80,000
Development Fees	-	-	-	-	-	-	-
Storm Drain	-	-	-	-	-	-	-
Total Special Revenue Funds	**90,000**	**338,000**	**-**	**-**	**-**	**-**	**428,000**

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
EXPENDITURES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENDITURES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
INTERNAL SERVICE FUNDS*							
Administrative & Information Technology	68,365	910,509	-	30,000	(1,008,874)	-	-
Facilities Services	592,087	366,420	-	60,000	(1,018,507)	-	-
Fleet & Equipment Maintenance	410,574	265,800	-	597,000	(813,112)	-	460,262
Risk Management	-	2,338,868	-	-	(1,682,710)	(656,158)	-
Total Internal Service Funds	**1,071,026**	**3,881,597**	**-**	**687,000**	**(4,523,203)**	**(656,158)**	**460,262**
*Budgets are allocated to operating departments or funded via reserves.							
ENTERPRISE FUNDS							
Solid Waste Enterprise	402,268	306,241	-	-	79,293	31,467	819,269
Parking Enterprise	981,179	179,369	-	-	51,319	128,336	1,340,203
Building Enterprise	892,577	359,769	-	-	106,746	91,800	1,450,892
Water Enterprise	2,542,694	7,972,034	2,136,845	130,550	264,196	376,064	13,422,383
Sewer Enterprise	2,056,043	4,396,579	2,563,659	232,250	331,393	191,363	9,771,287
Employee Svc Allocation to Risk Mgmt	(132,031)	-	-	-	-	132,031	-
Total Enterprise Fund	**6,742,730**	**13,213,992**	**4,700,504**	**362,800**	**832,947**	**951,061**	**26,804,034**
CAPITAL PROJECT FUNDS							
Facilities CIP	-	-	-	2,840,000	-	-	2,840,000
Parking & Garages CIP	-	-	-	50,000	-	-	50,000
Parks & Trees CIP	-	-	-	350,000	-	-	350,000
Sewer CIP	-	-	-	4,900,000	-	-	4,900,000
Storm Drain CIP	-	-	-	8,200,000	-	-	8,200,000
Streets CIP	-	-	-	4,532,000	-	-	4,532,000
Water CIP	-	-	-	2,500,000	-	-	2,500,000
Public Works Allocation to CIP	-	-	-	(800,000)	-	800,000	-
Total Capital Project Funds	**-**	**-**	**-**	**22,572,000**	**-**	**800,000**	**23,372,000**
OTHER FUNDS							
Other Local Grants & Donations	-	-	-	-	-	-	-
Shuttle Bus	-	234,424	-	-		-	234,424
Total Other Funds	**-**	**234,424**	**-**	**-**	**-**	**-**	**234,424**
TOTAL BUDGET - ALL FUNDS	**$ 29,509,944**	**$ 35,199,035**	**$ 11,789,736**	**$ 23,770,300**	**$ -**	**$ -**	**$ 100,269,015**


Proposed 2013-2014 Appropriations by Major Fund
41.74%
23.31%
13.39%
9.75%
7.10%
1.45%
1.34%
0.82%
0.46%
0.43%
0.23%
General Fund
Capital Projects
Water Enterprise
Sewer Enterprise
Financing Authority
Building Enterprise
Parking Enterprise
Solid Waste Enterprise
Internal Service Funds
Special Revenue Funds
Other Funds

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
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	**$ 50,497,100**	**$ (6,250,553)**	**$ 44,246,547**	**$ (41,702,438)**	**$ -**	**$ (148,500)**	**$ (41,850,938)**	**$ 2,395,609**
SPECIAL REVENUE FUNDS								
Traffic Safety Fund	60,000	(60,000)	**-**	-	-	-	**-**	**-**
Burlingame Ave. Special Assessment	310,157	(276,869)	**33,288**	-	-	-	**-**	**33,288**
Federal & State Grants	348,000	-	**348,000**	(348,000)	-	-	**(348,000)**	**-**
Gas Tax Fund	1,538,126	(1,231,000)	**307,126**	-	-	-	**-**	**307,126**
Public TV Access Fund	120,000	(150,000)	**(30,000)**	(80,000)	-	-	**(80,000)**	**(110,000)**
Development Fees Fund	-	-	**-**	-	-	-	**-**	**-**
Storm Drain Fund	2,668,520	(4,181,568)	**(1,513,048)**	-	-	-	**-**	**(1,513,048)**
Total, Special Revenue Funds	**5,044,803**	**(5,899,437)**	**(854,634)**	**(428,000)**	**-**	**-**	**(428,000)**	**(1,282,634)**
BURLINGAME FINANCING AUTHORITY	**-**	**2,119,357**	**2,119,357**	**(30,125)**	**(7,089,232)**	**-**	**(7,119,357)**	**(5,000,000)**
ENTERPRISE FUNDS								
Water Enterprise Fund	15,107,008	(3,596,538)	**11,510,470**	(11,154,988)	(2,136,845)	(130,550)	**(13,422,383)**	**(1,911,913)**
Sewer Enterprise Fund	16,735,500	(5,953,622)	**10,781,878**	(6,975,378)	(2,563,659)	(232,250)	**(9,771,287)**	**1,010,591**
Solid Waste Fund	537,000	202,964	**739,964**	(819,269)	-	-	**(819,269)**	**(79,305)**
Building Inspection Fund	1,334,000	(121,901)	**1,212,099**	(1,450,892)	-	-	**(1,450,892)**	**(238,793)**
Parking Enterprise Fund	2,323,586	(687,484)	**1,636,102**	(1,340,203)	-	-	**(1,340,203)**	**295,899**
Total, Enterprise Funds	**36,037,094**	**(10,156,581)**	**25,880,513**	**(21,740,730)**	**(4,700,504)**	**(362,800)**	**(26,804,034)**	**(923,521)**
INTERNAL SERVICE FUNDS								
Administrative & Information Technology	-	-	**-**	-	-	-	**-**	**-**
Facilities Maintenance	-	-	**-**	-	-	-	**-**	**-**
Fleet & Equipment Maintenance	-	102,512	**102,512**	(460,262)	-	-	**(460,262)**	**(357,750)**
Risk Management	-	-	**-**	-	-	-	**-**	**-**
Total, Internal Service Funds	**-**	**102,512**	**102,512**	**(460,262)**	**-**	**-**	**(460,262)**	**(357,750)**
CAPITAL PROJECT FUNDS								
Facilities CIP	-	2,840,000	**2,840,000**	-	-	(2,840,000)	**(2,840,000)**	**-**
Parking & Garages CIP	-	50,000	**50,000**	-	-	(50,000)	**(50,000)**	**-**
Parks & Trees CIP	-	350,000	**350,000**	-	-	(350,000)	**(350,000)**	**-**
Sewer CIP	-	4,900,000	**4,900,000**	-	-	(4,900,000)	**(4,900,000)**	**-**
Storm Drain CIP	-	8,200,000	**8,200,000**	-	-	(8,200,000)	**(8,200,000)**	**-**
Streets CIP	2,397,000	2,135,000	**4,532,000**	-	-	(4,532,000)	**(4,532,000)**	**-**
Water CIP	-	2,500,000	**2,500,000**	-	-	(2,500,000)	**(2,500,000)**	**-**
Total, Capital Project Funds	**2,397,000**	**20,975,000**	**23,372,000**	**-**	**-**	**(23,372,000)**	**(23,372,000)**	**-**
OTHER FUNDS								
Other Local Grants & Donations	1,000,000	(1,000,000)	**-**	-	-	-	**-**	**-**
Shuttle Bus Fund	114,354	109,702	**224,056**	(234,424)	-	-	**(234,424)**	**(10,368)**
Total, Other Funds	**1,114,354**	**(890,298)**	**224,056**	**(234,424)**	**-**	**-**	**(234,424)**	**(10,368)**
TOTAL, ALL FUNDS CITY-WIDE	**$ 95,090,351**	**$ -**	**$ 95,090,351**	**$ (64,595,979)**	**$ (11,789,736)**	**$ (23,883,300)**	**$ (100,269,015)**	**$ (5,178,664)**

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
DEBT SERVICE OBLIGATIONS

	Burlingame Financing Authority					
	General Fund	Storm Drain	Parking Enterprise	Special Assessment	Water Enterprise	Sewer Enterprise
REVENUE FOR DEBT SERVICE						
General Fund Revenues	$3,982,504	0	0	0	0	0
Storm Drain Fees	0	948,532	0	0	0	0
Special Assessment District (Burlingame Streetscape)	0	0	0	0	0	0
Water Rates	803,730	0	0	0	2,940,575	0
Sewer Rates	803,730	0	0	0	0	3,367,388
Parking Rates - Meters & Permits	0	0	275,369	275,369	0	0
Total Revenue for Debt Service	**5,589,963**	**948,532**	**275,369**	**275,369**	**2,940,575**	**3,367,388**
EXPENDITURES FOR DEBT SERVICE						
Principal						
2004 Library Lease Refunding Bonds	665,000	0	0	0	0	0
2006 Pension Obligation Bonds	2,180,000	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	865,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	205,000	0	0	0	0
2011 Master Equipment Lease Purchase	207,355	0	0	0	0	0
2011 CEC LED Street Light Loan	43,995	0	0	0	0	0
2012 Burlingame Streetscape Lease Bonds	0	0	97,500	97,500	0	0
2012 Storm Drain Revenue Bonds	0	140,000	0	0	0	0
2004 Water & Wastewater Revenue Bonds	0	0	0	0	460,000	230,000
2007 Water & Wastewater Revenue Bonds	0	0	0	0	435,000	395,000
2011 Water & Wastewater Refunding Bonds	0	0	0	0	175,000	95,000
2003 State Water Resources Control Board	0	0	0	0	0	505,371
2010 State Water Resources Control Board	0	0	0	0	0	214,778
Total Principal	**3,961,350**	**345,000**	**97,500**	**97,500**	**1,070,000**	**1,440,149**
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(570,900)	0	0	0	285,450	285,450
Transfer (In) Out - 2006 Pension Obligation Bonds	(545,000)	0	0	0	272,500	272,500
Transfer (In) Out - 2012 Streetscape Lease Bonds	0	0	0	0	0	0
Subtotal, Transfer (In) / Out	**(1,115,900)**	**0**	**0**	**0**	**557,950**	**557,950**
Total Adjusted Principal	**2,845,450**	**345,000**	**97,500**	**97,500**	**1,627,950**	**1,998,099**
Interest						
2004 Library Lease Refunding Bonds	83,220	0	0	0	0	0
2006 Pension Obligation Bonds	1,218,127	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	283,375	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	407,828	0	0	0	0
2011 Master Equipment Lease Purchase	33,291	0	0	0	0	0
2011 CEC LED Street Light Loan	10,600	0	0	0	0	0
2012 Burlingame Streetscape Lease Bonds	0	0	177,869	177,869	0	0
2012 Storm Drain Revenue Bonds	0	195,704	0	0	0	0
2004 Water & Wastewater Revenue Bonds	0	0	0	0	410,983	207,484
2007 Water & Wastewater Revenue Bonds	0	0	0	0	508,900	465,483
2011 Water & Wastewater Refunding Bonds	0	0	0	0	146,963	83,588
2003 State Water Resources Control Board	0	0	0	0	0	208,705
2010 State Water Resources Control Board	0	0	0	0	0	158,251
Total Interest	**1,628,613**	**603,532**	**177,869**	**177,869**	**1,066,845**	**1,123,510**
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(187,028)	0	0	0	93,514	93,514
Transfer (In) Out - 2006 Pension Obligation Bonds	(304,532)	0	0	0	152,266	152,266
Transfer (In) Out - 2012 Streetscape Lease Bonds	0	0	0	0	0	0
Subtotal, Transfer (In) / Out	**(491,559)**	**0**	**0**	**0**	**245,780**	**245,780**
Total Adjusted Interest	**1,137,054**	**603,532**	**177,869**	**177,869**	**1,312,625**	**1,369,289**
Total Expenditures for Debt Service	**3,982,504**	**948,532**	**275,369**	**275,369**	**$2,940,575**	**$3,367,388**
Debt Administration	**9,089**	**18,036**	**1,500**	**1,500**	**9,000**	**5,000**
Recap of Debt Service-Related Expenditures						
Gross Debt Service	5,589,963	948,532	275,369	275,369	2,136,845	2,563,659
Contributions / Reimbursements via Transfers In / Out	(1,607,459)	0	0	0	803,730	803,730
Debt Administration	9,089	18,036	1,500	1,500	9,000	5,000
Total Debt Service-Related Expenditures	**$3,991,593**	**$966,568**	**$276,869**	**$276,869**	**$2,949,575**	**$3,372,388**

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
BUDGET SUMMARIES BY DEPARTMENT

*EXCLUDES TRANSFERS & DEPRECIATION

DEPARTMENT	FY 2012-13 REVISED	FY 2013-14 PROPOSED	% Percent of Total	Chg Since PY ($)	Chg Since PY (%)
General Fund					
City Council	$ 165,089	260,525	0%	95,436	58%
City Manager	392,934	444,872	0%	51,938	13%
City Clerk	229,699	306,602	0%	76,903	33%
City Elections	-	50,000	0%	50,000	-
City Attorney	419,516	403,519	0%	(15,997)	-4%
Finance	813,888	914,065	1%	100,177	12%
Human Resources	616,067	636,824	1%	20,757	3%
Non-Departmental Programs	726,598	522,665	1%	(203,933)	-28%
Other Employee Benefits	2,499,200	2,954,142	3%	454,942	18%
Police	9,106,439	9,394,216	9%	287,777	3%
Police Communications	953,184	1,152,228	1%	199,044	21%
Central County Fire District	9,020,149	9,476,125	9%	455,976	5%
Disaster Preparedness	113,795	137,525	0%	23,730	21%
Community Development - Planning	869,392	1,023,164	1%	153,772	18%
Library	3,729,093	3,902,900	4%	173,807	5%
Recreation	3,545,776	3,548,043	4%	2,267	0%
Parks	2,497,879	2,723,887	3%	226,008	9%
Public Works - Engineering	1,623,264	1,867,376	2%	244,112	15%
Public Works - Streets & Storm Drainage	2,026,888	2,132,260	2%	105,372	5%
Subtotal, Operating Budget	**39,348,850**	**41,850,938**	**42%**	**2,502,088**	**6%**
*In prior years, previously netted against departments					
Burlingame Financing Authority	**5,269,147**	**7,119,357**	**7%**	**1,850,210**	**35%**
Enterprise Funds					
Building Inspection	1,298,617	1,450,892	1%	152,275	12%
Parking Enterprise	1,328,568	1,340,203	1%	11,635	1%
Water Enterprise	13,003,252	13,422,383	13%	419,131	3%
Sewer Enterprise (Maintenance & Treatment)	9,522,356	9,771,287	10%	248,931	3%
Solid Waste Enterprise	680,923	819,269	1%	138,346	20%
Total Operating Budget	**25,833,716**	**26,804,034**	**27%**	**970,318**	**4%**
Special Revenue Funds					
Traffic Safety	-	-	0%	-	-
Burlingame Ave. Special Assessment	-	-	0%	-	-
Federal & State Grants	-	348,000	0%	348,000	-
Gas Tax	-	-	0%	-	-
Development Fees	-	-	0%	-	-
Storm Drain*	-	-	0%	-	-
Public TV Access	60,000	80,000	0%	20,000	33%
Total Operating Budget	**60,000**	**428,000**	**0%**	**368,000**	**613%**
*General debt now reflected as part of the Burlingame Financing Authority					
Other Funds					
Internal Service Funds	-	460,262	0%	460,262	-
Shuttle Bus	210,674	234,424	0%	23,750	11%
Total Operating Budget	**210,674**	**694,686**	**1%**	**484,012**	**230%**
Subtotal, Operating Expenditures	**70,722,387**	**76,897,015**	**77%**	**6,174,628**	**9%**
Capital Improvement Programs	**27,139,000**	**23,372,000**	**23%**	**(3,767,000)**	**-14%**
TOTAL OPERATING & CAPITAL BUDGET	**$ 97,861,387**	**$ 100,269,015**	**100%**	**$ 2,407,628**	**2%**

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS

Department	2012-2013 Adopted	2013-2014 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	5.00	1.00	6.00	(1.00)
Disaster Preparedness	-	-	0.00	-	0.00
Finance	10.25	10.25	0.00	11.13	(0.88)
Human Resources	3.00	3.00	0.00	3.00	0.00
Library	21.12	22.12	1.00	22.62	(0.50)
Parks	17.50	18.50	1.00	19.50	(1.00)
Police	40.50	41.50	1.00	46.00	(4.50)
Police Communications	5.50	6.50	1.00	7.00	(0.50)
Public Works - Engineering	11.30	11.50	0.20	12.30	(0.80)
Public Works - Streets & Storm Drain	6.83	6.83	0.00	9.50	(2.67)
Recreation	10.90	10.80	(0.10)	13.30	(2.50)
Total General Fund	**135.40**	**140.50**	**5.10**	**203.60**	**(63.10)**
ENTERPRISE & INTERNAL SERVICE FUNDS					
Sewer Enterprise	15.08	15.08	0.00	14.75	0.33
Solid Waste Enterprise	2.85	3.25	0.40	3.25	0.00
Parking Enterprise	8.25	8.25	0.00	9.25	(1.00)
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	0.25	0.25	0.00	-	0.25
Fleet & Equipment Maintenance	3.00	3.00	0.00	3.00	0.00
Water Enterprise	17.08	17.08	0.00	16.75	0.33
Total Enterprise & Int Svc Funds	**57.51**	**57.91**	**0.40**	**58.00**	**(0.09)**
Grand Totals, City-Wide	**192.91**	**198.41**	**5.50**	**261.60**	**(63.19)**

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
PROJECTED ENDING BALANCE - GENERAL FUND, STORM DRAIN, AND MEASURE A & GAS TAX

	General Fund		Storm Drain (Special Revenue)		Measure A/Gas Tax	
	2012-2013 EST. ACTUALS	2013-2014 PROJECTED	2012-2013 EST. ACTUALS	2013-2014 PROJECTED	2012-2013 EST. ACTUALS	2013-2014 PROJECTED
FUND BALANCE						
Beginning of the year	$ 15,518,765	$ 17,397,217	$ 5,216,130	$ 7,200,121	$ 1,627,194	$ 1,616,669
REVENUES						
Revenues	50,480,779	50,497,100	2,607,275	2,668,520	1,410,000	1,538,126
EXPENDITURES						
Operating Expenditures	(39,226,489)	(41,702,438)	-	-	-	-
Capital Outlay	(50,500)	(148,500)	-	-	-	-
Subtotal, Expenditures	(39,276,989)	(41,850,938)	-	-	-	-
NET AVAILABLE REVENUES	11,203,790	8,646,162	2,607,275	2,668,520	1,410,000	1,538,126
TRANSFERS IN (OUT)						
Transfers - Capital Projects Fund	(5,696,734)	(3,000,000)	-	(3,200,000)	(1,414,525)	(1,225,000)
Transfers - Burlingame Financing Authority	(4,813,743)	(5,599,051)	(608,284)	(966,568)	-	-
Other Transfers In (Out)	1,185,139	2,348,498	(15,000)	(15,000)	(6,000)	(6,000)
Subtotal, Transfers Out	(9,325,339)	(6,250,553)	(623,284)	(4,181,568)	(1,420,525)	(1,231,000)
CHANGE IN NET ASSETS	1,878,452	2,395,609	1,983,991	(1,513,048)	(10,525)	307,126
FUND BALANCE						
End of year	$17,397,217	$ 19,792,826	$7,200,121	$ 5,687,073	$1,616,669	$ 1,923,795
ASSIGNED FUND BALANCE	2012-2013	2013-2014	2012-2013	2013-2014	2012-2013	2013-2014
Capital Assets (Unspendable)	50,555	199,055	-	-	-	-
City Council Reserves (Assignments)						
Economic Stabilization Reserve	5,000,000	6,000,000	-	-		
Catastrophic Reserve	2,000,000	2,000,000	-	-	-	-
OPEB Retiree Health Reserve	4,800,000	6,600,000	-	-	-	-
Contingency Reserve	500,000	500,000	-	-	-	-
Operating Reserve (25% of revenues)	-	-	651,819	667,130	-	-
Storm Drain Rate Stabilization Reserve (10% of revenues)	-	-	260,728	266,852	-	-
Capital Improvements Reserve	-	-	6,287,575	4,753,091	1,616,669	1,923,795
Subtotal, Assigned Fund Balance	12,300,000	15,100,000	7,200,121	5,687,073	1,616,669	1,923,795
UNASSIGNED FUND BALANCE (DEFICIT)	5,046,662	4,493,771	-	-	-	-
TOTAL FUND BALANCE (DEFICIT)	$ 17,397,217	$ 19,792,826	$ 7,200,121	$ 5,687,073	$ 1,616,669	$ 1,923,795

CITY OF BURLINGAME
ADOPTED BUDGET FISCAL YEAR 2013-2014
PROJECTED ENDING BALANCE - WATER, SEWER & PARKING ENTERPRISES

	Water Enterprise		Sewer Enterprise		Parking Enterprise	
	2012-2013 EST. ACTUALS	2013-2014 PROJECTED	2012-2013 EST. ACTUALS	2013-2014 PROJECTED	2012-2013 EST. ACTUALS	2013-2014 PROJECTED
FUND BALANCE						
Beginning of the year	$ 17,319,805	$ 15,009,665	$34,234,897	$34,383,761	$ 7,994,478	$ 8,585,201
REVENUES						
Revenues	14,521,193	15,107,008	16,804,855	16,735,500	2,370,729	2,323,586
EXPENDITURES						
Operating Expenditures	(4,285,818)	(4,347,304)	(7,185,877)	(6,975,378)	(1,271,866)	(1,340,203)
Purchased Water	(6,372,688)	(6,807,684)	-	-	-	-
Depreciation & Amortization	(2,000,000)	(2,000,000)	(2,900,000)	(2,900,000)	(60,000)	(60,000)
Subtotal, Expenditures	(12,658,506)	(13,154,988)	(10,085,877)	(9,875,378)	(1,331,866)	(1,400,203)
NET AVAILABLE REVENUES	1,862,687	1,952,020	6,718,978	6,860,122	1,038,863	923,383
INTEREST EXPENSE	(1,101,346)	(1,066,845)	(1,098,633)	(1,123,510)	-	-
TRANSFERS IN (OUT)						
Transfers - General Fund	(571,481)	(1,096,538)	(571,481)	(1,053,622)	(290,000)	(410,615)
Transfers - Capital Projects Fund	(2,500,000)	(2,500,000)	(4,900,000)	(4,900,000)	-	-
Transfers - Burlingame Financing Authority	-	-	-	-	(158,141)	(276,869)
Other Transfers In (Out)	-	-	-	-	-	-
Subtotal, Transfers Out	(3,071,481)	(3,596,538)	(5,471,481)	(4,900,000)	(448,141)	(687,484)
CHANGE IN NET ASSETS	(2,310,140)	(2,711,363)	148,864	836,612	590,723	235,899
FUND BALANCE						
End of year	15,009,665	12,298,302	34,383,761	35,220,373	8,585,201	8,821,100
NET ASSETS	2012-2013	2013-2014	2012-2013	2013-2014	2012-2013	2013-2014
Invested in Capital Assets, Net of Related Debt	5,000,000	4,500,000	26,576,122	27,227,169	6,973,135	6,943,135
Capital Improvement Reserve	3,888,188	2,245,054	2,120,447	2,290,720	-	-
Rate Stabilization Reserve	3,456,851	2,764,501	3,890,723	3,958,640	-	-
Operating Reserves (90 days of working capital)	2,664,627	2,788,747	1,796,469	1,743,845	-	-
Debt Service Reserve (1.20x)	-	-	-	-	189,769	332,243
Subtotal, Reserves	10,009,666	7,798,302	7,807,639	7,993,205	189,769	332,243
UNDESIGNATED FUND BALANCE (DEFICIT)	(0)	0	0	(0)	1,422,297	1,545,722
TOTAL FUND BALANCE (DEFICIT)	$ 15,009,665	$ 12,298,302	$ 34,383,761	$ 35,220,373	$ 8,585,201	$ 8,821,100

Operating Departments –

Adopted 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. 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 the City Council. The Mayor appoints City 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 City Council meetings on Comcast Channel 27 or Astound Channel 26. The City also provides a live video stream of the meetings over the internet at www.burlingame.org.

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

The proposed budget has risen by $95K, or 57.8%. This is entirely attributable to an effort to re-assign costs formerly incurred by Other Non-Departmental Programs to operating departments. Costs re-assigned to the City Council's budget include legislative representation in the League of California Cities and the Association of Bay Area Governments, support of the Chamber of Commerce, annual awards to non-profit community groups, and the annual Holiday Tree Lighting Program.

CITY COUNCIL BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	146,589	149,854	3,265	2.2%
Non-Personnel Costs	18,500	110,135	91,635	495.3%
Internal Services	0	536	536	100.0%
Capital Outlay	0	0	0	0.0%
Total Appropriation	**165,089**	**260,525**	**95,436**	**57.8%**
Sources of Funds				
General Fund	165,089	260,525	95,436	57.8%
Total Funding	**165,089**	**260,525**	**95,436**	**57.8%**
Full-Time Equivalents (FTE)				
Council Members	5.00	5.00	0.00	
Total FTE	**5.00**	**5.00**	**0.00**	

OFFICE OF THE CITY MANAGER

Department Initiatives for Fiscal Year 2013-2014

- Continue monitoring and reporting to PG&E on power reliability and engaging PG&E on the issue of safety of underground pipes.
- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Research and report back to the City Council of the financial and staff resources required to implement a graffiti abatement program.
- Research an irrevocable trust fund to pre-pay retiree health insurance premium payments.
- Study the current and anticipated capital improvements needs for the City, develop criteria for prioritization, and present plan to the City Council.
- Present the findings of the Parking Structure Location Study to the City Council and obtain direction.

Continued on Next Page

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 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 investigates 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 added funding for a part-time, temporary Assistant to the City Manager to provide analytic support to the Office of the City Manager and to other departments as needed.

DEPARTMENT INITIATIVES FOR FISCAL YEAR 2013-2014 (CONTINUED):

- Address historic status of Post Office to provide for development of Lot E.
- Negotiate agreements with identified developer for Lots E, F, and N.
- Work closely with the Peninsula Health District to support development of the old hospital site that meets the needs of the community.
- Negotiate a new agreement with the San Mateo Union High School District (SMUHSD) for the Burlingame Aquatic Center and bring it to the City Council for approval.
- Continue working with the Burlingame Aquatics Club on their assumption of program and facility functions at the Burlingame Aquatics Center and coordination with the SMUHSD.
- Continue to explore the feasibility of bringing the Millbrae and San Bruno Fire Departments into the Central County Fire Department (CCFD) JPA.
- Tape and stream online more public meetings.
- Install and implement agenda management software.
- Expand the Burlingame television station as a source of community information.
- Expand the use of social media, including Nixle, SMCAlert, Rapid Notify, Facebook and Twitter.
- Work with PG&E and other entities to explore options for making the City more energy efficient.
- Present energy efficiency options to the City Council for approval to move forward.
- Identify and make available a list of existing charging stations in the city.
- Identify a potential funding source for a full-time, dedicated Sustainability Coordinator who could help implement the Climate Action Plan

CITY MANAGER BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	339,787	385,016	45,229	13.3%
Operating Costs	15,050	15,351	301	2.0%
Internal Services	38,097	44,505	6,408	16.8%
Capital Outlay	0	0	0	0.0%
Total Appropriation	**392,934**	**444,872**	**51,938**	**13.2%**
Sources of Funds				
General Fund	392,934	444,872	51,938	13.2%
Total Funding	**392,934**	**444,872**	**51,938**	**13.2%**
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**	

OFFICE OF THE CITY ATTORNEY

Department Initiatives for Fiscal Year 2013-2014

- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Research and develop an administrative code enforcement process for all City Departments.
- Research and report back to the City Council on the financial and staff resources required to implement a graffiti abatement program.
- Create amendments to the Municipal Code intended to implement the "historic resources" policies contained within the "Burlingame Downtown Specific Plan" through creation of a voluntary local historic resource preservation program that provides incentives for property owners to preserve historic properties.

Continued on next page

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

The budget 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.

DEPARTMENT INITIATIVES FOR FISCAL YEAR 2013-2014 (CONTINUED):

- Implement/adopt the Mills Act Program/Federal Tax Credits for restoration.
- Make efforts to improve the Bay Trail.
- Review general employer liability self-insurance programs to limit the City's exposure to loss in a cost-effective manner.
- Bring park in-lieu fees proposal to City Council for information and consideration.
- Update purchasing policies and provide a systematic roll-out of new procedures to all departments.
- Craft amendments to the sign ordinance to improve visibility for the hotels, automobile dealerships, and the business districts.
- Address historic status of Post Office to provide for development of Lot E.
- Negotiate agreements with identified developer (for development of Lots E, F, and N).
- Negotiate a new agreement with the San Mateo Union High School District (SMUHSD) for the Burlingame Aquatic Center and bring it to the City Council for approval.
- Continue working with the Burlingame Aquatics Club on their assumption of program and facility functions at the Burlingame Aquatics Center and coordination with the SMUHSD.
- Continue to explore the feasibility of bringing the Millbrae and San Bruno Fire Departments into the Central County Fire Department (CCFD) JPA.
- Expand the use of social media, including Nixle, SMCAlert, Rapid Notify, Facebook and Twitter.

CITY ATTORNEY BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	298,672	277,932	(20,740)	-6.9%
Non-Personnel Costs	90,880	95,758	4,878	5.4%
Internal Services	29,964	29,829	(135)	-0.5%
Capital Outlay	0	0	0	0.0%
Total Appropriation	**419,516**	**403,519**	**(15,997)**	**-3.8%**
Sources of Funds				
General Fund	419,516	403,519	(15,997)	-3.8%
Total Funding	**419,516**	**403,519**	**(15,997)**	**-3.8%**
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**	

CITY CLERK & ELECTIONS

Department Initiatives for Fiscal Year 2013-2014

- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Tape and stream online more public meetings.
- Install and implement agenda management software.
- Expand the Burlingame television station as a source of community information.
- Expand eNews subscriptions.
- Expand the use of social media, including Nixle, SMCAlert, Rapid Notify, Facebook and Twitter.

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, and maintains files for all documents related to elections, including but not limited to campaign statements and committee terminations.

KEY BUDGETARY CHANGES

Significant changes in the proposed budget include an increase in employee costs of $29K, which relate to an assumption for employee benefits, such as health insurance, in order to reflect the true cost of personnel. The proposed budget also includes $50K in estimated costs for the 2013 election, and $30K in capital outlay costs for agenda management software to facilitate the review and distribution of City Council meeting agendas and staff reports.

CITY CLERK & ELECTIONS BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	174,844	203,771	28,927	16.5%
Operating Costs	31,447	93,445	61,998	197.2%
Internal Services	23,408	29,386	5,978	25.5%
Capital Outlay	0	30,000	30,000	0.0%
Total Appropriation	**229,699**	**356,602**	**126,903**	**55.2%**
Sources of Funds				
Charges for Svc (General Fund)	0	500	500	-
General Fund	229,699	356,102	126,403	55.0%
Total Funding	**229,699**	**356,602**	**126,903**	**55.2%**
Full-Time Equivalents (FTE)				
City Clerk	1.00	1.00	0.00	
Office Assistant I/II	0.50	0.50	0.00	
Total FTE	**1.50**	**1.50**	**0.00**	

CENTRAL COUNTY FIRE DEPARTMENT

Department Initiatives for Fiscal Year 2013-2014

- Continue to train City staff on Emergency Operations Center procedures and participate in drills.
- Partner with all schools for emergency preparedness, including lockdown drills, intruder on campus, and evacuation plans.
- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Continue to explore the feasibility of bringing the Millbrae and San Bruno Fire Departments into the CCFD JPA

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.

The Central County Fire Department proposed budget is reviewed and adopted by the Fire Board consisting of two representatives from City Council of the City and Town of Hillsborough. One of the two City Managers serves as the Chief Administrative Officer.

KEY BUDGET CHANGES

The fiscal year 2013-14 CCFD budget was adopted by the Fire Board on May 8, 2013 with an appropriation of $16.4M. The City's contribution is expected to be $9.1M for fiscal year 2013-14. The remainder of CCFD's support will come primarily from charges for services and contributions from the Town of Hillsborough.

The City provides administrative & information technology support as well as facilities maintenance for certain fire houses owned by Burlingame. These shared costs are expected to total $165K in the upcoming year, and are included in the CCFD budget.

Certain costs related to fire operations are not shared and therefore, incurred entirely by the City. These include the cost to maintain fire trucks and related fleet that were the property of the City prior to the merger in June 2010, as well as any major capital improvements to City-

owned fire houses and CCFD facilities. In total, these costs are expected to be $232K in fiscal year 2013-14 for facilities maintenance and $45K for capital outlays. Capital outlays include roof maintenance, window replacement, and waterproofing at Fire Station 36 and a new vehicle lift for Fire Station 34.

CCFD BUDGET SUMMARY

	FY2013 Revised Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Contributions to CCFD*	8,814,883	9,198,938	384,055	4.4%
Internal Services (Burlingame)	205,266	232,187	26,921	13.1%
Capital Outlay (Burlingame)	0	45,000	45,000	-
Total Appropriation	**9,020,149**	**9,476,125**	**455,976**	**5.1%**

**City share of internal services charge included in CCFD budget for facilities and IT*

FULL TEXT OF THE CCFD BUDGET

The full text of the CCFD Adopted Budget for fiscal year 2013-14 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.

COMMUNITY DEVELOPMENT – PLANNING & ECONOMIC DEVELOPMENT

Department Initiatives for Fiscal Year 2013-2014

- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Create amendments to the Municipal Code intended to implement the "historic resources" policies contained within the "Burlingame Downtown Specific Plan" through creation of a voluntary local historic resource preservation program that provides incentives for property owners to preserve historic properties.
- Implement/adopt the Mills Act Program/Federal Tax Credits for restoration.
- Include more historical information on the City's website.

Continued on Next Page

DEPARTMENT OVERVIEW

The Community Development – Planning & Economic Development Division performs zoning administration; coordinates advanced planning programs that 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

Provide 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. 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. Working in concert with the Parks and Recreation Department, administer the City's Reforestation Ordinance.

Department Initiatives for Fiscal Year 2013-2014

- Work with the Historical Society to create a Beautification Award for best restoration project both residential and commercial.
- Make efforts to improve the Bay Trail.
- Bring park in-lieu fees proposal to City Council for information and consideration.
- Work with San Mateo County Convention & Visitors Bureau to bring events to Burlingame that contributes to Transient Occupancy and Sales Tax revenue.
- Craft amendments to the sign ordinance to improve visibility for the hotels, automobile dealerships, and the business districts.
- Address historic status of Post Office to provide for development of Lot E.
- Negotiate agreements with identified developer for Lots E, F, and N.

Continued on Next Page

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, as well as 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; oversee and/or prepare special studies and plan projects; implement and conduct programs; and 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 that identify concerns, issues, conditions and options for action; serve as secretary to the Commission; report to the City 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.

Department Initiatives for Fiscal Year 2013-2014

- Work closely with the Peninsula Health District to support development of the old hospital site that meets the needs of the community.
- Meet periodically with business sector representatives and the City Council's Economic Development subcommittee to check-in with the representatives to see how the City is doing and make adjustments as warranted.
- Continue to support the developers of Burlingame Point in their efforts to secure a tenant or tenants for the project.
- Provide support to new businesses as they negotiate the Planning and Building permitting process.

Continued on Next Page

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; and assist other City departments with environmental review for major projects and permit preparation.

PROGRAM STATUS

APPROVAL OF THE BURLINGAME POINT DEVELOPMENT PROJECT

On June 18, 2012, the City Council approved the development plans for Burlingame Point, a development that will occupy the single largest remaining undeveloped property in Burlingame. The project will occupy the 18-acre former site of the Burlingame Drive-In Theatre on Airport Boulevard, near Coyote Point. The project includes 767,000 square feet of office/life science space and other ancillary uses that will create in excess of 2,000 new jobs within the city once the property is fully developed. Staff continues to work with the developer (Millennium Partners) as they navigate the permitting process through the Bay Conservation and Development Commission (BCDC). It is anticipated that construction plans for initial phases of the project construction will be submitted later in calendar year 2013.

CONTINUE IMPLEMENTATION OF THE POLICIES OF THE JUNE, 2009 CLIMATE ACTION PLAN

The Community Development Department has continued its work toward incremental implementation of the policies contained within the adopted Climate Action Plan. In the spring of 2013, the City Council opted-in to the County of San Mateo's program prohibiting single-use bags throughout the county. The program was implemented beginning on April 22, 2013. In the upcoming years, staff will continue to work toward implementation of policies outlined in the Plan between 2012 and 2020.

Department Initiatives for Fiscal Year 2013-2014

- Work with the Chamber of Commerce to encourage promotion of Burlingame as a great place for "green" businesses to locate.
- Identify a potential funding source for a full-time, dedicated Sustainability Coordinator who could help implement the Climate Action Plan.

DEVELOPMENT OF CITY-OWNED PARKING LOTS

City staff continues to work with Grosvenor and Equity Residential with respect to the proposed developments of publicly owned parking lots (Parking Lot E and the Post Office property, and Parking Lots F and N, respectively) within Downtown Burlingame. Exclusive Negotiating Agreements (ENAs) have been crafted and are nearing execution with both parties (as of the date of this submittal). Within the upcoming year it is expected that the selected development teams will perform "due diligence" activities related to determination of the appropriate development for each property. Community engagement activities should also begin within calendar year 2013.

IMPLEMENTATION OF AN HISTORIC PRESERVATION PROGRAM FOR THE CITY OF BURLINGAME

Work has commenced with respect to the crafting of an ordinance that would create a voluntary historic preservation program available to property owners within Burlingame. By mid-2013, staff expects to present a proposed ordinance to the Planning Commission and City Council that, if adopted, would provide the opportunity for property owners to take advantage of multiple financial and land-use incentives available to owners of historic properties as a means of encouraging the preservation of structures that contribute to the historic fabric of the City of Burlingame.

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

The City of Burlingame is 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 was actively involved in discussions to define the housing needs allocation for the City of Burlingame. The allocation for the 2014-2022 planning period is 865 dwelling units.

CONTINUED INVOLVEMENT IN THE BURLINGAME AVENUE STREETSCAPE IMPROVEMENT PROJECT

The Economic Development Specialist is helping the Public Works Department with outreach to the business community and Downtown property owners during the Burlingame Avenue Streetscape Improvement Project. Key among the goals of staff's work with the businesses is to provide support to ensure that the impact upon existing businesses is minimized during this important improvement project.

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.

OTHER ECONOMIC DEVELOPMENT ACTIVITIES

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. 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 businesses. 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, and 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 that is being developed that focuses on Burlingame businesses.

KEY BUDGET CHANGES

The proposed budget has increased by $154K, or 17.7%, due primarily to increases in personnel and the cost of intra-city allocations for internal services, offset by savings in non-personnel costs.

The increase in employee costs is largely due to annual growth in benefits for existing employees and the addition of a Planning Manager, which has been converted from a part-time temporary position to a full-time position, offset by a $34K ongoing reduction in part-time salaries.

The proposed budget for non-personnel costs has remained relatively flat. Non-personnel costs include $107K in funding (which reflects the department's actual needs for supplies and professional services based upon historical use), offset by $92K in recoveries from the Building

Enterprise for shared resources and services provided by Planning staff. The proposed non-personnel budget also includes $50K in first year funding as part of an initiative to update the City's General Plan.

PLANNING BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	751,474	918,694	167,220	22.3%
Non-Personnel Costs	42,000	15,200	(26,800)	-63.8%
Internal Services	75,918	89,270	13,352	17.6%
Capital Outlay	0	0	0	0.0%
Total Appropriation	**869,392**	**1,023,164**	**153,772**	**17.7%**
Sources of Funds				
General Fund	498,092	526,364	28,272	5.7%
Charges for Svc (General Fund)	281,300	405,000	123,700	44.0%
Building Enterprise	90,000	91,800	1,800	2.0%
Total Funding	**869,392**	**1,023,164**	**153,772**	**17.7%**
Full-Time Equivalents (FTE)				
Community Development Director	1.00	1.00	0.00	
Planning Manager	0.00	1.00	1.00	
Senior Planner	1.00	1.00	0.00	
Associate Planner	1.00	1.00	0.00	
Administrative Secretary	1.00	1.00	0.00	
Total FTE	**4.00**	**5.00**	**1.00**	

KEY INDICATORS

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

There were 70 planning applications processed in 2012 that 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 2012, the average time to respond to applicants regarding the completeness of their application was 19.8 days, a 10% increase from the time taken in 2011 (18 days). The review time for 6% of these applications exceeded 30 days, compared to 1% over 30 days in 2011. The increase in the percentage exceeding the 30-day response in 2012 can be attributed to limited staffing available to both review applications and

provide customer information at the counter and on the telephone. In all but one of these cases, the review time was only 1 to 2 days over the 30-day limit; in that instance, the project review was completed in 37 days.

MAINTAIN THE "READY AND WAITING" PROJECT BACKLOG FOR THE PLANNING COMMISSION BELOW 10 PROJECTS.

In 2012 the Planning Commission reviewed 125 project-related items, compared to 134 items in 2011. 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 a slight decrease in the overall workload of new projects in 2011 and 2012 (83 and 70 applications, respectively), and there was also a slight decrease in the number of design review submittals compared to last year (44 and 38 design review applications, respectively). The number of design review study items on any agenda continues to be limited to four items, since the preliminary review of new applications tends to take 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 409 plan checks for the Building Division in 2012, compared to 355 in 2011. The average time to process plan checks for the Building Division was 6.98 calendar days, a slight decrease in the turnaround time to complete the plan checks as occurred in 2011 (average of 7.8 calendar days). This decrease is notable considering there were 54 more plan checks processed in 2012 by a staff of two full-time planners and one part-time planner. The Planning Division strives to complete plan checks within 10 calendar days, and therefore the turnaround time in 2012 is well within the goal set by the Planning Division.

SIGNIFICANT STATISTICS

	2008	2009	2010	2011	2012
Commission Hearings:					
Conditional Use Permits	19	16	19	26	22
Variances	32	21	36	27	18
Special Permits	30	17	24	16	12
Hillside Area Construction Permits	12	7	5	6	7
Design Reviews	53	43	46	44	38
Design Review Amendments	23	13	4	8	7
Other Agenda Items	18	14	10	7	21
Applications Reviewed	187	131	144	134	125
General Plan elements/amendments	0	2	1	2	1
Council agenda items w/ Planning report	11	18	24	5	12
Negative declarations and EIRs	1	2	7	3	6
Home occupation permits checked	130	118	107	101	95
Plans checked	500	364	373	355	409
Code enforcements	35	18	21	24	19
Final Inspections	55	64	46	52	50
Permit amendments/FYI	31	24	27	22	33
Planning Commission Resolutions	102	84	78	79	62
Net New Dwelling Units	4	6	0	6	4
Replacement –Single Family Dwelling Units	7	9	13	14	12
New Affordable Dwelling Units Approved	1	0	0	1	0
New Affordable Dwelling Units Built	1	0	1	5	0
Major Projects in Process	5	4	1	2	2

COMMUNITY DEVELOPMENT – BUILDING

Department Initiatives for Fiscal Year 2013-2014

- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Work with the Chamber of Commerce to encourage promotion of Burlingame as a great place for "green" businesses to locate.
- Identify a potential funding source for a full-time, dedicated Sustainability Coordinator who could help implement the Climate Action Plan.

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. Meet and confer 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. Coordinate responses and solutions with other internal departments and external agencies.

Development Review
Attend staff review meetings and provide early input on major projects. Act as one-stop shop for permit applicants by distributing plans and data sheets to other 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 27, 2013.

- The Chief Building Official is now a Certified Accessibility Specialist (CASp) and continues to train and mentor staff on State and Federal accessibility regulations. The City of Burlingame is now prepared for, and in compliance with, the accessibility regulations that go into effect on January 1, 2014.

- An average of one pre-application meeting per month was held in 2012 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 the City's customers.

KEY BUDGET CHANGES

The proposed budget has risen by $152K, or 11.7% since the prior year.

Overall, employee costs have risen by $118K; this is partially attributable to a re-assignment of $73K in retiree medical costs that relate to former employees of the Building Enterprise previously charged to the General Fund. The proposed budget also includes a $7K appropriation for payouts for accrued leave based on a citywide allocation, which has not been budgeted for in previous years. The remaining increase relates to growth in the cost of employee benefits such as retirement contributions and health care.

Intra-city allocations for internal services have risen by $25K. This is due in part to an update to administrative allocations to include a re-assignment of website maintenance costs; a 4% increase in the cost of information technology service agreements; and a recovery for copier, postage, cost allocation and fee studies, the annual financial audit, and actuarial studies.

COMMUNITY DEVELOPMENT – BUILDING BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	774,439	892,577	118,138	15.3%
Non-Personnel Costs	442,716	451,569	8,853	2.0%
Internal Services	81,462	106,746	25,284	31.0%
Capital Outlay	0	0	0	-
Total Appropriation	**1,298,617**	**1,450,892**	**152,275**	**11.7%**
Sources of Funds				
Building Enterprise	1,298,617	1,450,892	152,275	11.7%
Total Funding	**1,298,617**	**1,450,892**	**152,275**	**11.7%**
Full-Time Equivalents (FTE)				
Chief Building Official	1.00	1.00	0.00	
Senior Building Inspector	1.00	1.00	0.00	
Building Inspector	2.00	2.00	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

- 98% of all plan checks were completed within 15 working days
- Received a "good" or better rating on 83% of the Customer Service surveys; 50% rated service as exceptional
- Issued 79% of all building permits over the counter

	2012 Actual	2013 Estimate	2014 Projected
Building permits issued	1,062	1,109	1,109
Plan checks performed	508	483	483
Inspections conducted	5,477	5,760	5,760

FINANCE, ADMINISTRATIVE SERVICES & INFORMATION TECHNOLOGY

Department Initiatives for Fiscal Year 2013-2014

- Explore Business Recovery options to ensure continuity of operations at City Hall throughout an emergency event.
- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Research an irrevocable trust fund to pre-pay retiree health insurance premium payments.
- Develop a systematic methodology for charging various funds, departments and programs for OPEB costs as a component of City operations.
- Review general land employer liability self-insurance programs to limit the City's exposure to loss in a cost-effective manner.

Continued on next page

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 and 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 SVCS AND 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 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 recovery, telecommunications systems, financial information management systems, utility billing systems, email, and connectivity to the Internet and Intranet.

Department Initiatives for Fiscal Year 2013-2014

- Examine the possibility of reducing certain administrative costs (office supplies, copier contracts, overnight services) through exclusive or regional service provider agreements.
- Update City's Cost Allocation Plan to inform the establishment of fees for all City services; begin development of Cost Recovery Policy.
- Study the current and anticipated capital improvements needs for the City, develop criteria for prioritization, and present plan to the City Council.
- Prepare 5-year CIP schedule.
- Update purchasing policies and provide a systematic roll-out of new procedures to all departments.
- Identify a potential funding source for a full-time, dedicated Sustainability Coordinator who could help implement the Climate Action Plan.

The division also provides administrative support to 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 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 $68K, or 4.6%. The Proposed Budget includes a $42K reduction in non-personnel costs due to the re-assignment of postage costs to the Administrative Services & Information Technology internal service fund, offset by minor increases in personnel costs, and a $68K increase in costs relating to intra-city allocations for administrative services.

ADMINSTRATIVE SERVICES & INFORMATION TECHNOLOGY INTERNAL SERVICES

The proposed budget has increased by $252K, or 31.0%. This is due to an update to administrative allocations to include a re-assignment of website maintenance costs, a 4% increase in the cost of information technology service agreements and a recovery for copier, postage, cost allocation and fee studies, the annual financial audit, and actuarial studies.

FINANCE BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	1,257,926	1,299,727	41,801	3.3%
Non-Personnel Costs	112,275	70,469	(41,806)	-37.2%
Internal Services	106,217	174,349	68,132	64.1%
Capital Outlay	0	0	0	0.0%
Total Appropriation	**1,476,418**	**1,544,545**	**68,127**	**4.6%**
Sources of Funds				
Charges for Svc (General Fund)	0	4,000	4,000	-
General Fund	872,952	910,065	37,113	4.3%
Water Enterprise	342,500	365,864	23,364	6.8%
Sewer Enterprise	179,500	181,163	1,663	0.9%
Solid Waste Fund	56,692	58,184	1,492	2.6%
Parking Fund	24,774	25,269	495	2.0%
Total Funding	**1,476,418**	**1,544,545**	**68,127**	**4.6%**
Full-Time Equivalents (FTE)				
Finance Director & Treasurer	1.00	1.00	0.00	
Financial Services Manager	1.00	1.00	0.00	
Senior Accountant	1.00	1.00	0.00	
Accountant	1.00	1.00	0.00	
Accounting Technician	2.00	2.00	0.00	
Accounting Assistant III	2.00	2.00	0.00	
Accounting Assistant I/II	2.00	2.00	0.00	
Office Assistant I/II	0.25	0.25	0.00	
Total FTE	**10.25**	**10.25**	**0.00**	

ADMIN SVCS & INFORMATION TECHNOLOGY BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+/- Change in $	+/- Change in %
Appropriations				
Employee Costs	61,686	68,365	6,679	10.8%
Non-Personnel Costs	694,265	967,862	273,597	39.4%
Capital Outlay	57,937	30,000	(27,937)	-48.2%
Total Appropriation	**813,888**	**1,066,227**	**252,339**	**31.0%**
Sources of Funds				
Recoveries	771,224	1,066,227	295,003	38.3%
Fund Balance	42,664	0	(42,664)	-100.0%
Total Funding	**813,888**	**1,066,227**	**252,339**	**31.0%**
Full-Time Equivalents (FTE)				
Office Assistant I/II	0.25	0.25	0.00	
Total FTE	**0.25**	**0.25**	**0.00**	

HUMAN RESOURCES

Department Initiatives for Fiscal Year 2013-2014

- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Research and irrevocable trust fund to pre-pay retiree health insurance premium payments.
- Explore ways to further limit employee and retiree medical costs.
- Provide leadership, management, and supervisory training opportunities for City management and supervisory employees, including lead employees.
- Implement an employee wellness program.
- Re-evaluate/revise employee performance review process.

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, and training and staff development. In addition, the department also provides consultation and recommendations to management and employees on a variety of organizational issues. The Human Resources Department also ensures compliance with federal and state laws as well as interprets and administers programs within the City's Memorandums of Understanding, the Civil Service System, and Administrative Procedures.

PROGRAM STATUS

- Negotiating new labor agreement with Teamsters Local 856 (Communications Dispatchers; contract expired 11/30/12).
- 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 an in-house management development training program for division leaders, managers, supervisors and lead workers.
- Continued to explore strategies and options for addressing rising employee costs.
- Worked with all departments on recruitments and various employment and labor issues.

- Assisted with the recruitment of a new City Manager, City Attorney, and Finance Director.
- Oversee City safety committee and ensure compliance with Cal-OSHA.

KEY BUDGETARY CHANGES

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	438,886	457,674	18,788	4.3%
Non-Personnel Costs	118,600	122,000	3,400	2.9%
Internal Services	50,081	57,150	7,069	14.1%
Capital Outlay	8,500	0	(8,500)	0.0%
Total Appropriation	**616,067**	**636,824**	**20,757**	**3.4%**
Sources of Funds				
General Fund	616,067	636,824	20,757	3.4%
Total Funding	**616,067**	**636,824**	**20,757**	**3.4%**
Full-Time Equivalents (FTE)				
Human Resources Director	1.00	1.00	0.00	
Human Resources Specialist II	1.00	1.00	0.00	
Human Resources Assistant	1.00	1.00	0.00	
Total FTE	**3.00**	**3.00**	**0.00**	

HUMAN RESOURCES BUDGET SUMMARY

There are no significant proposed budget changes to report.

KEY INDICATORS

	2011 Actual	2012 Actual
# Days – Complete eligibility lists within 45 days	40	38
Recruitments	10	12
New Employees	8	11
Workers Comp Claims Filed Beyond First Aid		
Total Employees	33	23
Safety Employees	9	4
Miscellaneous Employees	24	19
Total lost time days in calendar year		
Total Employees	3,937	1,049
Safety Employees	2,986	620
Miscellaneous Employees	951	429
% - Employee Participation - Training	38%	33%

LIBRARY

Department Initiatives for Fiscal Year 2013-2014

- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Support the Library project of videotaping long-time residents for inclusion in future kiosk project accessible by the public.
- Expand bicycle parking in front of the Library.
- Continue working with the Burlingame School District on improving participation in the Library's Kindergarten card drive, class visits, Poetry Month and the Summer Reading Program.
- Reinstate the monthly Burlingame High School "Book Café" with Library's new teen librarian.
- Make progress on Library Millennium project - send entire project out to bid, begin construction on project, and complete fundraising efforts to support the project.

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, art docent, 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, billing records and inventory control. Provide centralized hiring, training and managing of library pages.

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 including Baby, Toddler, and Pre-School story-times; author events; college preparation programs for teens; Summer Reading and other special programs. Promote the library's services through outreach to local schools and community groups. Select materials for children and teens. Provide "special privileges" teacher cards and support class visits to the library.

TECHNICAL SERVICES / IT SUPPORT

Technical Services: Acquire, catalog, process and maintain print and media collections in all formats. Oversee vendor outsourcing for cataloging and processing. Maintain online databases: local (PLS), regional (State), national (OCLC). IT Support: 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.

COMMUNITY PARTNERSHIPS

Maintain partnerships and share resources with county, regional, and state libraries. Serve as liaison with constituent groups: Library Board of Trustees, Burlingame Library Foundation, Peninsula Library System (PLS) Administrative Council, Pacific Library Partnership (PLP) Administrative Board, service clubs, schools, businesses, community groups and other City departments.

PROGRAM STATUS

Circulation – Circulation of library materials is at an all-time high. Burlingame Public Library main and the Easton Branch had a combined circulation of 721,132 in FY 2011/12, a net increase of 3.6% over the previous year. Easton Branch circulation was up 14.25%.

Millennium Project – The Project Management Team continues to work with Group 4, the architectural firm hired by the City in FY 2012/13. The architectural design is 95% complete, while the construction documents are 50% complete. The Automated Materials Handling System design and layout are finalized. Peter Vorametsanti has been hired part-time as the Project Manager.

New Website – Staff created a new website that is more dynamic and easier to read and navigate. Two major changes are the rotating photo area and the placement of the search catalog function at the top of every page.

Thin Client – 25 of the Library's 35 public PCs have been replaced with the Thin Client solution. Thin Client reduces the cost of staff time needed to maintain public use computers by 50% and standardizes the operating system and software programs installed on these PCs.

You Can Make it @ Your Library – Library staff kicked off the "You Can Make it @ Your Library" campaign in October. This implementation includes a series of "Maker" programs held the second Saturday of each month. Programs have included: Wizbot workshop; Japan – From Silkworms to Kimonos; Spinbot Workshop; and Let's Make a Zine. BPL's Maker programs support learning, inspire creativity, and nurture opportunities for the next entrepreneur, inventor or artist to emerge.

Burlingame Digital Local History Project – The Library is partnering with the Burlingame Historical Society and the Library Board of Trustees to help save local history by interviewing and filming local residents who have historical stories to share. The Library received two grants, one from the California State Library and one

from the Pacific Library Partnership, to develop and complete the project.

Discover and Go – The Library implemented the Discover & Go program, which provides Burlingame Library card holders free or discounted passes to local museums and other cultural institutions. Patrons can make reservations online and print passes from home. The Asian Art Museum, Bay Area Discovery Museum, and Tech Museum of Innovation are just a few of the venues available with a Burlingame Library card.

Computer Education and Training – BPL offers a wide variety of hands-on computer classes for adults, from basic Microsoft Word to classes in downloading e-books, online health resources, and social media.

Children's Programs – BPL hosted 30 special programs for children and their families. Children's staff also reached 4,744 elementary, middle, and high school students through class visits at Burlingame and Hillsborough schools.

Kindergarten + Library Card Drive – The third annual Fall Kindergarten library card drive resulted in 225 Burlingame and Hillsborough Kindergarten students receiving a library card.

Children's/Teen Summer Reading 2012 – BPL had a record number of Summer Reading participants: 915 preschool, elementary, and teens completed the program, and participants read 8,370 books.

Teen Services – Book-loving students at Burlingame High School meet monthly with the Library's teen librarian for BHS Book Café. Library staff gives book talks and students discuss books they are reading. 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 2013 and two in fall 2012.

Adult Programs – BPL staff is now offering a popular monthly "Great Books Discussion Group." Great Books is a national program that provides multi-volume anthologies for group discussions. These books are classics that make up the core of the Western tradition.

PR Award – BPL was selected as the winner of the California Library Association Public Relations Excellence Award for public relations materials for the Library's "Tasty Reads Adult Summer Reading Program". This is the 44th state/national award for Maryam Refahi, the Library's talented staff artist.

"Behind the Scenes" Open House – 64 community leaders in education, business, service clubs, and government joined members of the Library Foundation Board, Advisory Board, and Board of Trustees for a "behind the scenes" tour that included staff presentations and donated hors d'œuvres from local restaurants. Attendees commented that they learned so much, and that they had no idea about some of the services the Library provides.

Volunteers – The Burlingame Public Library volunteers contribute approximately 8,400 hours a year, or the equivalent of four full-time staff. Adult and teen volunteers work in all library departments and do a variety of jobs from cleaning CDs to maintaining the outdoor terrace to delivering books to homebound patrons. They also help with special events

including the Children's Holiday Tea, the Book & Author Lunch, and the book sales. 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 a 20-member board, the Burlingame Library Foundation donates countless hours for many special fundraising events including the Foundation's book sales, which brought in $73,000 last year; the Children's Holiday Tea; and the annual Book and Author Luncheon. The Burlingame Library Foundation donated $110,000 in 2012 to the Burlingame Public Library for materials, technology, and programs. All library programs are funded by the Burlingame Library Foundation.

KEY BUDGET CHANGES

The proposed budget has risen by $174K, or 4.7%. This is primarily due to an increase of $155K in employee costs. The proposed budget includes funding for one full-time Children's Librarian I/II, restoring a position eliminated in a previous budget year. In addition, the proposed budget includes updated budget assumptions to include social security employer payments for certain temporary employees, and also reflects changes in health coverage for full-time staff. Non-personnel costs have remained relatively flat, due to revised assumptions pertaining to citywide energy costs.

LIBRARY BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	2,693,235	2,848,548	155,313	5.8%
Non-Personnel Costs	706,195	714,369	8,174	1.2%
Internal Services	329,663	339,983	10,320	3.1%
Capital Outlay	0	0	0	-
Total Appropriation	**3,729,093**	**3,902,900**	**173,807**	**4.7%**
Sources of Funds				
General Fund	3,119,093	3,284,900	165,807	5.3%
Charges for Svc (GF-Hillsborough)	500,000	499,000	(1,000)	-0.2%
Charges for Svc (General Fund)	110,000	119,000	9,000	8.2%
Total Funding	**3,729,093**	**3,902,900**	**173,807**	**4.7%**
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	5.13	6.13	1.00	
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	**21.12**	**22.12**	**1.00**	

KEY INDICATORS

	2011 Actual	2012 Actual	2013 Estimated
Population served	36,294	36,443	36,443
Registered borrowers	29,746	28,616	29,000
Population registered	80%	79%	80%
Items circulated	696,090	721,132	741,000
Media items	233,941	226,817	243,000
Children's items	271,220	313,186	324,000
Circulation per capita	19.2	19.8	20.3
Circulation per child	40	44.6	46.2
Library visits	443,700	451,941	460,000
Internet/Virtual Visits	234,942	162,767	165,000
Programs offered	503	589	600
Program attendance	19,799	25,767	27,000
Items added	16,154	16,239	16,500
Self check use	78%	78%	79%

OTHER EMPLOYEE BENEFITS

DEPARTMENT OVERVIEW

The program labeled "Other Employee Benefits" primarily reflects the City's budgeted retiree health obligation for the next fiscal year. It also includes an estimate for compensated absences or accrued leave which is paid to employees upon separation from the City in accordance with State employment law and/or memorandums of understanding with collective bargaining units.

The City provides eligible retirees with medical benefits through the CalPERS healthcare program (PEMHCA). The City pays retiree healthcare benefits up to a cap for eligible retirees, depending on bargaining unit and hire date. No dental, vision, or life insurance benefits are provided. All other employee group benefit costs are allocated to departments. During fiscal year 2011-12, the City eliminated this benefit for most new non-safety employees (Miscellaneous Plan). This benefit was eliminated for new public safety employees in November 2010. New employees are now offered individual Retirement Health Savings Accounts instead of fully paid medical premiums. Currently, there are 289 retirees receiving health benefits, and 193 employees that are eligible to receive this benefit upon retirement. The City is also responsible for medical premiums relating to certain Fire employees who transitioned to the Central County Fire Department in 2010.

The City pays for annual retiree health premiums on a *pay-as-you-go* basis. Per the City's last actuarial study performed in 2009, the unfunded obligation was estimated to be $76.4 million. The City is currently undergoing a study to update actuarial assumptions, provide a more accurate value for the unfunded obligation and guide the development of an appropriate funding methodology going forward.

KEY BUDGET CHANGES

The proposed budget is $2.9 million. Approximately $2.3 million relates to the General Fund's obligation for health care premiums for current retirees. The remainder pertains to estimated accrued leave payouts to separating employees for next fiscal year.

OTHER NON-DEPARTMENTAL PROGRAMS

DEPARTMENT OVERVIEW

Non-Departmental Programs relate to certain General Fund, inter-governmental, or inter-departmental expenditures that do not pertain to a specific City department. Expenditures include general, citywide contracts, memberships in municipal organizations, and participatory fees for regional organizational efforts.

KEY BUDGETARY CHANGES

The proposed budget has decreased by $204K, or 28.1%, due to the reclassification of certain programs previously included in the Other Non-Departmental Programs budget to the most appropriate City department. For example, costs associated with the Animal Control contract ($173K) have been moved to the Police Department. The cost of year-end reporting and audit services ($108K) is now recorded in the internal services fund for allocation of information technology and citywide administrative services. The budgets for certain regional memberships such as Association of Bay Area Governments (ABAG) and League of California Cities (LCC) are now included with City Council operations. In addition, the budget for the City/County Association of Governments for the Congestion Relief Plan ($135K) is now included in the Engineering budget.

The decrease in non-personnel costs was offset by a $250K increase in intra-city allocations. An estimate of workers' compensation claims for City employees who transitioned to the Central County Fire Department in 2010 has been included in this budget. This cost, previously unbudgeted but funded from the Risk Management Internal Service fund balance, should dissipate over time.

OTHER NON-DEPARTMENTAL PROGRAMS BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Non-Personnel Costs	726,598	272,959	(453,639)	-62.4%
Internal Services	0	249,706	249,706	-
Capital Outlay	0	0	0	0.0%
Total Appropriation	**726,598**	**522,665**	**(203,933)**	**-28.1%**
Sources of Funds				
General Fund	726,598	522,665	(203,933)	-28.1%
Total Funding	**726,598**	**522,665**	**(203,933)**	**-28.1%**
Full-Time Equivalents (FTE)				
None	0.00	0.00	0.00	
Total FTE	**0.00**	**0.00**	**0.00**	

PARKING ENTERPRISE

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. The Parking Enforcement Officers 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 municipal parking structure, 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 Avenue 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.

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 full-time Parking Enforcement Officers and one part-time employee are responsible for enforcing parking ordinances and regulations. The two 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 is 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. Additional information can be found in the City's Proposed Five Year Capital Improvement Plan.

KEY INDICATORS

- Respond to complaints for repair of broken meters or pay-by-space parking machines during weekdays when reported to Police Officers, Parking Enforcement Officers, or other staff within 30 minutes or less, 95% of the time.

- Respond to complaints for repair of broken meters via the Meter Hotline within 24 hours, 95% of the time.

- Respond to complaints for repair of pay-by-space parking machines within 30 minutes or less, 95% of the time.

- Complete collections from pay-by-space parking machines at least twice per week, 100% of the time.

- Complete 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 increased by $12K, or 0.9%. This increase is largely the result of minor increases in personnel costs, offset by a $48K decline in non-personnel costs due to equipment replacement costs (such as replacement of pay-by-space machines and parking meters) in the prior year that have not been proposed in this budget. (Funding for extensive parking meter replacement along Burlingame Avenue has been proposed as part of the City's Five Year Capital Improvement Plan.) The $17K increase in intra-city allocations for internal services relates to an allocation to the department for planned fee and cost recovery studies, an actuarial study, financial audits, and other administrative costs.

PARKING ENTERPRISE BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	938,578	981,179	42,601	4.5%
Non-Personnel Costs	355,673	307,705	(47,968)	-13.5%
Internal Services	34,317	51,319	17,002	49.5%
Capital Outlay	0	0	0	-
Total Appropriation	**1,328,568**	**1,340,203**	**11,635**	**0.9%**
Sources of Funds				
Monthly Parking Permits	216,000	260,550	44,550	20.6%
Parking Fees	2,160,153	2,063,036	(97,117)	-4.5%
Total Funding	**2,376,153**	**2,323,586**	**(52,567)**	**-2.2%**
Full-Time Equivalents (FTE)				
Police Sergeant	0.50	0.50	0.00	
Communications Dispatcher II	0.50	0.50	0.00	
Transportation Engineer	0.25	0.25	0.00	
Parking Enforcement Officers	4.00	4.00	0.00	
Police Clerk II	1.00	1.00	0.00	
Parking System Technician	2.00	2.00	0.00	
Total FTE	**8.25**	**8.25**	**0.00**	

PARKS AND RECREATION – PARKS DIVISION

Department Initiatives for Fiscal Year 2013-2014

- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Prepare recommendations on how to make Bayshore Blvd and other Bayfront streets more attractive, including the addition of trees.
- Bring park in-lieu fees proposal to City Council for information and consideration.
- Develop options for a dedicated dog park west of Highway 101.
- Improve the existing Bayside Dog Park.
- Develop a community garden.

DEPARTMENT OVERVIEW

The Parks Division provides the following services:

ADMINISTRATION

Schedule and monitor Division operations. Prepare and maintain necessary personnel, budget, and operations files and records. Meet and work with City Council, Parks & Recreation Commission, Beautification Commission, other public agencies, City departments and the general public.

FACILITIES & EQUIPMENT MAINTENANCE

Install, inspect, and maintain playground equipment hardscape, site furnishings and irrigation systems. Prepare City athletic fields for use by numerous softball, baseball, soccer, lacrosse and football leagues. Perform routine and emergency maintenance on all department equipment.

GROUNDS MAINTENANCE

Maintain turf and landscaping in all parks, medians, parking lots and other City owned facilities. Provide seasonal landscaping in selected locations. Maintain plant materials in the nursery. Service restrooms, trash receptacles and pathways in City parks. Prepare athletic fields for user groups. Provide weed and pest control at all City facilities.

TREE MAINTENANCE

Ensure protection of people and property through maintenance or removal of hazardous trees. Ensure safe pedestrian and vehicular access to streets and sidewalks by removing fallen or intruding trees, limbs and/or other vegetation. Protect the health and vigor of City owned trees through a program of inspection, pruning and pest control. 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 four-year cycle, except the eucalyptus trees on Easton and Burlingame Avenue, which are on a four to five-year cycle.

- The Parks Division estimates it will process 80 permit applications for the removal of private protected trees by the end of the fiscal year. Seven of the applications have been denied as of May 17, 2013

- Two Parks staff who are Certified Playground Inspectors completed safety audits of all playgrounds throughout the city.

- Irrigation clocks at three 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 have been added to better monitor water usage.

- Landscape crews continue renovations and upgrades to existing landscape areas throughout the city.

- Through donations, two park benches were replaced and installed by Parks Maintenance Crew at various locations in Washington Park.

- The 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 the City's Tree USA status and ensures the future of the urban forest. The $5,000 will allow Parks staff to plant 100 replacement trees, representing about 50% of the Department's 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.

- The Department anticipates contract pruning of Eucalyptus trees on Burlingame Avenue and 1696 Skyline to Margarita.

- The Department anticipates a vegetation management program to be conducted by the California Conservation Corps in Mills Canyon and CAL Fire.

KEY INDICATORS & SIGNIFICANT WORKLOAD STATISTICS

GENERAL STATISTICS

- Service Population: 29,493
- Tree Crew Full Time Equivalents (FTE): 4 for FY 2013-14
- Landscape/Maintenance Crew (FTE): 11 for FY 2013-14

TREE CREW

The tree crew is responsible for maintaining City street and park trees, new plantings, removals and tree emergencies.

- Total City maintained street trees per capita: 1.73
- Total number of City street trees: 14,438
- Total number of City park trees: 1562
- Total number of call outs for tree emergencies: 205
- Initial inspection for Protected Tree application within 5 business days - 100%

The following is a summary of significant workload indicators over the past several years:

	2012	2011	2010	2009	2008
Tree Plantings	195	211	204	222	267
Tree Removals	215	175	174	210	249
Tree Trimmings	1,133	2,216	1,898	1,831	1,531
Permit Applications (private tree removals)	80	61	55	61	56

MAINTENANCE CREW (INCLUDING FACILITIES & EQUIPMENT)

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

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

Relating to the above:

- Inspection reports indicate that 90% of play equipment has minor safety complaint issues. Playgrounds have become non-compliant through changing state and federal regulations after each playground was installed. The majority of non-compliant issues are inadequate fall surfacing.
- The frequency of thorough inspection (seeking any structural or compliance issues) of each park's play equipment is once per year. This is undertaken by trained certified City Playground Safety Inspectors.

- Play equipment is visually inspected two times per week as part of routine park maintenance. 100% of all recorded maintenance issues are repaired each month.

- 60% of staff inspections of all park play equipment are completed monthly. Frequency of inspections is 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 increased by $226K, or 9.0%. The $151K increase in employee costs is due largely to the restoration of one full-time Parks Maintenance Worker, which was eliminated in a previous budget year. In addition, part-time and overtime employee costs were increased by a total of $26K based on workload demands. The remaining increase relates to growth in employee benefits. Employee cost increases were partially offset by a $9K reduction in non-personnel costs.

Intra-city allocations for internal services increased by $68K, which includes an allocation for the cost of citywide finance studies, postage, and other administrative costs.

Proposed capital outlay costs increased by $16K to replace a stump grinder and a combo plane, which is a grading implement for a tractor.

PARKS BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	1,963,393	2,114,884	151,491	7.7%
Non-Personnel Costs	347,940	339,227	(8,713)	-2.5%
Internal Services	186,546	254,276	67,730	36.3%
Capital Outlay	0	15,500	15,500	-
Total Appropriation	**2,497,879**	**2,723,887**	**226,008**	**9.0%**
Sources of Funds				
General Fund	2,388,221	2,553,667	165,446	6.9%
Charges for Svcs (General Fund)	97,920	158,247	60,327	61.6%
Parking Fund	11,738	11,973	235	2.0%
Total Funding	**2,497,879**	**2,723,887**	**226,008**	**9.0%**
Full-Time Equivalents (FTE)				
Parks & Recreation Director	0.50	0.50	0.00	
Park Supervisor / City Arborist	1.00	1.00	0.00	
Parks Maintenance Leadworker	2.00	3.00	1.00	
Tree Leadworker	1.00	1.00	0.00	
Tree Worker	2.00	2.00	0.00	
Grounds Equipment Repair Worker	1.00	1.00	0.00	
Irrigation Repair Specialist	1.00	1.00	0.00	
Park Maintenance Worker I/II	6.00	7.00	1.00	
Administrative Secretary	1.00	0.00	(1.00)	
Secretary	0.00	1.00	1.00	
Tree Maintenance Worker	2.00	1.00	(1.00)	
Total FTE	**17.50**	**18.50**	**1.00**	

PARKS AND RECREATION - RECREATION DIVISION

Department Initiatives for Fiscal Year 2013-2014

- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Explore options and/or partnerships for special events and specific program areas.
- Work with San Mateo County Convention & Visitors Bureau to bring events to Burlingame that contribute to Transient Occupancy and Sales Tax revenue.
- Update the existing Master Plan for the Recreation Center.
- Negotiate a new agreement with the San Mateo Union High School District (SMUHSD) for the Burlingame Aquatic Center and bring it to City Council for approval.

Continued on next page

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.

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. In the wake of past reductions due to the downturn in the economy, however, this is a challenging goal.

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

Staff continues to work closely with both school

districts and the local non-profit community organizations toward the successful completion of the objectives below.

DEPARTMENT INITIATIVES FOR FISCAL YEAR 2013-2014 (CONTINUED)

- Continue working with the Burlingame Aquatics Club on their assumption of program and facility functions at the Burlingame Aquatics Center and coordination with the SMUHSD.
- Develop options for a dedicated dog park west of Highway 101.
- Improve the existing Bayside Dog Park.
- Develop a community garden.
- Continue working with the Burlingame School District on improving the after-school enrichment offerings at the five elementary schools and with the BSD School Board to create a stronger partnership with the after school sports program.

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	1,803
Camp Tree House	86
Cottage Kids (3 yrs old)	48
After Lunch Brunch (3 & 4 yrs old)	29
Pre-K Summer School	20
Kinderclub	32

YOUTH ACTIVITIES

Youth activities and programs were offered as follows:

Activity	Participants
Elementary Sports	
Flag Football	74
Basketball	196
Volleyball	67
K-3rd Basketball	45
Camp	
Youth Summer Day Camps	1,373
Youth Vacation Day Camps (Winter & Spring)	140
Enrichment Classes	
Fall	345
Summer	385
Winter	217
Spring	178

TEEN ACTIVITIES

Intermediate Teen Sports produced the following participants:

Activity	Participants
Golf	24
Tennis	40
Track & Field	63
Volleyball	104
Contract Sports Camps	1,257
Flag Football	60
Badminton	28
Basketball	247
Girls Lacrosse	17
Cheerleading	17
Teen Summer Camps	45
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 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 five "All City" dances with an average attendance of 250 students
- Organized a donation to Princess Project (76 dresses)

LEISURE CLASSES

The following activities were offered as follows:

Activity	Participants
Computer	43
Driver's Education	64
Foreign Language	49
Golf Lessons	39
Culinary	94

ADULT SPORTS & FITNESS

The following activities were offered as follows:

Activity	Participants
Softball	76
Women's Soccer (Age 35+)	12
Basketball	13
Tennis Lessons	250
Fitness Classes (Yoga, Zumba, Pilates, Cardio Kick)	1,057
Martial Arts	138

ADULT & YOUTH ART AND PERFORMING ARTS

The following activities were offered as follows:

Activity	Participants
Adult Art	427
Youth Performing Arts	816
Voice Lessons	28
Adult Performing Arts (Tap, ballet, belly dance)	194
Youth Art	131
Piano	143
Guitar	36

MATURE ADULT ACTIVITIES

The following activities were offered as follows:

Activity	Outreach
Bingo-N-Bag Lunch Program	564
Mature Driving Classes	64
Senior Showcase Health Fair	350
11 Trips	228

Free programs and services were also provided as follows:

Activity	Outreach
Exercise Classes	658
Senior Drop-in Program (Friday)	705
Tax Assistance	216
Burlingame High School Computer Classes	280
Free Blood Pressure Check	280

SPECIAL EVENTS & OTHER PROGRAMS OR SERVICES

The following special events and programs were provided as follows:

Activity	Outreach
Music in the Park	5 concerts
Movie in the Park	3 showings, averaging 150 in attendance
Lobby Gallery	Wall & display case shows for over 30 artists

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

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

KEY BUDGET CHANGES

The proposed budget has increased by $2K, or 0.1%.

Employee costs declined by $19K. Two Office Assistant I/II positions were filled at a lower cost. The proposed budget also reflects an increase of 0.10 FTE (full-time equivalent) to a Recreation Supervisor position to reflect actual workload demands and a reduction of 0.20 FTE to a Building Attendant position (reclassified from a Program Coordinator position) that is assigned to the Burlingame Aquatic Center. Funding for part-time Recreation Leaders and staffing for seasonal programs has remained flat since last year.

Non-personnel costs declined due to a re-assignment of $16K in postage costs pertaining to recreation class brochures to the Administrative and Information Technology internal service fund and a $20K reduction in fuel and energy costs to better align the budget with actual historical use. These reductions were partially offset by a net $40K growth in contractual services.

The capital outlay request of $27K relates to furniture replacement for damaged tables and chairs (for Commission meetings, office use, and children's classes), equipment for the Burlingame Aquatic Center (a pool pump, a variable speed pump, and pool lights), and funding to repair the broken foundation to a tower light pole.

RECREATION BUDGET SUMMARY

	FY2013 Revised Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	1,695,266	1,676,033	(19,233)	-1.1%
Non-Personnel Costs	1,549,853	1,544,824	(5,029)	-0.3%
Internal Services	300,657	300,186	(471)	-0.2%
Capital Outlay	0	27,000	27,000	-
Total Appropriation	**3,545,776**	**3,548,043**	**2,267**	**0.1%**
Sources of Funds				
General Fund	1,462,296	1,427,543	(34,753)	-2.4%
Charges for Svc (General Fund)	2,083,480	2,120,500	37,020	1.8%
Total Funding	**3,545,776**	**3,548,043**	**2,267**	**0.1%**
Full-Time Equivalents (FTE)				
Parks & Recreation Director	0.50	0.50	0.00	
Recreation Supervisor	2.60	2.70	0.10	
Administrative Secretary	1.00	1.00	0.00	
Office Assistant I/II	2.00	2.00	0.00	
Recreation Coordinator	3.00	3.00	0.00	
Building Attendant	0.00	0.60	0.60	
Program Coordinator	1.80	1.00	(0.80)	
Total FTE	**10.90**	**10.80**	**(0.10)**	

POLICE DEPARTMENT

Department Initiatives for Fiscal Year 2013-2014

- Participate in National Night Out.
- Partner with all schools for emergency preparedness, including lockdown drills, intruder on campus, and evacuation plans.
- Maintain Safe Schools Radio Program and update equipment as needed.
- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Research and report back to the City Council on the financial and staff resources required to implement a graffiti abatement program.
- Reinstitute the Police Bicycle Unit, participate in school bike safety functions, and educate bicyclists about safe riding.

Continued on Next Page

DEPARTMENT OVERVIEW

The Police Department's primary responsibilites 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. The staff recognizes that they must constantly anticipate and adapt to the changing needs of the community. The department's main purpose is to protect and serve the community, and the men and women of the department accomplish this by working within the guidelines set forth by the City's Organizational Compass.

Burlingame's high quality of life and low violent crime rate 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 than citizens can live, play and work here safely.

FIELD OPERATIONS – PATROL BUREAU

The Patrol Bureau is comprised of four shifts (12 hours) 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

Department Initiatives for Fiscal Year 2013-2014

- Enforce pedestrian right-of-way violations utilizing the traffic unit and pedestrian stings.
- Appoint a School Resource Officer.
- Manage the Burlingame-developed countywide Saturation Traffic Enforcement Program (STEP).
- Apply for grants through the State Office of Traffic Safety and the Federal COPS office.
- Expand the use of social media, including Nixle, SMCAlert, Rapid Notify, Facebook and Twitter.

(OTS) to address Driving under the Influence and Occupant Safety (seatbelt enforcement). The department supports other OTS grant recipient agencies with staffing and equipment. They have also taken the lead and are managing a Countywide Saturation Traffic Enforcement Program, which brings together officers from all cities in San Mateo County along with the California Highway Patrol to conduct education and enforcement details monthly.

Officers participate in countywide law enforcement efforts such as the San Mateo County Gang Task Force, Avoid the 23 (DUI) Task Force, Narcotic Task Force Details, Vehicle Theft Task Force Operations, and Alcohol Beverage Control Operations; and they serve as Police Academy instructors. As a result of AB 109 (Realignment), the department continues to work with the Probation Department to address the challenges associated with the new population of probationers.

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

OTHER FIELD OPERATIONS – SPECIAL PROGRAMS

Special programs currently operated in the Patrol Bureau include the 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 the regular personnel and can be used in the event of an emergency when staffing is critical. Community involvement and support are two vital elements in the operation of any law enforcement agency. The successful Reserve Police Officer Program, which is 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 provides a supplemental resource of specially trained officers for dealing with critical incidents. The department participates with the North Central Regional SWAT, which is comprised of members from 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 canines 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 Burlingame.

Because traffic is one of the 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's 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 manages a Countywide Saturation Traffic Enforcement Program (STEP), which brings together officers from all cities in San Mateo County, along with the California Highway Patrol, to conduct education and enforcement details monthly.

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. This division also includes the Professional Standards Unit, which is responsible for coordinating training for staff, conducting personnel investigations (Internal Affairs), issuing alarm permits, licensing massage applicants, permitting special events and facilitating the recruitment, retention and hiring processes for the Police Department.

Support Services
This division is comprised of Emergency Communications/9-1-1, Records, Crime Prevention and Investigations, and includes seven 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 over the counter. It also processes and maintains the monthly Uniform Crime Reporting statistics for the Department of Justice, and conducts fingerprinting using Live Scan or rolling prints for the Police Department, City employees, bookings, registrants, City permits and the public.

Reports are made available to the public, the news media, and other governmental organizations in accordance with the Public Records Act (PRA) as well as 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. In addition, the Investigations Bureau also proactively investigates registrations for sex, narcotics, and arson offenders.

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. The Property Room Officer provides legal access to items of evidence for Burlingame Police Department employees and officers of the courts; notifies the public how and when their property is available for retrieval from the property room; catalogs, tracks, and ensures the disposal of all weapons and drugs in a timely manner; coordinates the delivery and retrieval of evidence for analysis with the San Mateo County Crime Lab; and prepares and catalogs all property items in inventory to be disposed of by way of auction.

PROGRAM STATUS

- The department continues to be an active member of the Countywide 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 attempts to address traffic-related calming (education and enforcement) in areas of concern within the community.

- The department has taken a lead in the Countywide Saturated Traffic Enforcement Program, working to reduce crime and traffic collision fatalities and injuries.

KEY BUDGETARY CHANGES

The proposed budget has increased by $378K, or 4.1%. This is due to a $301K growth in employee costs due to projected increases in personnel costs as provided in memorandums of understanding (including a 2.5% pay increase as of January 1, 2013), growth in employee benefits such as health care and retirement contributions, and the addition of one full-time Police Clerk for records management. The City is expected to receive funding from the State's Supplemental Law Enforcement Services Fund to partially fund a police officer. Non-personnel costs have risen by $221K due to a re-assignment of a $173K contract for Animal Control with San Mateo County from Other Non-Departmental Programs to the department, and an adjustment for inflationary increases in contracts, supplies, and professional services. Intra-city allocations have fallen by $144K due primarily to a lower risk management allocation. There has been a decline in the three-year average of workers' compensation claims payments attributable to the department.

POLICE DEPARTMENT BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	7,167,209	7,467,871	300,662	4.2%
Non-Personnel Costs	897,288	1,118,476	221,188	24.7%
Internal Services	1,041,942	897,869	(144,073)	-13.8%
Capital Outlay	0	0	0	0.0%
Total Appropriation	**9,106,439**	**9,484,216**	**377,777**	**4.1%**
Sources of Funds				
General Fund	8,966,439	9,327,116	360,677	4.0%
Charges for Svc (General Fund)	65,000	67,100	2,100	3.2%
SLESF COPS Grant	75,000	90,000	15,000	-
Total Funding	**9,106,439**	**9,484,216**	**377,777**	**4.1%**
Full-Time Equivalents (FTE)				
Police Chief	1.00	1.00	0.00	
Police Captain	2.00	2.00	0.00	
Police Sergeant	6.50	6.50	0.00	
Communications & Records Supervisor	1.00	1.00	0.00	
Police Officer	27.00	27.00	0.00	
Police Clerk II	2.00	2.00	0.00	
Administrative Secretary	1.00	1.00	0.00	
Records Clerk	0.00	1.00	1.00	
Total FTE	**40.50**	**41.50**	**1.00**	

KEY INDICATORS

*Calendar Year	2008	2009	2010	2011	2012
Calls for service	27,320	29,124	27,484	29,355	31,698
Total crimes reported	2,081	1,797	1,733	1,917	1,866
Total arrests	536	438	471	348	508
Total vehicle accidents	449	427	435	370	451
Moving citations issued	6,104	5,255	3,772	3,700	3,912
Average calls per officer	625	766	742	793	856
5 Year Average Calls for Service	28,996				
Average Annual Calls per Officer	756				
Traffic stops	5,692				
Incident reports	1,300				

POLICE COMMUNICATIONS

Department Initiatives for Fiscal Year 2013-2014

- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Continue efforts to make Virtual Dispatch a reality.

DEPARTMENT OVERVIEW

The Police Communications Center contributes to the community's safety and quality of life by linking the citizens of Burlingame, the neighboring communities and their 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 include 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 $199K, or 20.9%. This increase is attributable to a growth in employee costs of $195K, non-personnel of $2K, and internal services of $2K.

The proposed budget for employee costs includes $129K in funding for one full-time Communications Dispatcher II to address workload demands. It also includes continued funding for part-time staffing and overtime, to ensure minimum staffing requirements due to medical leave.

Non-personnel costs have risen by 2% due to inflationary increases in the costs of services, supplies, and contracts. In December 2013, the City Council authorized a mid-year supplemental appropriation to the Fiscal Year 2012-13 Adopted Budget in the amount of $25K to fund a study of virtual consolidation of dispatch operations in the City and San Bruno. The proposed budget assumes the $25K is ongoing funding to support further research and implementations relating to consolidation or minor enhancements to the City's current computer aided dispatch systems (CAD).

The proposed budget also includes $2K in appropriations relating to intra-city allocations for risk management. In previous budget years, Police Communications was not included as part of the risk management allocation for general liability and workers' compensation.

POLICE COMMUNICATIONS BUDGET SUMMARY

	FY2013 Revised Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	837,633	1,032,223	194,590	23.2%
Non-Personnel Costs	115,551	117,832	2,281	2.0%
Internal Services	0	2,173	2,173	-
Capital Outlay	0	0	0	0.0%
Total Appropriation	**953,184**	**1,152,228**	**199,044**	**20.9%**
Sources of Funds				
General Fund	933,184	1,131,828	198,644	21.3%
Water Enterprise	10,000	10,200	200	2.0%
Sewer Enterprise	10,000	10,200	200	2.0%
Total Funding	**953,184**	**1,152,228**	**199,044**	**20.9%**
Full-Time Equivalents (FTE)				
Communications Dispatcher I	1.00	1.00	0.00	
Communications Dispatcher II	4.50	5.50	1.00	
Total FTE	**5.50**	**6.50**	**1.00**	

KEY INDICATORS

	Calls for Service (Police Only)				
***Calendar Year**	**2008**	**2009**	**2010**	**2011**	**2012**
Calls for Service	27,320	29,124	27,484	29,355	31,698
Average calls per dispatcher	3,902	4,161	4,580	4,893	5,283
5 Year Average Annual Calls for Service	28,996				
5 Year Average Annual Calls per Dispatcher	4,564				

	Calls for Service (Police & Public Works)				
***Calendar Year**	**2008**	**2009**	**2010**	**2011**	**2012**
Calls for Service	28,959	30,542	30,463	30,864	33,264
Average calls per dispatcher	4,137	4,363	5,077	5,144	5,544
5 Year Average Annual Calls for Service	30,818				
5 Year Average Annual Calls per Dispatcher	1,109				

PUBLIC TV ACCESS FUND

DEPARTMENT OVERVIEW

The Public Television Access Fund is a Special Revenue fund used to collect fees from cable television service providers as allowed under federal and state law. The Digital Infrastructure and Video Competition Act of 2006 authorizes the California Public Utilities Commission to grant franchises to cable providers and establishes a public, educational and government (PEG) fee of up to 1%. The fees are used to provide public, educational and government broadcasting services to Burlingame residents.

PUBLIC TV ACCESS FUND BUDGET SUMMARY

The proposed budget consists entirely of non-personnel costs and includes additional funding to film Planning Commission meetings.

The proposed Five Year Capital Improvement Plan includes funding of $150K to explore and initiate a video upgrade to the City Council Chambers, with the goal of improving access to City Council and Commission meetings as well as film and sound quality.

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Non-Personnel Costs	60,000	80,000	20,000	33.3%
Capital Outlay	0	0	0	0.0%
Total Appropriation	**60,000**	**80,000**	**20,000**	**33.3%**
Sources of Funds				
PEG Fees	99,954	120,000	20,046	20.1%
Total Funding	**99,954**	**120,000**	**20,046**	**20.1%**
Full-Time Equivalents (FTE)				
None	0.00	0.00	0.00	
Total FTE	**0.00**	**0.00**	**0.00**	

PUBLIC WORKS – ENGINEERING

Department Initiatives for Fiscal Year 2013-2014

- Continue monitoring and reporting to PG&E on power reliability and engaging PG&E on the issue of safety of underground pipes.
- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Implement safe bicycle safety standards in accordance with the Manuel of Uniform Traffic Control Devices (MUTCD), State and Federal guidelines.
- Coordinate with the Burlingame Bicycle Pedestrian Advisory Committee (BPAC) and Traffic Safety and Parking Commission (TSPC) to obtain input regarding the implementation of the City's bicycle plan.
- Pursue State and Federal Funding to implement bicycle safety standards.
- Make efforts to improve the Bay Trail.

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 the City 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 includes 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 a liaison to 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

Department Initiatives for Fiscal Year 2013-2014

- Prepare recommendations on how to make Bayshore Blvd and other Bayfront streets more attractive, including the addition of trees.
- Study the current and anticipated capital improvements needs for the City, develop criteria for prioritization, and present plan to the City Council.
- Prepare 5-year CIP schedule.
- Complete the Parking Structure Location Study after compiling the input from businesses, residents, and TSPC.
- Present the findings of the Parking Structure Location Study to the City Council and obtain direction.
- Improve the existing Bayside Dog Park.
- Develop a community garden.

TRAFFIC

Serve as a liaison to the Traffic Safety & Parking Commission and the Bicycle Pedestrian Advisory Committee regarding traffic-related matters. Represent the City on regional transportation issues. 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 managing the Water & Sewer System. Review and coordinate work performed by Caltrain, Caltrans and the San Mateo County Transportation Authority (SMCTA). Represent the City on regional public works issues. Manage the City shuttle program. Maintain City maps and utility records. Prepare and administer ordinances related to land use. Provide support to City departments for miscellaneous requests.

PROGRAM STATUS

- Implemented the following CIP projects:
    - Burlingame Avenue Area Utility Replacement, Phase 2
    - Burlingame Gate/Grove/Village Subdivision Water Main Replacement, Phase 2
    - El Quanito Way Main Improvement
    - Hillside Reservoir Inlet Relocation
    - Sanchez Area Sewer Rehabilitation, Phase 2
    - Marsten Pump Station
    - Neighborhood Storm Drain Projects #4 and #5
    - 2012 Street Re-surfacing Program
    - 2012 ADA Sidewalk Ramps, Curb and Gutter
    - 50/50 Sidewalk Repair Program
    - Bike Route Improvements, East and West
    - Burlingame Avenue Streetscape

- Worked with Downtown Business Improvement District (BID), property owners and merchants and completed design, formed assessment district and awarded construction contract for the Burlingame Avenue Streetscape Project.

- Worked with the Traffic Safety & Parking Commission, Downtown BID and merchants to implement parking meter rate changes to fund the streetscape improvements, smart meters and downtown needs.

- Continued to coordinate with the SMCTA and Caltrans to complete the detailed engineering design and construction documents for the U.S. Highway 101/Broadway Interchange project.

- Coordinated with the San Francisco Public Utilities Commission (SFPUC) regarding the construction of the Crystal Springs water transmission pipeline to minimize construction impacts and ensure adequate water supply.

- Represented the City on High Speed Rail issues to advocate for the City's interests and minimize impacts from the High Speed Rail project.

- Implemented Capital Improvement Program for storm drainage, potable water system, sanitary sewer system, waste water treatment plant and street resurfacing.

- Provided technical support regarding Public Works issues to the Community Development Department for approval of the Burlingame Point project.

- Reviewed current policies regarding the discharge of sump pump water into the streets and will be developing a new ordinance.

- Performed Downtown Parking Structure Analysis and conducted focus group meetings

with residents and the business community to obtain input in developing options for locating additional structured parking in Downtown.

- Coordinated with the Finance Department to issue debt financing for the construction of the streetscape improvements project.

- Coordinated with Caltrain to provide input for the Caltrain electrification project.

- Completed Phase II and initiated Phase III of the 50/50 Sidewalk Repair Program.

- Pursued Federal & State grants for transportation, bicycle, and pedestrian improvements projects.

- Coordinated with the Bay Area Water Supply and Conservation Agency to develop a long term, reliable water supply and monitor water supply based on the reduced interim water supply allocations from the SFPUC.

- Updated the Water and Sewer models incorporating water rate increases from San Francisco and CIP needs to determine necessary rate adjustments. Implemented the Proposition 218 process to make necessary adjustments to the rate structure.

- Coordinated with the Peninsula Congestion Relief Alliance, Joint Powers Board and hotels as well as the Sisters of Mercy and Mills Peninsula Hospital to manage the North Burlingame shuttle, Bayside commuter shuttle and Hotel Trolley.

- Represented the City's interests with the City/County Association of Governments, SMCTA, Caltrans and the Metropolitan Transportation Commission on regional public works issues.

- Continued implementation of a 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.

KEY BUDGET CHANGES

The proposed budget has risen by $244K, or 10.1%. This is entirely attributable to a re-assignment of costs pertaining to the City's participation in the City/County Association of Governments (C/CAG) Congestion Relief Plan. This cost was formerly incurred by Other Non-Departmental Programs.

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. Furthermore, during fiscal year 2012-2013, the City Council authorized a partial increase of 0.20 FTE to the Program

Manager position, which will play an integral role in major transportation and parking projects, as well as the development of the Burlingame Avenue Streetscape.

PUBLIC WORKS – ENGINEERING BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	1,803,893	1,849,259	45,366	2.5%
Non-Personnel Costs	446,497	602,296	155,799	34.9%
Internal Services	172,874	215,821	42,947	24.8%
Capital Outlay	0	0	0	0.0%
Total Appropriation	**2,423,264**	**2,667,376**	**244,112**	**10.1%**
Sources of Funds				
General Fund	1,352,964	1,547,376	194,412	14.4%
Charges for Svc (General Fund)	270,300	320,000	49,700	18.4%
Capital Projects Fund	800,000	800,000	0	0.0%
Total Funding	**2,423,264**	**2,667,376**	**244,112**	**10.1%**
Full-Time Equivalents (FTE)				
Asst Public Works Director	1.00	1.00	0.00	
Program Manager	0.55	0.75	0.20	
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**	**11.50**	**0.20**	

KEY INDICATORS

	2011 Actual	2012 Actual	2013 Estimated
Limit construction change orders to 10% or less of the contract for 80% of the CIP projects (not including increases in scope of work)	93%	91%	100%
Receive a "good" or better rating on 90% of the returned engineering customer service surveys	93%	90%	90% estimated
Maintain a City-wide average pavement condition index score of at least 65	76	75	76

	2012 Actual	2013 Estimated	2014 Projected
Major studies	14	15	14
Streets, sidewalk, and storm drainage	11	14	14
Sewer projects	6	8	9
Water projects	4	5	7
Park projects	2	2	2
Miscellaneous projects	9	6	5
Private development project review	100	110	125

PUBLIC WORKS – FACILITIES MAINTENANCE

Department Initiatives for Fiscal Year 2013-2014

- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.
- Work with PG&E and other entities to explore options for making the City more energy efficient.
- Present energy efficiency options to the City Council for approval to move forward.

DEPARTMENT OVERVIEW

Facilities Maintenance is a division of the Public Works Department and is operated as an internal service fund. It is responsible for the 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: Works cooperatively with departments to maintain each building to the highest degree possible. Serves as a resource for technical expertise with regard to facilities remodeling, rehabilitation, and new construction projects. Helps determine the need for and recommends capital improvements for City facilities. Manages facility projects, monitors contractors' progress, and performs inspections on contractors' work.

PROGRAM STATUS

- Researched potential energy savings projects in partnership with PG&E and identified projects at the Library, Police Station and City Hall.
- Enrolled in a one-year Demand Response Program with Converge in an effort to reduce peak energy use and to help California reduce rolling blackouts and greenhouse gas emissions.

- Prepared single-line diagrams for Arc Flash assessment study on the remaining City buildings, including the Public Works pump stations.

KEY BUDGET CHANGES

The proposed budget has increased by $15K, or 1.3%, due primarily to significant savings from a change in service provider under a new janitorial services contract, which offsets $26K growth in employee costs. Planned capital outlays total $60K and include: arc flash hazard analysis and labeling of City facilities to comply with safety and fire codes, roof repair, waterproofing, and repairs and maintenance at Fire Stations 34 and 36.

FACILITIES MAINTENANCE BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	566,303	592,087	25,784	4.6%
Non-Personnel Costs	522,671	474,389	(48,282)	-9.2%
Internal Services	53,630	37,131	(16,499)	-30.8%
Capital Outlay	6,000	60,000	54,000	900.0%
Total Appropriation	**1,148,604**	**1,163,607**	**15,003**	**1.3%**
Sources of Funds				
Charges to Departments & Agencies	1,148,604	1,163,607	15,003	1.3%
Total Funding	**1,148,604**	**1,163,607**	**15,003**	**1.3%**
Full-Time Equivalents (FTE)				
Assistant Facilities Superintendent	1.00	1.00	0.00	
Facilities Maintenance Worker	2.00	2.00	0.00	
Facilities Leadworker	1.00	1.00	0.00	
Office Assistant I/II	1.00	1.00	0.00	
Total FTE	**5.00**	**5.00**	**0.00**	

KEY INDICATORS

	2011 Actual	2012 Actual	2013 Estimated
Complete 70% of Help Desk tickets within 3 days of receipt, excluding requests that require ordering specialty parts.	90%	96%	96%
Receive a "Good" or better rating on 90% of the returned Facilities customer surveys.	100%	100%	100%

SIGNIFICANT WORKLOAD STATISTICS

	2012 Actual	2013 Estimated	2014 Projected
Buildings maintained	20	19*	19
Help desk tickets	555	500	500
Sq. ft of building walls painted	13,703	16,376	16,000
Facilities CIP	$270,000	$227,000	$490,000

**Reduction of Aquatic Center*

PUBLIC WORKS - SEWER MAINTENANCE

DEPARTMENT OVERVIEW

Sewer Maintenance provides the following services:

Sewer Complaint Crew**:** Performs preventative maintenance on problem laterals on a regular basis. Locates sewer laterals and mains per Underground Service Alert (USA) tags, which are generated by private contractors. 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.

Sewer Main Preventative Maintenance**:** Cleans entire sewer line system within every 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. The City's infrastructure is also on a six-year program to be inspected by the closed circuit television (CCTV) camera. All data captured by the CCTV camera is entered into the data system and evaluated for maintenance and Capital Improvement Projects.

Sanitary System Repair Crew**:** Repairs broken sewer mains and laterals. Inserts liners to laterals as part of the sanitary sewer overflow (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 them with the 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 connects 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

- Provided Engineering Division with the identification of structural defects in the collection system for implementation into the Sewer CIP program.

- Met the Regional Water Quality Control Board and Bay Keeper Consent Decree requirements for Sewer collection system maintenance for calendar year 2012 as follows:

    - Provided Annual Reports on time (March 2013).
    - Reduced sanitary sewer overflows (SSO) in accordance with SSO reduction goals for mains and laterals.
    - Performed 25 miles of CCTV inspection of collection system, including four miles of large diameter pipe.
    - Performed Pipeline Assessment & Certificate Program (PACP), rating 4 and 5 structural repairs.

- Coordinated with the Engineering Division to perform a condition assessment study for Force Main, 1740 Rollins sewer pump station rehabilitation, and developed plans for Mitten pump station and force main bypass work, which will be undertaken in the coming months.

- Implemented the fifth year of lateral cleaning with root foaming, serviced laterals with the Spartan machine to eliminate tree roots, and reducing sewer backups and SSO's.

- Coordinated with the Engineering Division to develop a plan for inspection of the five miles of force mains within the collection system, including a contingency plan for emergencies.

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

- Coordinated with the Engineering Division for the sewer main reconstruction at Bayshore Hwy. and Airport Blvd. for the Broadway/US101 Interchange Reconstruction Project.

KEY BUDGET CHANGES

The proposed budget has risen by $115K, or 2.0%. Employee costs have increased modestly by 2.1% due to no planned salary increases in the forthcoming year, and overall stability in staffing. Budgetary estimates were re-aligned to reflect the results of the City's last water and sewer rate study and long-range financial plan, which were updated as part of the City's Proposition 218 rate noticing in November 2012. This resulted in no increases in sewer rates for the three year period beginning January 1, 2013. Funding for capital outlays has been reduced to reflect anticipated need and includes a planned purchase of a pipe and cable locator as well as a breaker hammer.

SEWER MAINTENANCE BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	2,013,932	2,056,043	42,111	2.1%
Non-Personnel Costs	1,023,123	1,038,620	15,497	1.5%
Debt Service*	2,431,958	2,563,659	131,701	5.4%
Internal Services	318,443	328,556	10,113	3.2%
Capital Outlay	99,500	15,000	(84,500)	-84.9%
Total Appropriation	**5,886,956**	**6,001,878**	**114,922**	**2.0%**

*includes direct debt service; does not include contributions for non-parity debt shown as transfers

Sources of Funds				
Sewer Enterprise	5,886,956	6,001,878	114,922	2.0%
Total Funding	**5,886,956**	**6,001,878**	**114,922**	**2.0%**

Full-Time Equivalents (FTE)			
Director of Public Works	0.25	0.25	0.00
Asst Street & Sewer Superintendent	1.00	1.00	0.00
Management Analyst	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	2.00	2.00	0.00
CCTV Leadworker	1.00	1.00	0.00
Maintenance Electrician	0.50	0.50	0.00
Street & Sewer Maintenance Worker	7.00	7.00	0.00
Pump Station Leadworker	1.00	1.00	0.00
Total FTE	**15.08**	**15.08**	**0.00**

KEY INDICATORS

	2011	2012	2013
Make initial response to sewer service calls within an average of 30 minutes or less.	21 mins	21 mins	21 mins
Receive a "Good" or better rating on 90% of the returned sewer customer surveys.	100%	100%	100%

SIGNIFICANT WORKLOAD STATISTICS

		2012 Actual	2013 Estimated	2014 Projected
Citizen calls	Each	408	300	250
Preventive maintenance - main cleaning (non- easements)	Feet	250,675	241,165	210,000
Preventive maintenance - main cleaning (easements)	Feet	118,517	80,000	100,000
Lateral repair/replace by staff and CIP	Each	350	70	100
Main repair/replace	Feet	3,990	4,564	5,000
Pump repair	Each	1	3	3
Private lateral Inspections	Each	170	130	140
TV sewer mains	Miles	28.7	29.8	28.0
Manholes replaced	Each	53	25	40
Lateral maintenance	Each	3,710	3,350	3,500
	Ft	111,300	100,500	105,000
Main root control	Feet	33,151	34,554	34,000
Lateral root control	Each	505	506	500

PUBLIC WORKS – SHUTTLE BUS PROGRAM

DEPARTMENT OVERVIEW

The Burlingame Shuttle Bus Program, which is managed by the Public Works Department, provides public transportation with 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 residents in the north end of town, the Sisters of Mercy, and Mills-Peninsula Hospital to the BART station. The Hotel/Downtown Shuttle connects Burlingame hotels with the Broadway and 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/Silicon Valley Convention and Visitors Bureau (SMCCVB). A fourth shuttle transports commuters from the Broadway Train Station to the Millbrae BART station during peak AM and PM weekday hours.

For the Bayside Commuter Shuttle to Millbrae BART, the San Mateo County Transportation Authority (SMCTA) contributes 75% toward the cost, while 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 the Sisters of Mercy and Mills-Peninsula Hospital. The costs to the City are for staff time to manage the shuttle and obtain grant and private financing.

The Burlingame Hotel/Downtown Trolley shuttle is being paid for by contributions from the hotels and business improvement districts. It is primarily managed by the SMCCVB and operates daily 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.

For all the shuttles, management and administration is done through the Public Works Department, with assistance from the Finance Department for billings. For fiscal year 2013-14, the City will provide an expected contribution of approximately $110K.

PROGRAM STATUS

- Coordinated with SamTrans and the Peninsula Traffic Congestion Relief Alliance towards the City contribution and operation of the Bayside Commuter Shuttle.

- Coordinated with C/CAG and private sponsors for the funding, management and operation of the North Burlingame Shuttle.

- Coordinated with both the Downtown Business Improvement District and the SMCCVB for the management and operation of Hotel/Downtown shuttle services.
- Improved shuttle signage and advertising for existing shuttle routes.

KEY BUDGET CHANGES

The proposed budget has increased by $13K, or 6.4%. This is due primarily to an anticipated overall 8% increase in cost of the service provider and approximately 6% in related fuel surcharges.

PUBLIC WORKS – SHUTTLE BUS PROGRAM BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Non-Personnel Costs	210,674	224,056	13,382	6.4%
Total Appropriation	**210,674**	**224,056**	**13,382**	**6.4%**
Sources of Funds				
General Fund	78,823	109,702	30,879	39.2%
Grants & Contributions	108,851	114,354	5,503	5.1%
Use of Reserves	23,000	0	(23,000)	-100.0%
Total Funding	**210,674**	**224,056**	**13,382**	**6.4%**
Full-Time Equivalents (FTE)				
None	0.00	0.00	0.00	
Total FTE	**0.00**	**0.00**	**0.00**	

PUBLIC WORKS – SOLID WASTE ENTERPRISE

DEPARTMENT OVERVIEW

The Solid Waste Enterprise 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. They also require a landfill gas extraction system with flare.

The costs of street sweeping were transferred to this budget in FY 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 Recology.

The cost of downtown cleaning of sidewalks, parking lots, and garbage cans/liners is funded by the Solid Waste Enterprise. The costs will be shared by the Parking Fund from overtime and contractor savings, and the charges to Recology 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 Recology for solid waste collection and disposal; inert recyclable materials collection; and yard and organic waste collection and composting. Door-to-door hazardous waste pickup is a program funded by the Solid Waste Enterprise and services are provided by a contractor through SBWMA.

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

PROGRAM STATUS

- Continued to monitor landfill gas and groundwater at the Burlingame Landfill and complied with State and Federal regulations with no violations.
- Maintained a minimum of 50% recycling of all collected solid waste materials as required by California State law.
- Continued the annual Electronics Recycling event.
- Performed the Street Sweeping program in compliance with State permit (MRP).

- Installed additional storm drain trash capture devices in "Hot Spot" areas based on the new Municipal Regional Permit (MRP) requirements.

- Continued to increase participation in the organics recycling program by hotels and restaurants.

- Increased cleanup of downtown sidewalks and parking lots to improve hygiene and aesthetics.

KEY BUDGET CHANGES

The proposed budget has risen by $138K, or by 20.3%, due to a $97K increase in employee costs, a $31K increase in non-personnel costs, and a $10K increase in intra-city allocations for internal services.

Employee costs increased due to the conversion of a 0.60 full time equivalent (FTE) Street Sweeper to full-time status in order to meet service level needs. This results in an ongoing cost of approximately $45K to the department, including related benefits. In addition, beginning next budget year, approximately $23K in estimated other retiree medical costs relating to former employees will now be re-assigned to this fund from the City's General Fund. The remainder of the increase relates to projected cost increases for health insurance and employer contributions to retirement.

Non-personnel costs increased by $31K, based on the assumption that the City Council will direct staff to continue the City's participation in the Door-to-Door Hazardous Waste Pick-up program, now in its first year pilot phase as of February 1, 2013. The cost of this program is approximately $50K annually. The proposed budget also includes funding for a study to timely assess financial and environmental closure and post-closure requirements of the Burlingame Landfill, as required by State law. State Water Regional Control Board fees are also estimated to be $8K higher. These increases in costs were offset by $40K in reductions to align the non-personnel budget to better reflect historical use.

SOLID WASTE BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	305,174	402,268	97,094	31.8%
Non-Personnel Costs	306,798	337,708	30,910	10.1%
Internal Services	68,951	79,293	10,342	15.0%
Capital Outlay	0	0	0	-
Total Appropriation	**680,923**	**819,269**	**138,346**	**20.3%**
Sources of Funds				
Solid Waste Enterprise	505,000	537,000	32,000	6.3%
Franchise Fee - General Fund	250,000	250,000	0	0.0%
Solid Waste Reserves	0	32,269	32,269	-
Total Funding	**755,000**	**819,269**	**64,269**	**8.5%**
Full-Time Equivalents (FTE)				
Program Manager	0.25	0.25	0.00	
Street & Sewer Maintenance Worker	2.60	3.00	0.40	
Total FTE	**2.85**	**3.25**	**0.40**	

KEY INDICATORS

	2012 Actual	2013 Estimated	2014 Projected
Curb miles swept (miles)	9,683	9,024	9,000
Cubic yards hauled	4,069	4,100	4,000

PUBLIC WORKS – STREETS & STORM DRAINAGE

Department Initiatives for Fiscal Year 2013-14

- Work with the Burlingame Neighborhood Network to determine how City departments can assist in promoting a safe community.

DEPARTMENT OVERVIEW

The Streets and Storm Drainage Division provides the following services:

Street Repair: Performs maintenance for pothole repairs and dig up repairs on streets. Performs crack sealing repairs to streets to increase longevity prior to resurfacing.

Sidewalk, Curb and Gutter Repair: Performs permanent sidewalk, curb and gutter repairs in conjunction with the Engineering Division. Performs 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 (MRP), 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 performs other storm drainage pre-cleaning. Cleans catch basins in the fall.

Street Cleaning: Sweeps business areas six times per week and other areas every other week during the summer months (July through September). During the leaf and winter season, sweeps on a weekly basis on a set schedule. Cleans City parking lots, Burlingame Avenue and accompanying planter boxes, and Broadway five times per week as required. Cleans garbage can liners on a weekly basis, paints garbage cans as needed, and power washes both Burlingame Avenue and Broadway business district sidewalks on a quarterly basis.

PROGRAM STATUS

- Completed the Countywide Storm Water Pollution Prevention Program for the cleaning of the City's "Hot Spot" areas to meet the MRP reporting requirements.
- Complied with Countywide Trash Reduction Program goal of 40% per the MRP requirement.
- Continued to develop and implement measures to effectively reduce discharge of pollutants and trash into the storm drains as required by the new MRP.
- Worked with the Engineering Division in implementing a storm drainage capital improvement program.

- Coordinated with the Engineering Division regarding the resurfacing program to provide street maintenance information and to identify streets for resurfacing.
- Coordinated with the Engineering Division regarding the 50/50 sidewalk repair program to address tripping hazards.
- Provided assistance to the Engineering Division and the contractor with the demolition and reconstruction of the Marsten Pump Station. Coordinated with the Engineering Division to ensure no interruption of the pumping of storm water into the creek during the winter season.
- Assisted the Engineering Division with the second phase of Thermoplastic striping at pedestrian crossings and pavement markings on main thoroughfares within the city.
- Implemented replacement of 33 non-compliant illuminated street name signs at 11 traffic intersections and will replace with new energy-efficient LED signs.
- Coordinated with the Engineering Division to provide input into the Burlingame Avenue Streetscape project design and construction.

KEY BUDGET CHANGES

The proposed budget has increased by $105K, or 5.2%.

Employee costs for the division are expected to remain relatively flat. A vacancy in a full-time maintenance worker position was filled at a lower cost, serving to partially offset minor employee cost increases.

Intra-city allocations for internal services have increased primarily due to an update in the risk management allocation to include recent claims activity arising from the department (i.e. streets and sidewalks).

Finally, the proposed budget includes a capital outlay request for $31K to purchase a paint shaker, vibratory plate machine, and resources for the department's ongoing investment in roadway imagery software and GPS technology.

STREETS & STORM DRAINAGE BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	840,912	851,424	10,512	1.3%
Non-Personnel Costs	484,377	493,710	9,333	1.9%
Internal Services	659,599	756,126	96,527	14.6%
Capital Outlay	42,000	31,000	(11,000)	-26.2%
Total Appropriation	**2,026,888**	**2,132,260**	**105,372**	**5.2%**
Sources of Funds				
General Fund	1,963,773	2,067,883	104,110	5.3%
Parking Fund	63,115	64,377	1,262	2.0%
Total Funding	**2,026,888**	**2,132,260**	**105,372**	**5.2%**
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	
Total FTE	**6.83**	**6.83**	**0.00**	

KEY INDICATORS

	2011	2012	2013
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 days, 90% of the time.	100%	100%	100%

		2012 Actual	2013 Estimated	2014 Projected
Street repair	Sq. Ft.	14,154	12,740	10,000
Signs repaired/replaced/installed	Each	2,293	1,108	1,500
Striping	L. F.	29,499	28,501	30,000
Pavement marking	Each	2,281	1,776	2,000
Sidewalk & curb repair	Sq. Ft.	4,233	2,994	3,000
Temporary patch (sidewalk)	Sq Ft.	4,724	2,500	3,000
Storm lines cleaned	L.F.	1,268	1,200	1,400
Catch basins cleaned	Each	1,835	1,800	2,000
Crack sealing	L.F.	54,348	52,380	50,000
Creeks cleaned & debris removed	Each / Tons	4 / 533	5 / 561	6 / 500

PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE

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's 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 schedules. Vehicle needs are verified and specified out, bids are sent, and vehicles are purchased. All vehicles are set up 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 and major bodywork are 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, and rotors and drums turned as needed. Vehicles are smog certified every two years.

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 12-13:
  - (2) Detective vehicles
  - (2) Sewer Division lead worker trucks with utility bed
  - (1) Park Division pickup with dump lift
  - (2) Parking enforcement vehicles
  - (1) Vacon sewer jetting truck
  - (1) Tree Crew aerial truck with chipper body

- Completed retrofit of 14,000 lbs and greater diesel trucks to comply with Bay Area Air Quality Management District mandate.

- Worked with users in exploring the purchase of smaller vehicles as well as reducing fleet size. Replaced an old Building Division Inspector vehicle with a new hybrid vehicle.

- Provided training to mechanics on new technology of vehicles as permitted by budget.

- Completed 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

The proposed budget has declined by 10.9% due to fewer planned capital outlays in the coming year to replace vehicles and equipment based on age and condition. The department plans to replace a tire machine, pick-up trucks for facilities and maintenance, patrol vehicles, dump beds, and a CCTV van used to televise sewer pipe condition.

VEHICLE & EQUIPMENT MAINTENANCE BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	392,791	410,574	17,783	4.5%
Non-Personnel Costs	255,900	265,800	9,900	3.9%
Internal Services	18,399	17,306	(1,093)	-5.9%
Capital Outlay	770,000	597,000	(173,000)	-22.5%
Total Appropriation	**1,437,090**	**1,290,680**	**(146,410)**	**-10.2%**
Sources of Funds				
Charges to Departments & Agencies	773,624	875,418	101,794	13.2%
Revenue for Services	20,000	20,000	0	0.0%
Revenue - Sale of Vehicles	39,490	25,000	(14,490)	-
Use of Reserves	603,976	370,262	(233,714)	-38.7%
Total Funding	**1,437,090**	**1,290,680**	**(146,410)**	**-10.2%**
Full-Time Equivalents (FTE)				
Fleet Manager	1.00	1.00	0.00	
Automotive Mechanic	2.00	2.00	0.00	
Total FTE	**3.00**	**3.00**	**0.00**	

KEY INDICATORS

	2012 Actual	2013 Estimated	2014 Projected
# Vehicles serviced	393	400	400
# Miscellaneous repairs	379	390	390
# Vehicles smog tested	24	26	30
# Vehicles and equipment (includes Hillsborough)	260	268	268
# Road calls	30	30	30
# Flats or tire replacement	80	80	80
# No start (due to battery)	33	35	35

	2011 Actual	2012 Actual	2013 Estimated
Receive a "good" or better rating on 90% of the returned customer surveys.	95%	95%	96%
Complete 95% of the services and minor repairs within one working day.	95%	96%	95%
Complete 90% of scheduled preventative maintenance checks in the month they are due.	94%	97%	98%

PUBLIC WORKS – WASTEWATER TREATMENT

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 (WWTP) is a Class IV activated sludge plant. The Regional Water Quality Control Board issues a discharge permit that sets forth minimum treatment requirements. The current permit was issued in January 2008 and will be expiring in June 2013. Staff has applied for a new permit, which is expected to be issued in May 2013. 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; the latest contract was renewed in February 2013 and will expire in June 2018. 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

- Assisted Public Works staff with the management and operations issues associated with the sewer collection system and regulations.
- Achieved 100% compliance for all National Pollutant Discharge Elimination System (NPDES) permit effluent parameters in FY 2012/13 without NPDES permit violations.
- Completed engineering design for procuring Rollins Road Lift Station Emergency Generators.
- Procured and installed a new PLC system for the landfill flare station.
- Successfully negotiated with the Regional Water Quality Control Board and obtained an NPDES permit for the WWTP operations.
- Negotiated agreement renewal with Veolia for the operations and maintenance of the WWTP facility and compliance with State and Federal regulations.
- Completed corrosion protection of primary clarifier 'B'.
- Successfully completed chronic toxicity testing in compliance with Regional Water Quality Control Board standards.

- Achieved the California Water Environmental Association 1st Place Safety Award in the Small Plant Category.

- Completed 17 years with no "lost time" accidents or serious injuries to facility personnel.

KEY BUDGET CHANGES

The proposed budget for non-personnel costs reflects the renewal of a $3.0 million contract with Veolia (expires in June 2018) to manage the day-to-day operations of the Burlingame Wastewater Treatment Plant; $242K for building and equipment maintenance; and $315K for joint North Bayside System Unit (NBSU) costs shared with South San Francisco and fees paid to the State Water Regional Control Board. The proposed budget for capital outlays is $217K for special equipment repair and replacement.

WASTEWATER TREATMENT BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Non-Personnel Costs	3,450,400	3,549,322	98,922	2.9%
Internal Services	0	2,837	2,837	-
Capital Outlay	185,000	217,250	32,250	17.4%
Total Appropriation	**3,635,400**	**3,769,409**	**134,009**	**3.7%**
Sources of Funds				
Sewer Enterprise	3,635,400	3,769,409	134,009	3.7%
Total Funding	**3,635,400**	**3,769,409**	**134,009**	**3.7%**
Full-Time Equivalents (FTE)				
None	0.00	0.00	0.00	
Total FTE	**0.00**	**0.00**	**0.00**	

PUBLIC WORKS – WATER ENTERPRISE

DEPARTMENT OVERVIEW

The Water Enterprise Division is tasked with the following key functions:

Water Service Investigation and Meter Reading: Performs daily pump station inspections; checks water leaks on public and private property; rechecks meter readings; performs turn-offs & turn-ons and other related investigations. Reads all the meters in the city every two months by using the hand-held Itron Electronic Remote Reader or by Radio Read. Tests and calibrates large meters every other year to insure accuracy.

Water Health Sampling: Per the State Department of Public Health requirements, collects and analyzes: Total Coliform samples weekly, THM/HAA5 samples quarterly, Lead & Copper samples every three years, and Asbestos sampling every nine years. Performs additional monitoring sampling for HPC and Nitrites weekly to ensure water quality.

Pump Station and Special Valve Maintenance: Operates and maintains distribution system pumps and pump control valves. Performs annual preventive maintenance on all emergency generators. Monitors pressures and performs weekly maintenance at the 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 renews services if in bad condition. Exercises and indexes all water main valves in the city. Installs larger residential services when required by the Building Division.

Flush System and Hydrant Maintenance: Conducts 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 from Chlorine to Chloramines as a disinfectant.) Checks hydrants for needed repairs and lubricates caps. Repairs hydrants and repacks hydrant stems.

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

PROGRAM STATUS

- Implemented water conservation programs as follows:

- Provided water conservation education to the community through the ArtzFest and Green Fair.
- Completed the 4th year of the BAWSCA "Water Wise" program for elementary school water education.
- Provided rebates for high-efficiency washing machines and high-efficiency toilets to conserve water.
- Complied with the 13 Best Management Practices (BMP) for water conservation based on the Urban Water Management Plan (UWMP).

- Completed work with the San Francisco Public Utilities Commission (SFPUC) on the Crystal Springs Pipeline #2 replacement project and ensured unrestricted water supply to Burlingame residents and businesses during the final construction period originally scheduled for completion in October 2012 (578 days shutdown). The project was completed in February 2013 (702 days shutdown).

- Completed Phase VII of the Meter Change Out/ Automated Meter Reading program. This included the replacement of 888 water meters, which resulted in quicker meter reading capability and more accurate recording of water consumption.

- Coordinated with the Engineering Division for the design of the water main infrastructure on Burlingame Avenue as part of the Streetscape Improvement Project.

- Postponed the rehabilitation of the Hillside Reservoir roof structure until assessing the possibility of relocating the existing MCC shed off the top of the reservoir. Completed upgrading of the Supervisory Control and Data Acquisition (SCADA) main computers, which control the City's pumping stations and reservoirs.

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

- Coordinated with the Engineering Division to complete the 100% design for the relocation of the water mains on Bayshore Hwy. and Airport Blvd. as part of the Broadway/US101 Interchange Reconstruction Project.
- Coordinated with the Engineering Division to remove the old and undersized Aston PRV station and replaced it with the new Trousdale PRV station located at the Trousdale Pump Station.

- Coordinated with the Engineering Division to replace the old, deteriorating Altitude Valve at the Skyview Reservoir.

- Implemented Stage II of the Disinfectant/Disinfection Byproduct Rule. This rule replaced the existing compliance monitoring requirements for disinfectant byproduct such as trihalomethanes (TTHM) and haloacetic acids (HAA5).

KEY BUDGET CHANGES

The proposed budget has risen by $419K, or 3.2%. Employee costs have increased by $404K, or 18.9%, due largely to a $219K appropriation for compensated absences (accrued leave payouts) that have not been budgeted for in previous years. The City believes that going forward, it is prudent to include an appropriation for these amounts to prevent unanticipated costs and reflect all obligations as part of the Water Enterprise's long-range financial plan. Any unused appropriation for compensated absences will revert back to fund balance. The proposed personnel budget also includes $115K for the Water Enterprises' proportionate share of estimated retiree medical benefit obligations, and reflects anticipated growth in health care and other benefits.

Budgetary estimates were re-aligned to reflect the results of the City's last water and sewer rate study and long-range financial plan, which were updated as part of the City's Proposition 218 rate noticing in November 2012. The update resulted in 7.8% annual water rate increases for the three year period beginning January 1, 2013.

The non-personnel budget has risen by a modest 0.7%, due largely to a reduction of $452K in the City's expected cost of purchased water. During fiscal year 2012-13, the City Council authorized the Bay Area Water Supply & Conservation Agency to issue bonds on the City's behalf to refinance its share of capital investments incurred on its behalf by the San Francisco Public Utilities Commission. As such, this action, combined with estimates of expected consumption in the ensuing year, has resulted in little change in non-personnel costs. Savings from purchased water are expected to completely offset inflationary cost increases in professional services, maintenance contracts, and supplies.

WATER ENTERPRISE BUDGET SUMMARY

	FY2013 Adopted Budget	FY2014 Budget Request	+ / - Change in $	+ / - Change in %
Appropriations				
Employee Costs	2,138,282	2,542,694	404,412	18.9%
Non-Personnel Costs	8,286,288	8,348,098	61,810	0.7%
Debt Service	2,131,346	2,136,845	5,499	0.3%
Internal Services	311,336	264,196	(47,140)	-15.1%
Capital Outlay	136,000	130,550	(5,450)	-4.0%
Total Appropriation	**13,003,252**	**13,422,383**	**419,131**	**3.2%**

*includes direct debt service; does not include contributions for non-parity debt shown as transfers

Sources of Funds				
Water Enterprise	13,003,252	13,422,383	419,131	3.2%
Total Funding	**13,003,252**	**13,422,383**	**419,131**	**3.2%**

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 Operations Superintendent	1.00	1.00	0.00
Water Supervisor	1.00	1.00	0.00
Water Quality Supervisor	1.00	1.00	0.00
Water Maintenance Leadworker	2.00	2.00	0.00
Maintenance Electrician	0.50	0.50	0.00
Water Service & Operations Technician	1.00	1.00	0.00
Water Meter Reader	1.00	1.00	0.00
Water Quality & Meter Technician	1.00	1.00	0.00
Water Maintenance Worker	7.00	7.00	0.00
Street & Sewer Maintenance Worker	0.00	0.00	0.00
Total FTE	**17.09**	**17.09**	**0.00**

KEY INDICATORS

	2011 Actual	2012 Actual	2013 Estimated
• Complete 95% of the water service installation requests of contractors/owner requests within ten working days.	95%	95%	100%
• Make initial response to water service calls within an average of 30 minutes or less.	22 mins	22 mins	22 mins
• Receive a "Good" or better rating on 90% of the returned Water Customer Surveys.	100%	100%	100%
• Meet State and Federal Regulatory Compliance Monitoring of Bacteriological sampling requirement for Total Coliform: 95% of samples must be free from Total Coliform.	100%	100%	100%

SIGNIFICANT WORKLOAD STATISTICS

		2012 Actual	2013 Estimated	2014 Projected
Billions of gallons of water purchased	Each	1.19	1.60	1.60
Meters replaced	Each	953	920	950
Customer service calls	Each	773	1,140	1,200
Main and valve repairs	Each	19	24	20
Valves exercised	Each	666	604	600
Service repairs	Each	6	10	10
New services installed	Each	20	32	30
Fire hydrants serviced or repaired	Each	391	352	200
Fire hydrants replaced	Each	1	6	5
Water quality samples taken	Each	556	556	619
Miles of water main flushed (107 total miles)	Each	26.1	20.2	20.0
Backflow devices tested	Each	35	35	35
Fire flow test	Each	20	32	30

RISK MANAGEMENT

DEPARTMENT OVERVIEW

Risk Management is operated as an internal services fund. The City maintains reserves for all claims below its self-insured retention in the Risk Management Fund, and charges the costs of the program to City departments. The City Attorney administers the liability and property risk management program. The Human Resources Director administers the workers' compensation program.

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. The City contracts with Athens Administrators for workers' compensation claims adjusting. 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.

Additional reserves are maintained to protect against unusual losses beyond normal experience.

The City is a member of the Association of Bay Area Governments Pooled Liability Assurance Network Corporation (ABAG PLAN), a non-profit public benefit corporation established to provide liability insurance, claims, risk management and legal defense services to participating members. The program provides the City with liability coverage up to a maximum of $10 million, with the City maintaining a self-insured retention of $250,000. The City also maintains workers' compensation coverage of $5 million, with a self-insured retention of $500,000.

RISK MANAGEMENT BUDGET SUMMARY

The budget request includes $2,380,000 in non-personnel costs, which is the same as the Fiscal Year 2012-2013 Adopted Budget.

Capital Improvement Program – Five Year Capital Plan

Capital Improvement Plan Definitions

Citywide Five Year Summary Plan by Major & Minor Program

Facilities Capital Improvement Plan

Parks & Trees Capital Improvement Plan

Parking & Garages Capital Improvement Plan

Sewer Capital Improvement Plan

Streets Capital Improvement Plan

Storm Drain Capital Improvement Plan

Water Capital Improvement Plan

CAPITAL IMPROVEMENT PLAN DEFINITIONS

The citizens of Burlingame depend on a reliable City infrastructure that fosters a safe environment in which 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 seven 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 by 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.

CITYWIDE CIP BY MAJOR & MINOR PROGRAM

	General Fund	Other Revenue & Grants	Gas Tax	Measure A	Sewer Rates (City)	Sewer Rates (Other Districts)	Storm Drain Bonds	Storm Drain Fee	Water Rates (City)	Total New FY14 Appropriations	Available Existing Funding	Total Available Existing, Net of Transfers	Total FY14 Need (Existing + New)	5 YEAR CIP PLAN: FY15 Need	FY16 Need	FY17 Need	FY18 Need	FY14-18 Need Total	FY18+ Need	Total FY14-18+ Need
*in thousands	(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	50	0	0	0	0	0	0	0	0	50	227	227	277	370	2,030	508	412	3,185	51,048	54,233
Minor Upgrades	1,640	1,150	0	0	0	0	0	0	0	2,790	1,462	1,462	4,252	1,693	0	0	0	5,945	0	5,945
SUBTOTAL	**1,690**	**1,150**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,840**	**1,689**	**1,689**	**4,529**	**2,063**	**2,030**	**508**	**412**	**9,130**	**51,048**	**60,178**
B. PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM																				
Improvements	50	0	0	0	0	0	0	0	0	50	51	251	301	100	100	100	100	701	0	701
Meters	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	1	0	1
SUBTOTAL	**50**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**50**	**52**	**252**	**302**	**100**	**100**	**100**	**100**	**702**	**0**	**702**
C. PARKS & TREES CAPITAL IMPROVEMENT PROGRAM																				
Improvements	350	0	0	0	0	0	0	0	0	350	722	722	1,072	766	391	327	4,018	6,574	0	6,574
SUBTOTAL	**350**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**350**	**722**	**722**	**1,072**	**766**	**391**	**327**	**4,018**	**6,574**	**0**	**6,574**
D. SEWER CAPITAL IMPROVEMENT PROGRAM																				
Studies	0	0	0	0	280	0	0	0	0	280	280	280	560	270	190	240	190	1,450	0	1,450
Sewer Main Rehabilitation	0	0	0	0	3,170	200	0	0	0	3,370	3,805	3,805	7,175	3,080	2,800	2,625	3,130	18,810	48,000	66,810
Miscellaneous Sewer Repairs	0	0	0	0	0	0	0	0	0	0	104	104	104	100	100	100	100	504	1,000	1,504
Pump Stations	0	0	0	0	0	0	0	0	0	0	147	147	147	0	0	200	0	347	0	347
Treatment	0	0	0	0	1,250	0	0	0	0	1,250	356	356	1,606	1,250	1,515	1,535	1,205	7,111	10,000	17,111
Miscellaneous	0	0	0	0	0	0	0	0	0	0	111	111	111	0	95	0	75	281	0	281
SUBTOTAL	**0**	**0**	**0**	**0**	**4,700**	**200**	**0**	**0**	**0**	**4,900**	**4,803**	**4,803**	**9,703**	**4,700**	**4,700**	**4,700**	**4,700**	**28,503**	**59,000**	**87,503**
E. STORM DRAIN CAPITAL IMPROVEMENT PROGRAM																				
Studies	0	0	0	0	0	0	100	100	0	200	272	272	472	200	200	200	200	1,272	400	1,672
Capacity Improvements - Easton Creek	0	0	0	0	0	0	0	0	0	0	3,646	3,646	3,646	0	0	0	0	3,646	500	4,146
Capacity Improvements - Mills Creek	0	0	0	0	0	0	100	100	0	200	0	0	200	0	0	0	0	200	800	1,000
Capacity Improvements - Burlingame Creek	0	0	0	0	0	0	3,900	2,800	0	6,700	1,184	1,184	7,884	0	3,600	5,300	1,500	18,284	0	18,284
Capacity Improvements - Sanchez Creek, Terrace & Laguna	0	0	0	0	0	0	0	0	0	0	2,035	2,035	2,035	0	0	0	1,800	3,835	0	3,835
Capacity Improvements - El Portal Creek, Trousdale & Gilbreath	0	0	0	0	0	0	0	0	0	0	155	155	155	0	0	0	0	155	345	500
Neighborhood Area	0	0	0	0	0	0	700	0	0	700	1,255	1,255	1,955	700	700	700	700	4,755	1,422	6,177
Bridge & Storm Culvert Improvements	0	0	0	0	0	0	100	100	0	200	355	355	555	200	200	0	0	955	0	955
Pump Stations	0	0	0	0	0	0	100	100	0	200	163	163	363	200	100	100	100	863	600	1,463
SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**5,000**	**3,200**	**0**	**8,200**	**9,065**	**9,065**	**17,265**	**1,300**	**4,800**	**6,300**	**4,300**	**33,965**	**4,067**	**38,032**
F. STREETS CAPITAL IMPROVEMENT PROGRAM																				
Studies	0	0	0	0	0	0	0	0	0	0	28	35	35	100	50	100	100	385	500	885
Paving & Reconstruction	760	2,397	400	725	0	0	0	0	0	4,282	4,298	4,228	8,510	1,125	1,145	1,125	1,145	13,050	79,000	92,050
Traffic Signals	0	0	0	0	0	0	0	0	0	0	199	192	192	200	150	200	150	892	500	1,392
Railroad Improvements	0	0	0	0	0	0	0	0	0	0	261	261	261	225	0	0	0	486	214,000	214,486
Downtown Improvements	0	0	0	0	0	0	0	0	0	0	10,286	10,086	10,086	300	0	0	0	10,386	0	10,386
Bike & Pedestrian Improvements	50	0	0	0	0	0	0	0	0	50	547	547	597	200	0	0	0	797	5,000	5,797
Lighting & Poles	0	0	0	0	0	0	0	0	0	0	393	393	393	200	200	200	200	1,193	7,000	8,193
Sidewalks, Curbs & Gutters	100	0	100	0	0	0	0	0	0	200	1,472	1,542	1,742	600	600	600	600	4,142	0	4,142
Bridges	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0	0	0	1,000	0	1,000
SUBTOTAL	**910**	**2,397**	**500**	**725**	**0**	**0**	**0**	**0**	**0**	**4,532**	**17,484**	**17,284**	**21,816**	**3,950**	**2,145**	**2,225**	**2,195**	**32,331**	**306,000**	**338,331**
G. WATER CAPITAL IMPROVEMENT PROGRAM																				
Planning	0	0	0	0	0	0	0	0	140	140	258	144	284	180	200	200	200	1,064	2,170	3,234
Storage	0	0	0	0	0	0	0	0	85	85	355	355	440	200	500	700	900	2,740	7,250	9,990
Transmission Pipelines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,030	6,030
Pipelines Rehabilitation	0	0	0	0	0	0	0	0	2,035	2,035	4,175	4,289	6,324	1,850	1,550	1,450	1,050	12,224	21,910	34,134
Pump Stations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Quality & Dechloramination	0	0	0	0	0	0	0	0	0	0	5	5	5	0	0	0	0	5	0	5
Supervisory Control & Data Acquisition (SCADA)	0	0	0	0	0	0	0	0	0	0	224	227	227	70	20	20	20	357	140	497
Miscellaneous Improvements	0	0	0	0	0	0	0	0	240	240	220	217	457	200	230	130	330	1,347	1,010	2,357
SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,500**	**2,500**	**5,237**	**5,237**	**7,737**	**2,500**	**2,500**	**2,500**	**2,500**	**17,737**	**38,510**	**56,247**
TOTAL, CITYWIDE CAPITAL IMPROVEMENT PROGRAM	**$3,000**	**$3,547**	**$500**	**$725**	**$4,700**	**$200**	**$5,000**	**$3,200**	**$2,500**	**$23,372**	**$39,052**	**$39,052**	**$62,424**	**$15,379**	**$16,666**	**$16,660**	**$18,225**	**$128,942**	**$458,625**	**$587,567**

FACILITIES CAPITAL IMPROVEMENT PROGRAM

									5 YEAR CIP PLAN						
		General Fund	Other Revenue & Grants	Total New FY14 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY14 Need (Existing + New)	FY15 Need	FY16 Need	FY17 Need	FY18 Need	FY14-18 Need Total	FY18+ Need	Total FY14-18+ Need
	*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A.	**IMPROVEMENTS**														
a-1	Community Center Master Planning	50	0	50	100	0	100	150	0	0	0	0	150	3,000	3,150
a-2	City Hall Seismic Upgrade & Modifications	0	0	0	100	0	100	100	0	0	0	0	100	8,000	8,100
a-3	Police Building	0	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	0	1,700	30,000	31,700
a-5	Fire Department	0	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	0	3,400	3,400
a-7	Aquatic Center	0	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	0
a-9	Citywide Minor Building Facilities	0	0	0	27	0	27	27	370	330	508	412	1,235	1,898	3,133
	SUBTOTAL	**50**	**0**	**50**	**227**	**0**	**227**	**277**	**370**	**2,030**	**508**	**412**	**3,185**	**51,048**	**54,233**
B.	**MINOR UPGRADES**														
b-1	Police Radio	0	0	0	51	100	151	151	0	0	0	0	151	0	151
b-2	Police Emergency Power Supply	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b-3	Police Antenna	50	0	50	50	(100)	(50)	0	0	0	0	0	0	0	0
b-4	Library RFID	0	0	0	75	0	75	75	0	0	0	0	75	0	75
b-5	Library System Intergration	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b-6	Telephone System	0	0	0	210	0	210	210	0	0	0	0	210	0	210
b-7	Fire Department Radios	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b-8	Fire Station 36 - Emergency Generator	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b-9	Exterior Painting of Main Library	0	0	0	(12)	0	(12)	(12)	0	0	0	0	(12)	0	(12)
b-10	Carpet Replacement of Recreation Center	0	0	0	30	0	30	30	0	0	0	0	30	0	30
b-11	ADA Improvements at Police Station	0	0	0	72	0	72	72	0	0	0	0	72	0	72
b-12	Carpet Replacement at Police Station	0	0	0	37	0	37	37	0	0	0	0	37	0	37
b-13	Fire Station 34 Interior Improvements	70	0	70	13	0	13	83	0	0	0	0	83	0	83
b-14	City Hall Boiler	0	0	0	54	0	54	54	0	0	0	0	54	0	54
b-15	City Hall HVAC / Asbestos / Seismic Upgrade Study	0	0	0	46	0	46	46	0	0	0	0	46	0	46
b-16	Easton Library - Re-finish Floor	0	0	0	0	0	0	0	6	0	0	0	6	0	6
b-17	Library Instrumentation	0	0	0	0	0	0	0	40	0	0	0	40	0	40
b-18	Recreation Center Instrumentation	0	0	0	0	0	0	0	10	0	0	0	10	0	10
b-19	Police Station Mechanical	0	0	0	0	0	0	0	130	0	0	0	130	0	130
b-20	Recreation Center Automatic Gate	0	0	0	0	0	0	0	8	0	0	0	8	0	8
b-21	Re-pavement of Police Parking Lot	0	0	0	0	0	0	0	40	0	0	0	40	0	40
b-22	Re-paint Grandstand	0	0	0	0	0	0	0	33	0	0	0	33	0	33
b-23	Corp Yard - Waterproofing of Windows & Walls	0	0	0	0	0	0	0	40	0	0	0	40	0	40
b-24	Recreation Center - Fire Sprinklers	0	0	0	0	0	0	0	80	0	0	0	80	0	80
b-25	Golf Center - Roof Repairs	0	0	0	0	0	0	0	6	0	0	0	6	0	6
b-26	City Hall Cooling Tower	0	0	0	20	0	20	20	0	0	0	0	20	0	20
b-27	City Hall Second Floor Tiles Painting	0	0	0	5	0	5	5	0	0	0	0	5	0	5
b-28	Library Millenium Project	1,200	1,000	2,200	264	0	264	2,464	1,300	0	0	0	3,764	0	3,764
b-29	Library PLP	0	0	0	10	0	10	10	0	0	0	0	10	0	10
b-30	Police Records Management System	0	0	0	400	0	400	400	0	0	0	0	400	0	400
b-31	Police Station Card Access Security System	90	0	90	0	0	0	90	0	0	0	0	90	0	90
b-32	Library Lighting Control System Upgrade	50	0	50	137	0	137	187	0	0	0	0	187	0	187
b-33	Parks Yard Emergency Generator	50	0	50	0	0	0	50	0	0	0	0	50	0	50
b-34	Recreation Center Improvements	50	0	50	0	0	0	50	0	0	0	0	50	0	50
b-35	Washington Park Grandstand Retrofit	80	0	80	0	0	0	80	0	0	0	0	80	0	80
b-36	Council Chambers Video Upgrade Project	0	150	150	0	0	0	150	0	0	0	0	150	0	150
	SUBTOTAL	**1,640**	**1,150**	**2,790**	**1,462**	**0**	**1,462**	**4,252**	**1,693**	**0**	**0**	**0**	**5,945**	**0**	**5,945**
	TOTAL, FACILITIES CAPITAL IMPROVEMENT PROGRAM	**$1,690**	**$1,150**	**$2,840**	**$1,689**	**$0**	**$1,689**	**$4,529**	**$2,063**	**$2,030**	**$508**	**$412**	**$9,130**	**$51,048**	**$60,178**

PARKING & GARAGES CAPITAL IMPROV PROGRAM

		General Fund	Parking Fund	Total New FY14 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY14 Need (Existing + New)	5 YEAR CIP PLAN FY15 Need	FY16 Need	FY17 Need	FY18 Need	FY14-18 Need Total	FY18+ Need	Total FY14-18+ Need
	*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A.	**IMPROVEMENTS**														
a-1	City Parking Lot Resurfacing	50	0	50	0	200	200	250	100	100	100	100	650	0	650
a-2	Lot O Re-Configuration	0	0	0	51	0	51	51	0	0	0	0	51	0	51
a-3	Donnelly Avenue Green Project (close)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	**50**	**0**	**50**	**51**	**200**	**251**	**301**	**100**	**100**	**100**	**100**	**701**	**0**	**701**
B.	**METERS**														
b-1	Burlingame Avenue District Meter Replacement	0	0	0	1	0	1	1	0	0	0	0	1	0	1
	SUBTOTAL	**0**	**0**	**0**	**1**	**0**	**1**	**1**	**0**	**0**	**0**	**0**	**1**	**0**	**1**
	TOTAL, PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM	**$50**	**$0**	**$50**	**$52**	**$200**	**$252**	**$302**	**$100**	**$100**	**$100**	**$100**	**$702**	**$0**	**$702**

PARKS & TREES CAPITAL IMPROV PROGRAM

		General Fund	Total New FY14 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY14 Need (Existing + New)	5 YEAR CIP PLAN FY15 Need	FY16 Need	FY17 Need	FY18 Need	FY14-18 Need Total	FY18+ Need	Total FY14-18+ Need
	*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A.	**IMPROVEMENTS**													
a-1	Eucalyptus Tree Management	55	55	0	0	0	55	55	55	55	55	275	0	275
a-2	Washington Park Tennis Court	0	0	0	0	0	0	0	20	0	0	20	0	20
a-3	Citywide Parks Pathway Improvements and Repairs	60	60	67	0	67	127	55	55	55	55	347	0	347
a-4	Ray Park Re-Surfacing Rehabilitation	0	0	0	0	0	0	12	0	0	0	12	0	12
a-5	Bayside Park Main Diamond #1 Lights	0	0	0	0	0	0	0	20	0	0	20	0	20
a-6	Cuernavaca Park Shade/Picnic Area Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
a-7	Washington Park Bocce Ball Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
a-8	Parks Picnic Tables, Benches & Fountains	0	0	12	0	12	12	12	0	12	0	36	0	36
a-9	Village Park Restroom	0	0	200	0	200	200	0	0	0	0	200	0	200
a-10	Pershing Court Resurfacing	0	0	0	0	0	0	0	0	15	0	15	0	15
a-11	Central Irrigation Controller	0	0	16	0	16	16	6	0	6	0	28	0	28
a-12	Laguna Tennis Court Repairs	0	0	0	0	0	0	0	0	12	0	12	0	12
a-13	Lower Bayside Park Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
a-14	Washington Park Basketball Court Resurfacing	0	0	0	0	0	0	0	0	0	0	0	0	0
a-15	Play Structure and Resilient Surface at Village	0	0	0	0	0	0	250	0	0	0	250	0	250
a-16	Parks Yard Fencing	0	0	0	0	0	0	0	0	0	0	0	0	0
a-17	Installation of Automatic Locks on Parks Restrooms	0	0	0	0	0	0	0	0	10	0	10	0	10
a-18	Play Structure and Resilient Surface at Ray Park	0	0	0	0	0	0	250	0	0	0	250	0	250
a-19	Park Fencing - Bayside	0	0	0	0	0	0	0	0	0	20	20	0	20
a-20	El Camino Real Medians (See Streets Section)	0	0	0	0	0	0	0	0	0	0	0	0	0
a-21	Annual Tree Replacement	5	5	8	0	8	13	6	6	7	8	40	0	40
a-22	Bayside Synthetic Turf	0	0	2	0	2	2	0	0	0	0	2	0	2
a-23	Park Safety & Maintenance Improvements	0	0	194	0	194	194	20	0	20	0	234	0	234
a-24	Ray Park Basketball Resurfacing	0	0	0	0	0	0	20	0	0	0	20	0	20
a-25	Park Fencing - Laguna	0	0	10	0	10	10	0	0	0	0	10	0	10
a-26	Ray Park Tennis Court Resurfacing	0	0	0	0	0	0	20	0	0	0	20	0	20
a-27	Ray Park Tennis and Basketball Court Fencing	0	0	0	0	0	0	60	0	0	0	60	0	60
a-28	Washington Ballfield Fencing	0	0	0	0	0	0	0	0	95	0	95	0	95
a-29	Village Basketball Court Resurfacing	0	0	0	0	0	0	0	0	20	0	20	0	20
a-30	Washington Park Infield Renovation	0	0	0	0	0	0	0	35	0	0	35	0	35
a-31	Cuernavaca Park Parking Lot Paving	0	0	50	0	50	50	0	0	20	0	70	0	70
a-32	Bayside Parking Lot Lights	0	0	20	0	20	20	0	0	0	0	20	0	20
a-33	Victoria Play Structure and Surfacing	0	0	0	0	0	0	0	0	0	0	0	0	0
a-34	Murray Lights Retrofits	0	0	18	0	18	18	0	200	0	0	218	0	218
a-35	Mills Canyon Fire Hazard Mitigation Plan	50	50	0	0	0	50	0	0	0	0	50	0	50
a-36	Dog Park Improvements (combine with 81790)	60	60	0	0	0	60	0	0	0	0	60	0	60
a-37	Bayview Park Improvements - State Lands	120	120	0	0	0	120	0	0	0	3,880	4,000	0	4,000
a-38	Aquatic Boiler Replacement	0	0	90	0	90	90	0	0	0	0	90	0	90
a-39	Community Garden	0	0	35	0	35	35	0	0	0	0	35	0	35
	SUBTOTAL	**350**	**350**	**722**	**0**	**722**	**1,072**	**766**	**391**	**327**	**4,018**	**6,574**	**0**	**6,574**
	TOTAL, PARKS & TREES CAPITAL IMPROVEMENT PROGRAM	**$350**	**$350**	**$722**	**$0**	**$722**	**$1,072**	**$766**	**$391**	**$327**	**$4,018**	**$6,574**	**$0**	**$6,574**

SEWER CAPITAL IMPROVEMENT PROGRAM

											5 YEAR CIP PLAN						
		General Fund	General Fund - Fund Balance	Sewer Rates (City)	Sewer Rates (Other Districts)	Total New FY14 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY14 Need (Existing + New)	FY15 Need	FY16 Need	FY17 Need	FY18 Need	FY14-18 Need Total	FY18+ Need	Total FY14-18+ Need
	*In thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A.	**STUDIES**																
a-1	CIP Administrative Services	0	0	100	0	100	55	0	55	155	100	100	100	100	555	0	555
a-2	Mitten Force Main & Pump Station	0	0	0	0	0	110	0	110	110	0	0	0	0	110	0	110
a-3	Sewer Master Plan Study & Model	0	0	0	0	0	34	(34)	0	0	0	20	20	20	60	0	60
a-4	Geo Based Information System	0	0	30	0	30	31	0	31	61	20	20	20	20	141	0	141
a-5	Sewer Model & Study	0	0	50	0	50	50	34	84	134	100	50	50	50	384	0	384
a-6	Carolan, Toyon, Carmelita & Sanchez Areas Study	0	0	100	0	100	0	0	0	100	50	0	50	0	200	0	200
	SUBTOTAL	**0**	**0**	**280**	**0**	**280**	**280**	**0**	**280**	**560**	**270**	**190**	**240**	**190**	**1,450**	**0**	**1,450**
B.	**SEWER MAIN REHABILITATION**																
b-1	Broadway & Rollins Interchange Sewer System Improvement	0	0	500	0	500	0	0	0	500	0	0	0	0	500	0	500
b-2	2012 Sanchez Area Sewer Rehabilitation Project, Phase 2	0	0	0	0	0	1,108	(600)	508	508	0	0	0	0	508	0	508
b-3	2013 Sanchez Area Sewer Rehabilitation Project, Phase 3	0	0	1,670	200	1,870	150	600	750	2,620	0	0	0	0	2,620	0	2,620
b-4	Burlingame Avenue District Sewer Rehabilitation Program	0	0	0	0	0	611	(611)	0	0	0	0	0	0	0	0	0
b-5	Oak Grove/California Area Sewer Improvement	0	0	0	0	0	50	0	50	50	0	0	0	0	50	0	50
b-6	2014 Sanchez Area Sewer Rehabilitation Project, Phase 4	0	0	1,000	0	1,000	0	611	611	1,611	3,080	0	0	0	4,691	0	4,691
b-7	Burlingame Streetscape Sewer Improvement	0	0	0	0	0	1,886	0	1,886	1,886	0	0	0	0	1,886	0	1,886
b-8	Annual City-wide Sewer Master Plan Improvements	0	0	0	0	0	0	0	0	0	0	2,800	2,625	3,130	8,555	48,000	56,555
	SUBTOTAL	**0**	**0**	**3,170**	**200**	**3,370**	**3,805**	**0**	**3,805**	**7,175**	**3,080**	**2,800**	**2,625**	**3,130**	**18,810**	**48,000**	**66,810**
C.	**MISCELLANEOUS SEWER REPAIRS**																
c-1	Sewer Lateral Retrofit	0	0	0	0	0	0	0	0	0	50	50	50	50	200	500	700
c-2	Miscellaneous Sewer Root Forming	0	0	0	0	0	104	0	104	104	50	50	50	50	304	500	804
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**104**	**0**	**104**	**104**	**100**	**100**	**100**	**100**	**504**	**1,000**	**1,504**
D.	**PUMP STATIONS**																
d-1	Mitten Pump Station and Force Main	0	0	0	0	0	147	0	147	147	0	0	0	0	147	0	147
d-2	Rollins Pump Station Upgrade	0	0	0	0	0	0	0	0	0	0	0	200	0	200	0	200
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**147**	**0**	**147**	**147**	**0**	**0**	**200**	**0**	**347**	**0**	**347**
E.	**TREATMENT**																
e-1	New Weissman Barscreen System	0	0	0	0	0	7	0	7	7	0	0	150	0	157	0	157
e-2	Joint Outfall & SSF Dechlormination	0	0	0	0	0	47	0	47	47	0	0	0	0	47	8,500	8,547
e-3	WWTP Retention Basin	0	0	0	0	0	25	0	25	25	0	0	0	0	25	750	775
e-4	Rollins Road Liftstation Building Roof	0	0	0	0	0	0	0	0	0	0	60	0	0	60	750	810
e-5	Emergency Generator Electrical Panel	0	0	60	0	60	0	0	0	60	0	0	0	0	60	0	60
e-6	Secondary Clarifier Weir Rehabilitation	0	0	0	0	0	13	0	13	13	0	0	0	0	13	0	13
e-7	Secondary Clarifier Turntable Replacement A, B, C & D	0	0	50	0	50	0	0	0	50	0	0	0	0	50	0	50
e-8	Digestor #1 Roof and Dome	0	0	0	0	0	0	0	0	0	250	0	0	0	250	0	250
e-9	Gravity Belt Thickener (GBT) Launder Replacement	0	0	0	0	0	0	0	0	0	0	250	0	0	250	0	250
e-10	GBT Overhaul	0	0	0	0	0	12	0	12	12	0	0	0	0	12	0	12
e-11	Rollins Road Gen-set Replacement	0	0	0	0	0	150	0	150	150	0	0	0	0	150	0	150
e-12	Primary Clarifier Turntable Replacement A & B	0	0	0	0	0	0	0	0	0	0	0	180	0	180	0	180
e-13	Replacement of Old Boiler System	0	0	0	0	0	91	0	91	91	0	0	0	0	91	0	91
e-14	Primary Liftpump Replacement @ 6	0	0	0	0	0	0	0	0	0	0	150	150	150	450	0	450
e-15	Liftstation Pump Replacement @ 6	0	0	0	0	0	0	0	0	0	0	55	55	55	165	0	165
e-16	Landfill Flare PRG Logic Controller Barscreen System	0	0	0	0	0	11	0	11	11	0	0	0	0	11	0	11
e-17	NBSU Facility Upgrades	0	0	140	0	140	0	0	0	140	0	0	0	0	140	0	140
e-18	Treatment Plant and 33" Force Main Upgrade	0	0	1,000	0	1,000	0	0	0	1,000	1,000	1,000	1,000	1,000	5,000	0	5,000
	SUBTOTAL	**0**	**0**	**1,250**	**0**	**1,250**	**356**	**0**	**356**	**1,606**	**1,250**	**1,515**	**1,535**	**1,205**	**7,111**	**10,000**	**17,111**
F.	**MISCELLANEOUS**																
f-1	Large Main CCTV	0	0	0	0	0	54	0	54	54	0	45	0	25	124	0	124
f-2	SCADA Central Computer System Upgrade PR	0	0	0	0	0	60	(3)	57	57	0	0	0	0	57	0	57

SEWER CAPITAL IMPROVEMENT PROGRAM

	*in thousands	General Fund (000)	General Fund - Fund Balance (000)	Sewer Rates (City) (000)	Sewer Rates (Other Districts) (000)	Total New FY14 Appropriations (000)	Available Existing Funding (000)	Transfers (000)	Total Available Existing, Net of Transfers (000)	Total FY14 Need (Existing + New) (000)	5 YEAR CIP PLAN: FY15 Need (000)	FY16 Need (000)	FY17 Need (000)	FY18 Need (000)	FY14-18 Need Total (000)	FY18+ Need (000)	Total FY14-18+ Need (000)
f-3	SCADA Central Controller - Needs Assessment	0	0	0	0	0	(3)	3	0	0	0	0	0	0	0	0	0
f-4	Sewer Main Trench Paving	0	0	0	0	0	0	0	0	0	0	50	0	50	100	0	100
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**111**	**0**	**111**	**111**	**0**	**95**	**0**	**75**	**281**	**0**	**281**
	TOTAL, SEWER CAPITAL IMPROVEMENT PROGRAM	**$0**	**$0**	**$4,700**	**$200**	**$4,900**	**$4,803**	**$0**	**$4,803**	**$9,703**	**$4,700**	**$4,700**	**$4,700**	**$4,700**	**$28,503**	**$59,000**	**$87,503**

STREETS CAPITAL IMPROVEMENT PROGRAM

											5 YEAR CIP PLAN						
		General Fund	Other Revenue & Grants	Gas Tax	Measure A	Total New FY14 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY14 Need (Existing + New)	FY15 Need	FY16 Need	FY17 Need	FY18 Need	FY14-18 Need Total	FY18+ Need	Total FY14-18+ Need
	*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A.	**STUDIES**																
a-1	Traffic Control Inventory	0	0	0	0	0	10	0	10	10	0	0	0	50	60	0	60
a-2	Traffic & Transportation Studies	0	0	0	0	0	0	11	11	11	50	0	50	0	111	0	111
a-3	Hotel District Signage	0	0	0	0	0	18	(4)	14	14	0	0	0	0	14	0	14
a-4	Traffic Calming Program	0	0	0	0	0	0	0	0	0	50	50	50	50	200	500	700
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**28**	**7**	**35**	**35**	**100**	**50**	**100**	**100**	**385**	**500**	**885**
B.	**PAVING & RECONSTRUCTION**																
b-1	Annual Street Resurfacing Program 2012	0	0	0	0	0	118	0	118	118	1,125	1,125	1,125	1,125	4,618	12,000	16,618
b-2	Annual Street Resurfacing Program 2011	0	0	0	0	0	457	(457)	0	0	0	0	0	0	0	0	0
b-3	Annual Street Resurfacing Program 2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b-4	Annual Street SLPP Resurfacing Program 2013	0	411	226	725	1,362	0	501	501	1,863	0	0	0	0	1,863	0	1,863
b-5	Pavement Management System	0	0	0	0	0	28	0	28	28	0	20	0	20	68	0	68
b-6	Federal Grant Resurfacing 2011	0	0	0	0	0	114	(114)	0	0	0	0	0	0	0	500	500
b-7	El Camino Median and Linear Park (North Burlingame/Rollins	0	0	0	0	0	88	0	88	88	0	0	0	0	88	1,350	1,438
b-8	Carolan Avenue Complete Street Improvement	0	986	174	0	1,160	0	0	0	1,160	0	0	0	0	1,160	150	1,310
b-9	Thermoplastic Pavement Marking - Citywide	60	0	0	0	60	67	0	67	127	0	0	0	0	127	0	127
b-10	U.S. 101 - Broadway Interchange	700	1,000	0	0	1,700	3,426	0	3,426	5,126	0	0	0	0	5,126	65,000	70,126
	SUBTOTAL	**760**	**2,397**	**400**	**725**	**4,282**	**4,298**	**(70)**	**4,228**	**8,510**	**1,125**	**1,145**	**1,125**	**1,145**	**13,050**	**79,000**	**92,050**
C.	**TRAFFIC SIGNALS**																
c-1	City-Wide Traffic Signal Upgrade	0	0	0	0	0	102	0	102	102	100	100	100	100	502	500	1,002
c-2	Bayshore Corridor Signal (Close)	0	0	0	0	0	4	(4)	0	0	0	0	0	0	0	0	0
c-3	California Drive Video Detection Signal Controller (Close)	0	0	0	0	0	3	(3)	0	0	0	0	0	0	0	0	0
c-4	Pedestrain Crosswalk/ Radar Display at Bayshore Hwy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
c-5	Traffic Signal Interconnect System Software Upgrade	0	0	0	0	0	40	0	40	40	50	0	50	0	140	0	140
c-6	Street Signal Maintenance	0	0	0	0	0	0	0	0	0	50	0	50	0	100	0	100
c-7	Street Intersection Signage	0	0	0	0	0	50	0	50	50	0	50	0	50	150	0	150
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**199**	**(7)**	**192**	**192**	**200**	**150**	**200**	**150**	**892**	**500**	**1,392**
D.	**RAILROAD IMPROVEMENTS**																
d-1	Bayswater Avenue North Lane Crossing	0	0	0	0	0	125	0	125	125	0	0	0	0	125	0	125
d-2	Caltrain Grade Separation at Broadway	0	0	0	0	0	0	75	75	75	225	0	0	0	300	214,000	214,300
d-3	High Speed Rail	0	0	0	0	0	136	(75)	61	61	0	0	0	0	61	0	61
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**261**	**0**	**261**	**261**	**225**	**0**	**0**	**0**	**486**	**214,000**	**214,486**
E.	**DOWNTOWN IMPROVEMENTS**																
e-1	Burlingame Avenue Streetscape	0	0	0	0	0	10,286	(600)	9,686	9,686	0	0	0	0	9,686	0	9,686
e-2	Burlingame Avenue District Parking Improvements/Studies	0	0	0	0	0	0	400	400	400	300	0	0	0	700	0	700
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**10,286**	**(200)**	**10,086**	**10,086**	**300**	**0**	**0**	**0**	**10,386**	**0**	**10,386**
F.	**BIKE & PEDESTRIAN IMPROVEMENTS**																
f-1	Broadway Pedestrian Safety Improvement	0	0	0	0	0	172	0	172	172	0	0	0	0	172	0	172
f-2	Pedestrian & School Safety Improvements	50	0	0	0	50	0	0	0	50	0	0	0	0	50	0	50
f-3	Installation of Bike Lane at Hillside, Rollins & Trousdale	0	0	0	0	0	241	0	241	241	0	0	0	0	241	0	241
f-4	California Drive Complete Streets	0	0	0	0	0	0	0	0	0	200	0	0	0	200	5,000	5,200
f-5	Installation of Bike Lane at Airport, Old Bayshore & Beach Rd.	0	0	0	0	0	134	0	134	134	0	0	0	0	134	0	134
	SUBTOTAL	**50**	**0**	**0**	**0**	**50**	**547**	**0**	**547**	**597**	**200**	**0**	**0**	**0**	**797**	**5,000**	**5,797**
G.	**LIGHTING & POLES**																
g-1	Airport Boulevard Undergrounding - Rule 20A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,000	4,000

STREETS CAPITAL IMPROVEMENT PROGRAM

											5 YEAR CIP PLAN						
		General Fund	Other Revenue & Grants	Gas Tax	Measure A	Total New FY14 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY14 Need (Existing + New)	FY15 Need	FY16 Need	FY17 Need	FY18 Need	FY14-18 Need Total	FY18+ Need	Total FY14-18+ Need
	*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
g-2	Citywide Streetlight Improvements / Master Plan	0	0	0	0	0	393	0	393	393	200	200	200	200	1,193	3,000	4,193
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**393**	**0**	**393**	**393**	**200**	**200**	**200**	**200**	**1,193**	**7,000**	**8,193**
H.	**SIDEWALKS, CURBS & GUTTERS**																
h-1	2011-12 Annual Sidewalk, Curb & Gutter, ADA Program	0	0	0	0	0	547	70	617	617	0	0	0	0	617	0	617
h-2	2012-13 Annual Sidewalk Program	100	0	100	0	200	925	0	925	1,125	0	0	0	0	1,125	0	1,125
h-3	Annual Curb & Gutter Program	0	0	0	0	0	0	0	0	0	100	100	100	100	400	0	400
h-4	Annual ADA Ramp Program	0	0	0	0	0	0	0	0	0	100	100	100	100	400	0	400
h-5	Annual Sidewalk Program	0	0	0	0	0	0	0	0	0	400	400	400	400	1,600	0	1,600
	SUBTOTAL	**100**	**0**	**100**	**0**	**200**	**1,472**	**70**	**1,542**	**1,742**	**600**	**600**	**600**	**600**	**4,142**	**0**	**4,142**
I.	**BRIDGES**																
i-1	Airport Blvd. Bridge Widening	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**	**1,000**	**0**	**0**	**0**	**1,000**	**0**	**1,000**
	TOTAL, STREETS CAPITAL IMPROVEMENT PROGRAM	**$910**	**$2,397**	**$500**	**$725**	**$4,532**	**$17,484**	**($200)**	**$17,284**	**$21,816**	**$3,950**	**$2,145**	**$2,225**	**$2,195**	**$32,331**	**$306,000**	**$338,331**

STORM DRAIN CAPITAL IMPROVEMENT PROGRAM

		Storm Drain Bonds	Storm Drain Fee	Total New FY14 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY14 Need (Existing + New)	5 YEAR CIP PLAN FY15 Need	FY16 Need	FY17 Need	FY18 Need	FY14-18 Need Total	FY18+ Need	Total FY14-18+ 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	26	0	26	26	0	0	0	0	26	0	26
a-3	Program Management 2011	0	0	0	50	0	50	50	0	0	0	0	50	0	50
a-4	Program Management 2012	0	0	0	196	0	196	196	0	0	0	0	196	0	196
a-5	Program Management 2013	100	100	200	0	0	0	200	200	200	200	200	1,000	400	1,400
	SUBTOTAL	**100**	**100**	**200**	**272**	**0**	**272**	**472**	**200**	**200**	**200**	**200**	**1,272**	**400**	**1,672**
B.	**CAPACITY IMPROVEMENTS - EASTON CREEK**														
b-1	Marsten Pump Station Improvements	0	0	0	3,394	0	3,394	3,394	0	0	0	0	3,394	0	3,394
b-2	Outfall Pipeline, Marsten PS to SF Bay	0	0	0	252	0	252	252	0	0	0	0	252	0	252
b-3	Easton Creek Improvements	0	0	0	0	0	0	0	0	0	0	0	0	500	500
	SUBTOTAL	**0**	**0**	**0**	**3,646**	**0**	**3,646**	**3,646**	**0**	**0**	**0**	**0**	**3,646**	**500**	**4,146**
C.	**CAPACITY IMPROVEMENTS - MILLS CREEK**														
c-1	Mills Creek Improvements	100	100	200	0	0	0	200	0	0	0	0	200	800	1,000
	SUBTOTAL	**100**	**100**	**200**	**0**	**0**	**0**	**200**	**0**	**0**	**0**	**0**	**200**	**800**	**1,000**
D.	**CAPACITY IMPROVEMENTS - BURLINGAME CREEK**														
d-1	Safeway SD Box Culvert	0	0	0	0	0	0	0	0	0	0	0	0	0	0
d-2	Howard Ave SD Box Culvert	0	0	0	0	0	0	0	0	0	0	0	0	0	0
d-3	Burlingame Creek Bypass	0	0	0	0	0	0	0	0	700	5,300	0	6,000	0	6,000
d-4	Ralston Creek Improvements	0	0	0	0	0	0	0	0	0	0	1,500	1,500	0	1,500
d-5	Rollins/US 101 - Crossing	1,600	1,600	3,200	336	0	336	3,536	0	0	0	0	3,536	0	3,536
d-6	Rollins Area Collection System	0	0	0	350	0	350	350	0	2,900	0	0	3,250	0	3,250
d-7	New Rollins Pump Station	2,300	1,200	3,500	498	0	498	3,998	0	0	0	0	3,998	0	3,998
	SUBTOTAL	**3,900**	**2,800**	**6,700**	**1,184**	**0**	**1,184**	**7,884**	**0**	**3,600**	**5,300**	**1,500**	**18,284**	**0**	**18,284**
E.	**CAPACITY IMPROVEMENTS - SANCHEZ CREEK, TERRACE & LAGUNA**														
e-1	Terrace Creek Improvements	0	0	0	0	0	0	0	0	0	0	1,800	1,800	0	1,800
e-2	Laguna Area Improvements	0	0	0	2,035	0	2,035	2,035	0	0	0	0	2,035	0	2,035
	SUBTOTAL	**0**	**0**	**0**	**2,035**	**0**	**2,035**	**2,035**	**0**	**0**	**0**	**1,800**	**3,835**	**0**	**3,835**
F.	**CAPACITY IMPROVEMENTS - EL PORTAL CREEK, TROUSDALE & GILBREATH**														
f-1	El Portal Creek, Trousdale Channel, Gilbreth Creek Improvements	0	0	0	155	0	155	155	0	0	0	0	155	345	500
	SUBTOTAL	**0**	**0**	**0**	**155**	**0**	**155**	**155**	**0**	**0**	**0**	**0**	**155**	**345**	**500**
G.	**NEIGHBORHOOD AREA**														
g-1	Citywide Neighborhood Storm Drain Improvements	700	0	700	706	0	706	1,406	700	700	700	700	4,206	1,422	5,628
g-2	Downtown Burlingame Avenue Improvements	0	0	0	549	0	549	549	0	0	0	0	549	0	549
	SUBTOTAL	**700**	**0**	**700**	**1,255**	**0**	**1,255**	**1,955**	**700**	**700**	**700**	**700**	**4,755**	**1,422**	**6,177**
H.	**BRIDGE & STORM CULVERT IMPROVEMENTS**														
h-1	Bridge and Culvert Facilities Improvements	100	100	200	355	0	355	555	200	200	0	0	955	0	955
	SUBTOTAL	**100**	**100**	**200**	**355**	**0**	**355**	**555**	**200**	**200**	**0**	**0**	**955**	**0**	**955**
I.	**PUMP STATIONS**														
i-1	Pump Station Improvements / 1740 Rollins & Cowan PS	100	100	200	163	0	163	363	200	100	100	100	863	600	1,463
i-2	SCADA System	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	**100**	**100**	**200**	**163**	**0**	**163**	**363**	**200**	**100**	**100**	**100**	**863**	**600**	**1,463**
	TOTAL, STORM DRAIN CAPITAL IMPROVEMENT PROGRAM	**$5,000**	**$3,200**	**$8,200**	**$9,065**	**$0**	**$9,065**	**$17,265**	**$1,300**	**$4,800**	**$6,300**	**$4,300**	**$33,965**	**$4,067**	**$38,032**

WATER CAPITAL IMPROVEMENT PROGRAM

		Water Rates (City)	Total New FY14 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY14 Need (Existing + New)	5 YEAR CIP PLAN FY15 Need	FY16 Need	FY17 Need	FY18 Need	FY14-18 Need Total	FY18+ Need	Total FY14-18+ Need
	*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A.	**PLANNING**													
a-1	CIP Administrative Services	100	100	32	0	32	132	100	120	120	120	592	1,450	2,042
a-2	Recycled Water Distribution Planning	0	0	50	0	50	50	0	0	0	0	50	0	50
a-3	Geo Base Information System	20	20	12	0	12	32	30	30	30	30	152	720	872
a-4	2010-2011 Water System Program Management	0	0	105	(105)	0	0	0	0	0	0	0	0	0
a-5	2011-2012 Water System Program Management	0	0	9	(9)	0	0	0	0	0	0	0	0	0
a-6	Regional Water Supply Studies/Modeling	20	20	50	0	50	70	50	50	50	50	270	0	270
	SUBTOTAL	**140**	**140**	**258**	**(114)**	**144**	**284**	**180**	**200**	**200**	**200**	**1,064**	**2,170**	**3,234**
B.	**STORAGE**													
b-1	Emergency Storage Tank Expansion	85	85	17	0	17	102	200	500	700	900	2,402	7,250	9,652
b-2	Roof Repair - Hillside Storage Tank	0	0	338	0	338	338	0	0	0	0	338	0	338
	SUBTOTAL	**85**	**85**	**355**	**0**	**355**	**440**	**200**	**500**	**700**	**900**	**2,740**	**7,250**	**9,990**
C.	**TRANSMISSION PIPELINES**													
c-1	Howard - Primrose to Carolan	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	0	0	0	1,000	1,000
c-3	Easton Turnout to Easton Pump Station	0	0	0	0	0	0	0	0	0	0	0	2,510	2,510
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**6,030**	**6,030**
D.	**PIPELINES REHABILITATION**													
d-1	Burlingame Gate-Grove Water Main Replacement	0	0	485	(485)	0	0	0	0	0	0	0	0	0
d-2	La Mesa Water Main Replacement	0	0	1	(1)	0	0	0	0	0	0	0	0	0
d-3	Forest View Newhall Main Replacement	0	0	21	(21)	0	0	0	0	0	0	0	0	0
d-4	Burlingame Avenue Area Utility between El Camino Real & California	0	0	244	(244)	0	0	0	0	0	0	0	0	0
d-5	Emergency Main Replacement	0	0	644	0	644	644	200	100	200	320	1,464	3,900	5,364
d-6	Hillside Reservoir Taps to Hillside Main	0	0	168	0	168	168	0	0	0	0	168	0	168
d-7	El Quanito Way	0	0	212	0	212	212	0	0	0	0	212	70	282
d-8	Burlingame Avenue Streetscape Improvement	0	0	2,400	244	2,644	2,644	0	0	0	0	2,644	0	2,644
d-9	Adeline Drive & Peninsula Avenue Water Main Replacement	420	420	0	22	22	442	0	0	0	0	442	0	442
d-10	El Camino Real Water Main Replacement	1,215	1,215	0	485	485	1,700	0	0	0	0	1,700	0	1,700
d-11	South Rollins Road Area Water Main Study/Design	200	200	0	114	114	314	0	0	0	0	314	0	314
d-12	US 101/Broadway - Airport Blvd Water Main Improvements	0	0	0	0	0	0	150	0	0	0	150	0	150
d-13	El Camino Real - Sanchez to Barrolhet	0	0	0	0	0	0	1,000	0	0	0	1,000	3,060	4,060
d-14	Rollins Road Water Main Replacement (Corbitt to Burlingame Avenue)	0	0	0	0	0	0	500	0	0	0	500	0	500
d-15	Garden/Villa Park/Corbitt/Shoreland/Winchester Subdivision Phase 1	0	0	0	0	0	0	0	1,200	0	0	1,200	0	1,200
d-16	Glenwood/Burlingame Heights/Park Subdivision	0	0	0	0	0	0	0	250	1,250	550	2,050	0	2,050
d-17	Replace Riveted Steel on Loma Vista	0	0	0	0	0	0	0	0	0	180	180	0	180
d-18	Oakgrove to Burlingame/Washington Park to Dwight	0	0	0	0	0	0	0	0	0	0	0	8,370	8,370
d-19	Broadway and El Camino Real to Chula Vista	0	0	0	0	0	0	0	0	0	0	0	740	740
d-20	Ray Park/Easton Fire Flow Improvement	0	0	0	0	0	0	0	0	0	0	0	4,730	4,730
d-21	New Pressure Relief Valves (PRV) at Turnouts	0	0	0	0	0	0	0	0	0	0	0	170	170
d-22	1300 Block of Trousdale	0	0	0	0	0	0	0	0	0	0	0	70	70
d-23	Industrial Area (Steel Valves) Prevention Program	0	0	0	0	0	0	0	0	0	0	0	800	800
d-24	Burlingame Avenue West of El Camino Real Water Replacement	200	200	0	0	0	200	0	0	0	0	200	0	200
	SUBTOTAL	**2,035**	**2,035**	**4,175**	**114**	**4,289**	**6,324**	**1,850**	**1,550**	**1,450**	**1,050**	**12,224**	**21,910**	**34,134**

WATER CAPITAL IMPROVEMENT PROGRAM

		Water Rates (City)	Total New FY14 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY14 Need (Existing + New)	5 YEAR CIP PLAN FY15 Need	FY16 Need	FY17 Need	FY18 Need	FY14-18 Need Total	FY18+ Need	Total FY14-18+ Need
	*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
E.	**PUMP STATIONS**													
e-1	None	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
F.	**WATER QUALITY & DECHLORAMINATION**													
f-1	Water System Instrumentation	0	0	5	0	5	5	0	0	0	0	5	0	5
	SUBTOTAL	**0**	**0**	**5**	**0**	**5**	**5**	**0**	**0**	**0**	**0**	**5**	**0**	**5**
G.	**SUPERVISORY CONTROL & DATA ACQUISITION (SCADA)**													
g-1	SCADA for Turnouts	0	0	59	0	59	59	50	0	0	0	109	0	109
g-2	SCADA Operations	0	0	168	0	168	168	20	20	20	20	248	140	388
g-3	SCADA Central Computer System Upgrade	0	0	(3)	3	0	0	0	0	0	0	0	0	0
	SUBTOTAL	**0**	**0**	**224**	**3**	**227**	**227**	**70**	**20**	**20**	**20**	**357**	**140**	**497**
H.	**MISCELLANEOUS IMPROVEMENTS**													
h-1	Miscellaneous Improvements (Painting Tanks)	0	0	25	(25)	0	0	0	0	0	0	0	0	0
h-2	Water Meter Replacement	150	150	152	0	152	302	150	180	100	180	912	920	1,832
h-3	Hydropneumatic Tank	0	0	43	(43)	0	0	0	0	0	0	0	0	0
h-4	Urban Water Management Plan Update	0	0	0	0	0	0	0	0	0	100	100	90	190
h-5	Emergency Paving	0	0	0	40	40	40	50	50	30	50	220	0	220
h-6	Hillside Reservoir Electrical Building (MCC) Relocation	90	90	0	25	25	115	0	0	0	0	115	0	115
	SUBTOTAL	**240**	**240**	**220**	**(3)**	**217**	**457**	**200**	**230**	**130**	**330**	**1,347**	**1,010**	**2,357**
	TOTAL, WATER CAPITAL IMPROVEMENT PROGRAM	**$2,500**	**$2,500**	**$5,237**	**$0**	**$5,237**	**$7,737**	**$2,500**	**$2,500**	**$2,500**	**$2,500**	**$17,737**	**$38,510**	**$56,247**

Appendix

Community Based Organizations – Funding Awards

Summary of Unfunded Needs

Unfunded Needs Status

Fund NOW Needs	Cost Estimate (Millions)	Possible Funding Source		
		General Fund	New Revenue	Other
Annual Retiree Medical Health Contributions	3.92	3.00		Enterprise funds
Aquatics Center Pool Deck	0.25	Fully		
City's Share of 101/Broadway Overpass	5.00	$0.573M remains	$1.0 million from Burlingame Point project in January 2014	$3.4 reserves saved in prior years
Library Millennium	3.50	2.50	1.0 capital campaign	
Fund Now, Subtotal	**12.67**			
Fund in Near-Term	**Cost Estimate (Millions)**	**Possible Funding Source**		
		General Fund	**New Revenue**	**Other**
General Plan Update	2.00	Primarily		New Fee
Downtown Parking Lots	5.00	Partially		Parking Fund
Structured Parking for Downtown	20.00	Partially		Parking Fund
Community Center in Washington Park	30.00	Partially	G.O. Bonds	
Fund in Near-Term, Subtotal	**57.00**			
Defer for Foreseeable Future	**Cost Estimate (Millions)**	**Possible Funding Source**		
		General Fund	**New Revenue**	**Other**
City Hall	11.50	Fully		
Police Station	1.60	Fully		
Fire Stations	2.40	Fully		
Parks Yard	3.40	Fully		
Aquatics Center Locker Room	0.25	Fully		
Carriage House	0.15	Fully		Historical Soc.
Remainder of Downtown Streetscape	25.00	Partially	BID/CDF	Parking Dist. Water& Sewer
GASB – for Fire retiree unfunded liability	12.00	Fully		
GASB - retiree unfunded liability	76.00	Primarily		Enterprise & Emp. Contrib.
Defer for Foreseeable Future, Subtotal	**132.30**			
GRAND TOTAL	**201.97**			

Status Codes

DFF = deferred for foreseeable future (beyond 5 years)
FNT = fund in the near term (within 5 yrs.)
Now = start now

Possible Funding Codes:

CDF = Community Facilities District
BID = Business Improvement District
GO = General Obligation Bonds