

Fiscal Year 2015-16 Adopted Budget

City of Burlingame, CA



On June 15, 2015, the Proposed Fiscal Year 2015-16 Operating Budget and Five Year Capital Plan was adopted by the City Council following a public hearing. All references herein to the "proposed budget" should be replaced with "adopted budget."

CITY OF BURLINGAME, CALIFORNIA



FISCAL YEAR 2015-16

ADOPTED OPERATING AND CAPITAL BUDGET

FINANCE DEPARTMENT
501 PRIMROSE ROAD,
BURLINGAME, CA 94010

Budget Staff

Lisa K. Goldman, City Manager

Carol Augustine, Finance Director and Treasurer

Syed Murtuza, Public Works Director

Diana Truong Narahara, Deputy Finance Director

Amy Bernardo, Senior Accountant

Sabrina Lee, Accountant

Capital Planning Committee

Art Morimoto, Assistant Public Works Director

Diana Truong Narahara, Deputy Finance Director

Finance Department

Sandra Barocio

Ed Gigliotti

Geeta Nair-Parsons

Andrea Brown

Sabrina Lee

Elaine Wong

Kirsten Ivazes

Margaret Ono

Lisa Rancatore

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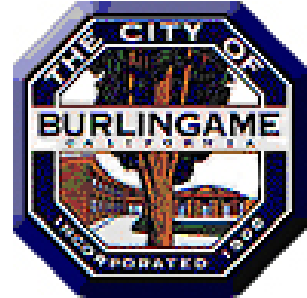
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CITY MANAGER'S TRANSMITTAL LETTER

Date: June 15, 2015
To: Mayor Terry Nagel & the Burlingame City Council
From: Lisa K. Goldman, City Manager
Subject: Budget Transmittal Letter for Fiscal Year 2015-16



In accordance with the City of Burlingame Municipal Code, I am pleased to transmit to you the recommended budget for fiscal year 2015-16. 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.

In the current fiscal year (ending June 30, 2015) the City has made significant progress on the goals established by the City Council in January 2014 and revised and reconfirmed in March 2014. Physical improvements in the City range from completion of the Burlingame Avenue Streetscape project (ribbon-cutting ceremony in November 2014), to the \$3.5 million renovation of the downtown (main) branch of the Library. The City's ordinances are in a state of systematic overhaul and renewal to provide a fair and consistent basis for future governance. Community safety has been fortified through participation in community groups and events, and in the procurement of grants to fund traffic safety efforts. The City's open code enforcement cases have been reduced by half through the hire of a full time Code Compliance Officer and close interdepartmental collaboration in this effort. The City also hired Burlingame's first ever Sustainability Coordinator to work with the community and the City organization to lessen Burlingame's carbon footprint.

A risk-based analysis of the City's General Fund reserve requirements was completed, allowing for the informed development of a Reserve Policy that reflects optimal reserve levels specifically for the City of Burlingame. The City has started a disciplined method of funding the City's past and future retiree medical benefits through the irrevocable trust account established for this purpose in fiscal year 2013-14. Funding of these obligations is now part of the City's annual operating budgets. The Council's vision for the City is being achieved incrementally, focused on the long-term viability and sustainability of the community's fiscal and environmental health.

The budget process for the 2015-16 fiscal year was launched early in the calendar year as Department Directors and their budget staff began their mid-year evaluation of current year activities and development of their budget requests for fiscal year 2015-16. On January 31, 2015, the City Council and staff held the City's annual public goal-setting session, in which the focus

was on developing high-level goals, rather than identifying smaller projects or tasks. As a result, the City Council fine-tuned these five over-arching goals:

1. Ensure that Burlingame is an attractive, safe and resilient residential community that honors its history and community character
2. Sustain long-term financial strength with increased and diverse revenue sources, greater expenditure controls, and strong reserve policies.
3. Enhance and promote Burlingame's downtown and commercial sectors
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 updated goals were formally adopted at the March 16, 2015 City Council meeting, along with an Implementation Action Plan, 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.

Also in March, staff presented the Mid-Year Budget Review and discussed revenue estimates, expenditure projections, and the five-year forecast with the City Council. Armed with this analysis and cognizant of the Council's goals, the departmental budgets were submitted and compiled for additional evaluation by the City Manager. Once adjusted, an initial budget was presented to the Council on May 13th for a high-level review and further direction. The fiscal year 2015-16 budget proposed herein 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

The U.S economy continues to recover from the recession of 2009-10, though growth in gross domestic product (GDP, the widest measure of overall economic activity) has not broken past the 2 - 2.5 percent pace. Following strong (2.2 percent) growth in the final quarter of 2014, the nation's economy actually contracted in the first three months of 2015, but not enough to offset prior period headway in job growth, gains in consumer and business spending, and rising residential investment. Most economists attribute the deceleration to particularly bad weather in the first quarter, and anticipate growth in the rest of 2015 to be faster than previously projected. The single largest driver in the recovering economy has been significant improvements in the job sector: in March 2015, the national unemployment rate dropped to 5.5 percent (from 6.6 percent in March 2014), reflecting a healthy addition of 3.2 million jobs, and surpassing the employment peak in the summer of 2008.

At the statewide level, California continues to be a leader in the nation's employment recovery. The jobs picture has improved more quickly than the national rate because businesses are expanding their operations. In addition, the success rate of new businesses, especially in the technology sector, continues to strengthen the local jobs base. In 2014, California hit a record

level for venture capital investments, with a 73 percent increase over the prior year. Tourism, real estate and professional services are expected to continue driving solid job growth. Meanwhile, the falling price of crude oil has kept information low and supported higher consumer spending.

Job growth across all industries has resulted in higher personal income and taxable sales. These new revenues, coupled with the higher tax rates passed with Prop 30 in November 2012, have contributed to a significant improvement in the State's General Fund revenues, which have been driven by increased capital gains and other income from high-wage earners. However, California's budget for the 2015-16 fiscal year calls for only a slight increase in spending, with a greater amount of appropriations supporting the payoff of loans from past deficits, and an increase in rainy day reserves.

The State is currently facing severe drought conditions in all 58 counties, which will affect the farm sector in the upcoming fiscal year. The impact on other sectors is expected to be limited, with small overall impacts given California's diversified economy. However, the Governor's budget as revised in May does include an additional \$2.2 billion of one-time resources to continue the State's response to the drought. The funds will protect and expand local water supplies, conserve water and respond to emergency conditions.

The San Francisco Metropolitan Division (MD) unemployment rate, at 3.5 percent in April 2015, remains the lowest in the state. Although employment growth has not been limited to the high tech industries, the sector with the most growth continues to lie in the Professional, Scientific and Technical Services sector. The job gains in this industry have clearly boosted the region's commercial real estate market, with ever-higher rents for office properties and a sharp decline in office vacancy rates.

The high-tech industries deliver one of the highest wages in the region, which has helped fuel increased levels of consumer spending in the local economy. (Taxable sales in the San Francisco MD increased by 7.2 percent in 2013, while statewide taxable sales increased by 6.8 percent.) Job gains from this industry have also given a boost to the recovering office real estate market.

Nearly five years after the official end of a severe recession, Burlingame finds itself in a relatively healthy fiscal position, with many of the City's revenues meeting or exceeding levels experienced prior to the downturn. The past year has shown a healthy gain in the City's largest revenue sources, a continued sign that the economy is improving. In particular, the General Fund is doing well, and the expectation is for continued moderate revenue growth in this, the City's main operating fund. Because key tax revenues (including property, sales and hotel taxes,) have risen over the last few fiscal years, the need for additional reductions in City services has been negated, and the Council has chosen to strategically add resources to select programs that will support its long-term goals as outlined in the Implementation Action Plan.

However, unfunded liabilities accrued from prior years continue to prevent the City from attaining an indisputably sustainable budget. Although retiree medical benefits earned by current and past employees are now being funded through annual contributions to an

irrevocable trust fund, these added costs are significant, and represent payment of past commitments. As such, these funds are not available to support current services. The costs of employee pension obligations provided by CalPERS (California Public Employee Retirement System) also continue to increase. Though pension benefits have been reduced for future employees, and current employees are contributing the entire employee rate as well as a percentage of the employer rate to the pension system, it will take many years for these reforms to provide relief to the operating budget.

Finally, the continued existence of critical yet unfunded capital projects indicates that the budget is not sustainable for the long term. Many of the unfunded projects that were identified and prioritized in the current fiscal year represent infrastructure (public facilities, parking lots) replacement needs, largely due to deferred maintenance or the lack of set-aside funding for these capital demands. The City's remaining capacity for debt is limited, as are opportunities for additional revenues. In recognition of this fiscal inflexibility, and as part of the establishment of a General Fund Reserve Policy, the City established a Renewal and Replacement Reserve in the City's Capital Projects Fund, to provide partial funding of the City's most immediate facilities' needs. Unlike the current Capital Projects Fund Balance, the Renewal and Replacement funding will not be appropriated to a specific project. Rather, it will accumulate for capital projects as prioritized by the City Council, to be initiated when timing is optimal and sufficient other funding is identified. The FY 2015-16 budget provides funding of \$3 million for an increase to this newly established reserve. A top priority for the upcoming fiscal year is to develop potential funding options for each of the projects that the Council wishes to initiate in the near future. Even though the General Fund budget presented here for the 2015-16 fiscal year provides an operating surplus of over \$980,000, the City's work force is now at a manageable level, and future increases in operating costs have been contained to a large extent, the funding of these capital needs is key to a truly sustainable budget.

Current capital projects are adequately funded through a mix of capital reserves, debt financing and increased special revenue funds. General Fund reserves are healthy. And the Council's prudent commitment to fund reserves has lessened the possibility of future service reductions when revenues begin to flag. The City has an estimated \$24.1 million in General Fund reserves as of the end of fiscal year 2014-15. 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 through varying economic climates.

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 fairly competitive in the marketplace, the City can borrow funds at reasonably attractive rates. Although no debt issuances have taken place in the past two fiscal years, Standard & Poor's Ratings Services affirmed Burlingame's AA+ issuer credit rating in the spring of 2014.

BUDGET OVERVIEW – ALL FUNDS

The recommended City budget and capital improvements plan for the City of Burlingame for fiscal year 2015-16 totals \$99,406,180. A breakdown by major funds is as follows:

CITY OF BURLINGAME, CA BUDGET SUMMARY BY FUND		
	FY14-15 Adjusted	FY15-16 Budget
General Fund	\$ 47,574,398	\$ 49,434,722
Capital Projects	17,605,724	14,058,000
Financing Authority	7,694,228	7,819,410
Building Enterprise	1,616,633	1,654,006
Landfill Fund	190,741	244,011
Parking Enterprise	1,426,500	509,875
Sewer Enterprise	10,557,614	10,435,416
Solid Waste Enterprise	659,597	554,661
Water Enterprise	14,138,214	13,807,984
Special Revenue Funds	231,000	203,000
Other Funds	(159,112)	685,095
Total	\$ 101,535,537	\$ 99,406,180

Overall, the City’s budget decreased by 2.1%, or \$2,129,357, in the new fiscal year, when compared with the prior year *adjusted* budget. This is a deceptively small variation when considering the many funding changes actually taking place. General Fund appropriations are \$1.86 million higher than in the prior year, a 3.9 percent increase. A reduction in the Parking Enterprise Fund is due to the movement of parking enforcement activities to the General Fund budget, as this is where parking citation revenues are credited. The appropriation to the Capital Projects Fund has declined by \$3.5 million due primarily to a reduction in storm drain projects. As projects continue to be funded from prior year bond proceeds, the City will issue a third revenue bond to finance storm drain projects as called for in the City’s original storm drain master plan, likely by the end of the calendar year 2015. The Other Funds category includes the appropriation of various internal services funds (ISFs) and the Shuttle Transportation Fund. ISFs budgets are shown net of departmental charges, as these are already included in the expenditures of the other funds.

THE GENERAL FUND

The General Fund is the City’s chief operating fund. Anticipating a moderate pace of continued economic growth, the long-term forecast provides for a relatively stable General Fund for at least the next several years.

CITY OF BURLINGAME | FISCAL YEAR 2015-16

Revenue Highlights

As indicated in the table below, revenue growth in the General Fund for the current fiscal year will surpass the actual revenues reported in the 2013-14 fiscal year by approximately \$4.2 million, or 7.7%, with total collections of over \$59.9 million. Although General Fund revenues are projected to be only 1.6% higher in the FY 2015-16 budget, the increase reflects strong growth when adjusted for the current year’s \$1 million one-time development revenue. In addition, the FY 2015-16 budget conservatively reflects a reduction in refunds from the County’s ERAF (Educational Revenue Augmentation Fund), included in the City’s property tax projections. Annual revenues for the new fiscal year are projected to be nearly \$60.9 million. Note that the top three sources – Property Tax, Sales and Use Tax, and Transient Occupancy Tax – comprise nearly 85% of the City’s General Fund Revenue.

CITY OF BURLINGAME, CA				
SUMMARY OF GENERAL FUND REVENUES				
	FY12-13	FY13-14	FY14-15	FY15-16
	Actual	Actual	Adjusted Budget	Projection
Property Tax	\$14,239,141	\$15,496,548	\$16,610,000	\$16,900,000
Sales and Use Tax	9,198,871	10,196,123	10,950,000	11,585,000
Transient Occupancy Tax	18,244,310	21,357,066	22,500,000	23,100,000
Other Taxes				
Franchise Tax	1,572,005	1,575,521	1,566,400	1,583,000
Business Tax	952,804	981,821	980,000	1,000,000
State HOPTR	65,337	64,968	66,000	66,000
Real Property Transfer Tax	379,542	347,855	375,000	360,000
Licenses & Permits	101,753	111,712	81,000	85,000
Fines, Forfeitures and Penalties	860,476	788,772	794,000	965,000
Use of Money & Property	199,186	203,451	206,000	206,000
Charges for Services	3,636,011	3,942,937	4,332,720	4,403,500
Other Revenue	1,376,223	165,628	1,040,000	30,000
State Subventions	313,571	170,146	186,000	175,000
Interest Income	57,249	225,080	230,000	400,000
Total, General Fund Revenue	\$51,196,477	\$55,627,628	\$59,917,120	\$60,858,500

Property Taxes

Burlingame has 8,670 taxable parcels, with a net assessed value in the secured property roll of \$8.8 billion. The total assessed value subject to taxes increased by 7.42% in fiscal year 2013-14, and then by 6.83% in the current fiscal year, per the County Assessor’s Roll Tracker. As of the date of this transmittal, assessed value in Burlingame is now 6.75% 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

2015-16 to be approximately 6.3% higher than in the current fiscal year. However, given that the future of refunds from the County’s ERAF is very uncertain, a downward adjustment of \$700,000 has been made to the property tax projection, so that this revenue category remains flat when compared to current year estimates.

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

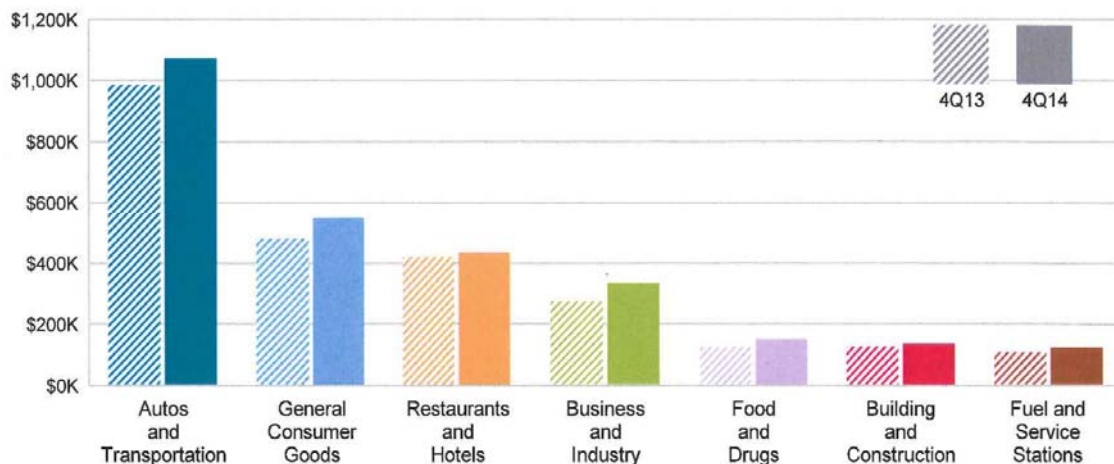
All told, property taxes comprise 27.7% of General Fund revenues in the FY 2015-16 proposed budget.

Sales and Use Taxes

Sales and use tax revenues declined dramatically in Burlingame between 2008 and 2010, but have rebounded in recent years. Growth in sales tax transactions allowed this revenue source to completely recover to pre-recessionary levels in the 2013-14 fiscal year, followed by a 7.4% increase in the current fiscal year, and a projected growth of 5.8% in this 2015-16 fiscal year budget. The largest segment of sales tax revenue in Burlingame (39%) comes from automobile sales and other transportation-related sales, largely due to the various automobile dealerships located on Burlingame Auto Row and near Broadway. Although pent-up demand for automobiles (from the recession) has eased somewhat, historically low interest rates have supported substantial car sales gains in the past three years. In addition, a definite resurgence in business and leisure travel is expanding tax receipts from car rentals. Sales growth is expected to continue in this category, albeit at a more moderate pace, in fiscal year 2015-16.

Sales Tax by Major Industry Groups

4Q13 Compared To 4Q14



The next largest segment of taxable transactions is in general consumer goods, and it is also experiencing an impressive 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 of transactions is expected to hold its own in Burlingame in the coming fiscal year. However, the trend toward online shopping is shifting tax revenues from brick and mortar stores to either countywide pools or centralized distribution warehouses. Retail analysts expect on-line sales to expand in the future, and many major retailers are testing new concepts to reduce store size and overhead costs by driving more of their sales to centralized web-based orders. Therefore, Burlingame continues to focus on economic development opportunities that will keep its shopping districts strong in the coming years. Taxable sales at restaurants and hotels also contribute significantly to Burlingame's sales and use tax revenues.

Sales and use taxes currently account for 19% of General Fund revenue. The forecast for fiscal year 2015-16 calls for a 5.8% growth over the prior year's budget.

Hotel Tax - Transient Occupancy Tax

Burlingame's 12 major hotels provide convenient overnight accommodations for business travelers and tourists using San Francisco International Airport (SFO), with 3,770 hotel rooms 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 are usually a good indicator of current economic activity. In the current fiscal year, the City's TOT revenues are expected to exceed \$22.5 million, more than double the \$10.3 million reported just five years ago. With continued growth in Average Daily Room Rates (ADR) and extremely high occupancy rates, it is conservatively estimated that this revenue growth can be maintained, with an additional 2.7% growth in fiscal year 2015-16.

TOT constitutes 38.2% of total General Fund revenue projected for fiscal year 2014-15. 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.

Expenditure Highlights

The \$60.86 million in revenue will finance \$59.9 million in General Fund expenditures in FY 2015-16. The appropriations include over \$49.4 million in departmental expenditures, \$4.2 million in net debt service payments, over a \$4 million transfer to the Capital Projects Fund for specific projects in fiscal year 2015-16, and a \$3 million transfer to the CIP Fund's Renewal & Replacement Reserve. These expenditures are partially offset by a net \$700,000 of transfers in from other funds. These transfers cover the cost of direct and indirect services provided by the General Fund to the other City funds.

CITY OF BURLINGAME | FISCAL YEAR 2015-16

General Fund departmental operating expenditures of \$49.4 million in the new fiscal year represent an increase of \$1.8 million, or 3.9%, from the prior year’s budget. Note that in the current fiscal year, a 12.6% increase was required in comparison to the prior year, largely to enable the City to include the full cost of retiree medical benefits, or OPEB (Other Post – Employment Benefits), in the departmental budgets. Beginning this 2014-15 fiscal year, the City started contributing to the newly established OPEB Trust Fund, and now records the actuarially-determined trust fund contributions as operating expenditures. This differs radically from the prior year pay-as-you-go funding of these costs.

CITY OF BURLINGAME, CA					
SUMMARY OF GENERAL FUND EXPENDITURES BY TYPE					
Description	FY13-14 Actuals	FY14-15 Adjusted Budget	FY15-16 Proposed	\$ Change from Prior Year	% Change from Prior Year
Personnel Costs	\$ 22,211,891	\$ 24,007,275	\$ 25,012,845	\$ 1,005,570	4.2%
Non-Personnel Costs	14,175,426	19,593,903	20,993,925	1,400,022	7.1%
Internal Services	3,694,098	3,858,220	3,299,720	(558,500)	-14.5%
Capital Outlay	57,747	115,000	128,232	13,232	11.5%
Total Expenditures	\$40,139,162	\$47,574,398	\$49,434,722	\$1,860,324	3.9%

The operating budget for the 2015-16 fiscal year lends itself much more readily to comparison with the prior year. As explained in the Key Budgetary Changes noted throughout the document, increases in the FY15-16 General Fund appropriations were partially due to a strategic increase in City-wide FTE (full-time equivalent) staff positions, as well an increase in certain personnel hours, needed to carry out the City’s priorities. These staffing increases (2.75 FTE plus increased hours of several part-time positions) are explained in the related departmental summaries. In addition, the General Fund budget now includes all parking enforcement activities; these costs were previously accounted for in the City’s Parking Enterprise Fund. This change in accounting added \$460,000 in personnel costs and \$140,000 in non-personnel costs to the General Fund beginning in fiscal year 2015-16. Finally, water charges are now reflected in the budget of the user departments rather than being accounted for at the fund level adding approximately \$400,000 to the General Fund expenses; this change impacts the Parks Division most significantly. Offsetting these changes somewhat is a decrease in departmental costs for risk management activities, as these programs have experienced considerably improved claim history, in terms of frequency and severity, when compared to prior years.

As in the current fiscal year, the budget includes the *normal cost* of providing retiree medical benefits (the cost associated with benefits earned throughout the year by current employees) as personnel costs, approximating \$1.3 million for the General Fund in the 2015-16 fiscal year budget. The amortization of the *accrued liability* for obligations incurred in all prior years is recorded as non-personnel costs, amounting to \$2.5 million for the General Fund.

CITY OF BURLINGAME | FISCAL YEAR 2015-16

Debt Service

The chart below shows only those debt service obligations with General Fund support. Note that while the cost of these obligations is shared in whole or in part with other funds, the debt is secured by the General Fund. As no new debt was issued in fiscal year 2014-15, the only changes in the City’s outflows for debt service relate to the various bond payment schedules, along with anticipated increases in the cost of bond disclosure and trustee services.

CITY OF BURLINGAME, CA GENERAL FUND DEBT SERVICE OBLIGATIONS					
Description	Maturity	FY14-15 Adopted	FY15-16 Projection	\$ Change from Prior Year	% Change from Prior Year
2004 Library Lease Refunding Bonds	FY2016	748,875	748,250	(625)	-0.1%
2006 Pension Obligation Bonds	FY2036	3,501,345	3,617,057	115,712	3.3%
2010 Corp Yard Lease Refunding Bonds	FY2021	1,163,775	1,167,175	3,400	0.3%
2011 Master Equipment Lease Purchase	FY2018	240,646	240,646	0	0.0%
2011 CEC LED Streetlight Loan	FY2021	54,595	54,595	0	0.0%
2012 Lease Revenue Bond*	FY2042	549,888	551,888	2,000	-
Debt Administration Costs		24,800	25,120	320	-
Subtotal, Principal and Interest		\$6,283,924	\$6,404,731	\$120,807	1.9%
Contributions from Other Funds		(\$2,205,158)	(\$2,238,410)	(33,252)	1.5%
Net General Fund Debt Service		\$4,078,766	\$4,166,321	\$87,555	2.1%

*100% reimbursed by the Special Assessment District and Parking Enterprise

Central County Fire

The cost of fire services provided by the Central County Fire Department (CCFD), increased 2.4% (\$262,000) over Burlingame’s share of the budget in the prior year. 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 fire prevention, response and protection services to partner cities. Generally, the City of Burlingame has been responsible for 60% of the JPA’s operating costs, excluding capital assets. The total General Fund budget for fire services also includes the cost of fire services not shared with the Town of Hillsborough, such as capital expenditures for firehouses and depreciation on engines and other apparatus owned by the City of Burlingame. The CCFD appropriation of \$11.1 million includes the costs of certain services provided by the City of Burlingame, such as information technology support and facilities maintenance, certain workers’ compensation costs, and additional emergency response coordination services.

Most recently, the CCFD Board of Directors voted in favor of an agreement to expand shared fire and emergency medical services to the City of Millbrae. Under the agreement, which went into effect on December 29, 2014, Millbrae’s firefighters (other than chief officers) became employees of CCFD. Millbrae also retained ownership and capital maintenance responsibilities for their two fire stations and equipment. However, the partnership will allow CCFD to utilize all assets and personnel of the combined department in providing services holistically to the

expanded community. While the sharing of CCFD's cost of services will save taxpayer money in all the communities, the savings reflected in the 2015-16 fiscal year budget were offset by increases in CalPERS (pension) costs and rising health premiums for both active and retired employees. 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 budget for fiscal year 2015-16 includes \$45,000 to fund local community groups that carry out a public purpose through the services they offer to San Mateo County and Burlingame residents. Traditionally, these organizations are invited to apply to the program early in the budget process, and the Council decides the amounts to grant to each of the agencies. Each Council member received a worksheet to allow submission of their funding preferences. The Finance Department compiled and tabulated these preferences, and presented the resulting funding recommendation to the City Council for approval on June 1st. As a result of this process, 19 organizations will be granted a total of \$44,425 if the FY 2015-16 budget is approved. 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 2015-16 through fiscal year 2020-21. 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; indicated increases in CalPERS retirement rates; health insurance contributions; and other needed adjustments.

The update in the City's long-term forecast suggests that the average, annual, historic growth rate for General Fund revenues ranged from 0.5% to 6.3%, with different revenues forecast to adjust with the recovering economy at different speeds, even within the same category of revenues. Employee costs as well as non-personnel costs were more broadly projected: it is assumed that the City will continue to control all costs to avoid the disruption of cut-backs when the economy inevitably slows. The overall long-term forecast was based on a "most likely" scenario, with expenditure assumptions of varying certainties for each category of expenditures. Both one-time revenues and expenditures are removed from the forecast in order to provide a clear picture of "on-going" operations, with current standards of service in place. The five-year forecast was developed utilizing the most realistic budgetary projections possible using the most recent data available. As a result, the long-term picture does provide a range of budgetary "surpluses" in the City's future, which can be used to fuel the newly established Renewal and Replacement Reserve, within the Capital Projects Fund. The reserve, established with the FY 2014-15 mid-year analysis, recognizes the City's many unfunded needs (largely in facility projects) that are not reflected in the City's financial reports. Unlike the current Capital Projects Fund balance, the Renewal and Replacement funding will not be appropriated to a

specific project. Rather, it will accumulate for capital projects as prioritized by the City Council, to be initiated when timing is optimal and sufficient other funding is identified.

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. General Fund assignments and targets are reviewed as the City's long-term forecast is monitored and updated throughout the year.

Early in the current fiscal year, the City completed a risk-based study of its General Fund Reserve levels, determined the optimal reserve target for the City, and adopted a reserve policy. The policy recognizes the sensitivity of the City's major General Fund revenue sources to the general economy, as well as the need for adequate reserves to guard against future economic downturns and provide a hedge for catastrophic events. In addition, due to the City's significant unfunded capital planning/facility needs, and the continued impact of these needs on the City's financial flexibility, the Council also approved the establishment of a Renewal and Replacement Reserve within the Capital Projects Fund. To the extent that it is funded, this reserve will prevent further accumulation of the unfunded liabilities that aging facilities represent.

The General Fund balance projection was reviewed at the fiscal year 2014-15 Mid-year Study Session in March, and again at the 2015-16 Budget Study Session presentation in May. As of June 30, 2015, a fund balance of approximately \$24.1 million represents 50.6 percent of the year's General Fund operating expenditures of \$47.6 million. Although this would normally be considered a very strong level of reserves, the City's risk-based General Fund Reserve Policy targets reserve levels as a percentage of General Fund budgeted revenues (before transfers). Because the policy is based on an assessment of the City's revenue volatility and infrastructure risks, as well as the possibility of extreme events, the City Council's reserve management strategies reflect best practices in public finance.

The 2015-16 General Fund's projected surplus will be used largely to increase the Economic Stability Reserve and the Catastrophic Reserve to levels prescribed by the City's General Fund Reserve Policy: The policy calls for an Economic Stability Reserve of 24 percent of budgeted revenues, a Catastrophic Reserve of 2 to 9 percent, and a \$500,000 Contingency Reserve. Increased revenues projected in FY 2015-16 result in an increase in reserves of \$1.7 million. Any remaining fund balance will be reported as "unassigned fund balance". The General Fund will have approximately \$5.8 million in unassigned fund balance as of June 30, 2015. The current assignments (projected as of June 30, 2016) are described below.

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. This reserve level was established to ensure that funds will be available to prevent future service level reductions during years of economic

CITY OF BURLINGAME | FISCAL YEAR 2015-16

stagnation (when General Fund revenues diminish). This reserve has been increased to \$14.5 million in the FY 2015-16 budget, based on projected revenues for the fiscal year.

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, also targeted as a percentage of General Fund Revenues, is reflected at a target of \$5 million in the FY 2015-16 budget. However, staff will be working with the GFOA (Governmental Finance Officers Association) to add more specificity to this particular reserve; the broad target range initially established (2 to 9 percent of General Fund revenues) was based on a limited number of data points. The GFOA has since added to its data base of the cost of catastrophic events to municipalities, and will examine what is the most appropriate reserve target for the City of Burlingame.

CITY OF BURLINGAME, CA			
GENERAL FUND BALANCE ASSIGNMENTS			
	FY13-14	FY14-15	
	Actual	Adjusted	FY15-16
	Results	Budget	Projected
Economic Stability Reserve	\$ 6,000,000	\$ 13,300,000	\$ 14,500,000
Catastrophic Reserve	2,000,000	4,500,000	5,000,000
General Plan Reserve	500,000	0	0
Contingency Reserve	500,000	500,000	500,000
Subtotal, Assigned Fund Balance	9,000,000	18,300,000	20,000,000
Add: Unassigned Fund Balance	13,664,206	5,779,054	5,059,859
Total, Ending Fund Balance	\$ 22,664,206	\$ 24,079,054	\$ 25,059,859

General Plan Reserve: This temporary reserve was established in fiscal year 2013-14 to provide for the funding of the City’s General Plan Update project; the reserve was closed out via a transfer to the Capital Projects Fund, where the project appropriations now reside. Note that the multi-year project is now totally funded with a \$1 million appropriation from the reserved funds, combined with state grant monies from the Sustainable Communities Planning Grant and Incentives Program.

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 maintains a funding target of \$500,000.

OTHER FUNDS

Although the General Fund is the main operating fund of the City, the City has a variety of other Special Revenue Funds and Enterprise Funds used to account for revenues that support specific activities, programs or utilities. The budgets for all the City's funds have been carefully reviewed and analyzed in the context of long-term fiscal planning. Staff analyzes all funds at least monthly to ensure that they are self-sustaining and carry adequate fund balances for periods of uncertainty. At this time, these funds appear to be self-sustaining, with operations that do not pose a threat to the City's long-term fiscal health. More detail on each of these funds is provided in the final 2015-16 Budget document.

Water and Sewer Enterprise Funds

The City's *Water and Sewer Enterprise Funds* remain healthy. Since the Governor's emergency drought measures announced in April, the Water Enterprise has continued to monitor (at times conflicting) conservation goals that have been announced by the State Regional Water Resources Control Board needed to: meet the State's drought mandates, educate the public about these requirements, and integrate the impact of conservation efforts into the City's forecasts for revenue. Furthermore, recent news regarding the applicability of the City's tiered rates structures to Proposition 218 will need to be addressed. The final impact of these risk factors on both the Water and Sewer Enterprises, while currently under consideration by the City, are still largely unknown, but will be addressed in depth by the upcoming rate study to be conducted over the summer. What is known is that City residents have continued to conserve water. This has served to somewhat offset the impact of the recent 7.8% rate increase, which was required to meet ongoing operations and maintenance, capital and debt service needs. The State Water Resources Control Board recently adopted new regulations to reduce water use, which will further affect revenues for the remainder of the current fiscal year and possibly in subsequent fiscal years if the drought persists. Therefore, at this time, the City conservatively forecasts that water revenues will be in line with prior year actual revenues of \$15.8 million. As water consumption patterns are linked to sewer revenue, the City has proposed a flat revenue estimate for the Sewer Enterprise as well. Both revenue assumptions will be revisited in the fiscal year 2015-16 mid-year status report after a careful review of the actual impacts of conservation and the results of the rate study.

In mitigating these revenue risks to both enterprises, the City has continued to manage costs, as evidenced by a 2.3% lower proposed Water Enterprise budget and a 1.2% lower proposed Sewer Enterprise budget. The fiscal year 2015-16 budget includes a 28% increase in the cost of wholesale water, based upon news recently received from SFPUC's rate noticing process in May. Furthermore, the Sewer Enterprise has proposed a \$500,000 decrease in its fiscal year 2015-16 capital plan due to cost efficiencies that Public Works has leveraged in other projects. Water revenue is projected to be \$16.2 million in the new fiscal year, with expenditures of \$11.7 million included in the operating budget. Expenditures include \$7.3 million for the cost of water purchases in FY 2015-16.

In summary, the Water Fund will contribute \$2.5 million from its capital improvements reserve to fund capital projects, as well as combined debt service payments of \$2.9 million. The budget also provides for a transfer (\$326,000) to the General Fund to cover the cost of administrative services. Operating expenses of the Sewer Fund in FY 2015-16 approximate \$7.6 million. The fund will also contribute \$4.2 million to the Capital Projects Fund, and spend nearly \$3.4 million for debt service. A \$191,000 transfer out will reimburse the General Fund for the cost of administrative services.

Note that 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.

Water Conservation Program:

Public Works will continue to emphasize the City's water conservation programs by providing water conservation education to the community, monitoring water usage and taking necessary actions in the light of the drought conditions in coordination with the San Francisco Public Utilities Commission. In addition, the City will also continue to provide rebates for high-efficiency washing machines and high-efficiency toilets to conserve water.

Parking Enterprise Fund

As previously mentioned, parking enforcement activities, which had been included in the Parking Enterprise Fund in prior years, have been moved to the General Fund (Public Safety) budget. Staff believes that this provides a more appropriate placement of the cost of the City's *parking enforcement* activities in the General Fund budget. Currently, many of the costs associated with parking enforcement are funded in the Parking Enterprise Fund, while the citation revenues generated from these activities are credited to the General Fund. In order to properly match the cost of parking enforcement efforts with the associated revenues, these expenses (approximately \$460,000 in personnel costs and \$140,000 in non-personnel costs) have been moved to the General Fund beginning in fiscal year 2015-16. These increased costs to the General Fund are offset somewhat by an increase in the transfer to the General Fund for overhead administration of the Parking Enterprise. Going forward, the Parking Enterprise should provide for the maintenance and upkeep of the City's parking lots and metering equipment; any excess revenues can be accumulated in the fund and used to provide funding for future parking facilities and parking meter replacement and upgrades.

Parking Fund revenues, which include meter and other parking fees as well as monthly parking permits, are projected to rise approximately 2.3% in FY 2015-16 to \$2.6 million. Operating expenses are estimated at \$0.5 million. Other than the transfer to the General Fund in the amount of \$117,000 for the cost of administrative services, the budget also includes a debt service payment of \$279,000 associated with the Burlingame Streetscape project.

Storm Drainage Fund

The Storm Drainage Fund is used to account for the storm drainage fees collected due to an assessment approved by the majority of the parcel owners in the City voting at a special election on May 5, 2009. 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 2015. (All annual increases are based on the CPI for the San Francisco-Oakland-San Jose area, but capped at 2%.) The City will collect approximately \$2.8 million in storm drainage fee revenue in FY 2015-16. A third and final round of bond funding is expected to be issued in the fall of 2015; the budget will be adjusted at mid-year to reflect the proceeds of this transaction. Expenditures for the year include \$1.4 million in debt service, and an additional \$1.4 million in Storm Drain capital improvements.

Internal Service Funds

This is the second year that the Risk Management Internal Service Fund (ISF), which had previously been used to account for both the City's *Workers' Compensation* and *General Liability* programs, was split to better account for each of these insurance-type activities. Each of the new funds continue, through interdepartmental charges, to allocate the cost of these programs to the appropriate activities, based on frequency and severity of claims. Separating the funds into the two very distinct programs allows for a much clearer assessment of each program's funded status. The total cost incurred by each fund is determined through an actuarial analysis of the two distinct claim portfolios, including an estimated cost of claims incurred but not yet reported. Although the annual cost of these risk management programs may vary significantly, the separation of the two programs insures that each program cost is evaluated and funded appropriately.

General Liability claim developments finally began to level off after several years of increased liability valuations, and as a result, charges to departments for the General Liability Internal Service Fund can be decreased considerably. The \$700,000 decrease is reflected as city-wide operational savings, largely in the General Fund.

Also as reported with the issuance of the fiscal year 2013-14 annual financial reports and confirmed in the current fiscal year's mid-year review, recent improvements in the administration of the City's Workers' Compensation Program should bring the costs of this internal service fund down in future years. Though the fund will be closely monitored going forward, the charges to departments for workers' compensation activities proposed for FY 2015-16 are slightly decreased from those in the current fiscal year.

The *OPEB (Other Post-Employment Benefits) Internal Service Fund* was established in the 2013-14 fiscal year to account for the funding of accumulated retiree medical benefits. The City makes periodic contributions to the California Employers' Retiree Benefits Trust Fund (CERBT), an irrevocable trust fund established specifically for this purpose, based on a percentage of payroll. Revenues to the City's OPEB fund are comprised of these "percentage of payroll" charges to departments, which are projected to be approximately \$4.8 million in fiscal year 2015-16.

CITY OF BURLINGAME | FISCAL YEAR 2015-16

Expenses of the fund include payments of actual retiree medical premiums and costs of the program’s third party administrator (approximately \$2.8 million), with any remainder funds being sent to the CERBT. Funds deposited in the CERBT account established for Burlingame’s OPEB obligations will be invested with like funds in order to accelerate the pay-off of the City’s liability. Once pay-as-you-go demands exceed the internal charges to departments (estimated in fiscal year 2023-24), the trust fund will be drawn upon to cover the excess premium payments.

FY 2015-16 Capital Improvement Program

The proposed Capital Projects budget for fiscal year 2015-16 is approximately \$14.1 million, a decrease of \$2.1 million from the FY 2014-15 capital projects budget. The proposed capital projects budget does assume a total of \$4.0 million in funding from the General Fund, including \$1.9 million for major facilities improvements (including development of the Community Center Master Plan, HVAC improvements at the Police and Fire Stations, a citywide facilities master plan, and much-needed remodeling at the Parks Yard and City Hall); \$1.2 million for improvements to City parks and management of the City’s urban forest, as well as \$940,000 for streets improvements (for bike routes, paving, sidewalks, ADA access and traffic). In addition to \$940,000 in General Fund support, the Streets CIP program will also receive \$670,000 from Measure A/M, \$200,000 in sidewalk assessments, and \$648,000 from Gas Tax. The remaining general government improvements are being funded from storm drainage fees (\$1.4 million). Water projects are being funded at \$2.5 million from the Water Enterprise Fund, and sewer projects will receive \$4.2 million from the Sewer Enterprise Fund.

CAPITAL IMPROVEMENT PROGRAM	General Fund	Other Funds/Sources	Total
Facilities CIP	\$1,870,000	0	\$1,870,000
Parking & Garages CIP	0	475,000	\$475,000
Parks & Trees CIP	1,155,000	0	\$1,155,000
Sewer CIP	0	4,200,000	\$4,200,000
Storm Drain CIP	0	1,400,000	\$1,400,000
Streets CIP	940,000	1,518,000	\$2,458,000
Water CIP	0	2,500,000	\$2,500,000
All CIP Funding Sources, FY2015-16	\$3,965,000	\$10,093,000	\$14,058,000

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)

Governmental Accounting Standards Board (GASB) Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions*, adopted in 2004, requires government employers to measure and report the liabilities associated with other post-

employment benefits (OPEB). The City has always maintained compliance with GASB 45, as the statement requires only that OPEB liabilities be measured and reported in the annual financial statements. However, the magnitude of the City's OPEB liabilities, which consist solely of retiree medical benefits, has been a part of Burlingame's budget considerations for many years. The unfunded actuarially accrued liability for retiree health coverage was \$76 million as of January 2011.

In order to stop the growth in the City's unfunded liability for retiree health insurance, the City established a third tier of retirement health care benefit, which was agreed to by all City employee labor groups several years ago. New employees no longer receive a dedicated retiree health benefit, but instead 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.

Concurrent with steps to reduce the cost of future benefits, the City Council approved the establishment of a qualified irrevocable trust to fund these liabilities, through participation in the California Employers' Retiree Benefit Trust Program (CERBT), administered by CalPERS. The City's first contribution to the fund of \$6.6 million was made on October 10, 2013. Annual required contributions (ARC) to fund the City's CERBT account will be determined through a bi-annual actuarial study and included in each fiscal year's operating budgets. For the 2015-16 fiscal year, the total ARC for the City (all funds) is approximately \$5 million.

Placing the funds in a qualified trust significantly decreases both the City's unfunded liability and its ongoing normal (annual) costs by increasing the yield assumption earned with the fund. Pre-funding of its OPEB obligations complements the City's efforts to record and report all liabilities and the total costs of operations incurred by the City. Although the prefunding of this large liability diminishes the amount of available budget for other long-term needs, it enhances the City's fiscal standing with credit rating agencies by demonstrating Burlingame's commitment to recognize and manage its obligations in a prudent and responsible manner.

Controlling the Increasing Costs of Employee Benefits

Personnel costs are expected to be approximately \$33.7 million in the new fiscal year. In addition to the reduction in retiree medical benefits for current and new employees described previously, other significant concessions on the part of the City's employees include:

- ✓ Effective January 2015, non-safety employees contribute an average of 7.5% of the cost of the medical premium for the plan in which they have enrolled.
- ✓ In recent years, all employees began contributing an additional percentage of their base salary toward the *employer* share of the CalPERS retirement contribution. The additional employee contribution is 1.5%, as of January 1, 2015.
- ✓ PEPRRA, the State's Public Employees' Pension Reform Act, established lower tiers of pension formulas for both safety and non-safety employees hired after December 31, 2012.

- ✓ The option for payout of limited sick leave hours upon retirement was eliminated effective July 1, 2013.

MAJOR CAPITAL PROJECTS

Annual Street Resurfacing, Sidewalk Repair, and Curb and Gutter Replacement Program

The annual street resurfacing and curb and gutter replacement program will utilize funding from Gas Tax, Measure A and Measure M revenues. The total proposed budget is estimated at approximately \$2 million. The project consists of performing asphalt base-failure repair, asphalt overlay and pavement reconstruction on the following streets: Chapin Avenue, Clarice Avenue, Loma Vista Avenue, Marin Drive, Marsten Road, Martinez Drive, Sanchez Avenue, Skyview Drive and Vernon Way.

The budget will address sidewalk tripping hazards in several areas throughout the city as part of the 50/50 Sidewalk Repairs Program, in which adjoining private property owners share in the cost of repairs. Also planned are upgrades to intersection curb ramps at several locations throughout the city to comply with Americans with Disability Act (ADA) standards.

Parks and Recreation Improvements

The development of the Community Center Project is currently progressing with the preparation of a project concept plan and community outreach process. The next phase of work involves performing environmental studies and developing the EIR. Upon completion of this phase of work, the project will then be advanced to detailed engineering design and preparation of construction documents based on funding availability.

Staff is also in the process of developing the Bay View Park. The next phase of work in the park's development involves performing environmental studies to obtain the necessary permits from the state regulatory agencies for construction on the State Lands parcel.

Smart Parking Meters Implementation

The City Council implemented smart parking meters along downtown Burlingame Avenue as part of the Streetscape Project. The smart meters have greatly improved the parking experience for visitors along Burlingame Avenue. The next phase of implementation involves converting approximately 700 old parking meters in the downtown core area to smart meters. The new smart meters will be located along Chapin Avenue, Primrose Road, Donnelly Avenue, Park Road, Lorton Road, Howard Avenue, and California Drive. The smart meters will have the capability to accept major credit cards and other methods of payment.

Sewer Program

The City continues to address the ongoing needs of the City's aging sanitary sewer system under a robust CIP sewer program approved in the early 2000s. The proposed budget includes funding for:

- 2015 Citywide Sewer Pipeline Rehabilitation - The project scope includes rehabilitating approximately 5,000 linear feet of sanitary sewer mains within the Easton Addition and Ray Park Subdivisions. The sewer system in these subdivisions is over 100 years old.
- US Highway 101 and Broadway Interchange Area Sewer System Improvements - Staff has been working with Caltrans to coordinate the replacement of the sewer system in the Old Bayshore Highway and Rollins Road area, which is between 60 and 80 years old, as a part of the US Highway 101/Broadway Interchange project.
- Waste Water Treatment Plant Master Plan and Improvements - The Treatment Plant needs to be regularly upgraded and maintained in good working condition to ensure public health and safety, and to meet state requirements. A Master Plan Study now in progress will identify improvements to extend the life of the infrastructure and to comply with state regulatory requirements, and will establish a list of priorities and potential future CIP projects. The budget for the 2015-16 fiscal year will provide partial funding for identified projects.

Building Facilities Improvements

Certain improvements to the City's Public Safety facilities are needed: The Police Station's existing HVAC system was installed in the early 1980s as part of the original construction. The system has served its intended design life, and will be replaced. Furthermore, Fire Station 35 has insufficient living space and inadequate bathroom facilities for firefighters. Also, the plumbing system has aging and deteriorated pipes that need to be upgraded. Additionally, the building's roof is approximately 20 years old, has served beyond its intended design life, and is scheduled for a complete replacement.

With the exception of the Main Library and the Corporation Yard buildings, most of the City's building facilities are approximately 32 to 67 years old, and have not had any major upgrades since their original construction. Many components of the building systems have served their intended design life and need to be upgraded. A Building Facilities Conditions Assessment Study and Master Plan will assist in prioritizing improvements in order to maintain these buildings in good condition to continue providing services to the community.

Storm Drain Program

The capital budget includes a total of \$1.4 million for storm drain projects. These projects are a continuation of neighborhood drainage improvements that have been ranked by priority based on the severity and magnitude of the drainage issues. The repairs are in the residential areas

and will alleviate local area flooding and ponding water, and increase the storm drainage capacity of the system. The budget also sets aside funds for capacity improvements to Burlingame Creek Bypass.

ACKNOWLEDGEMENTS

I wish to thank Mayor Nagel and the City Council for their leadership and support during the 2015-16 goal-setting process and the development of this budget. The budget for the 2015-16 fiscal year represents a spending plan of nearly \$100 million, and will necessarily undergo further review and updating as needed throughout the new fiscal year. However, this continuous improvement provides a higher level of transparency and accountability to the Burlingame community, and reflects a determination to achieve the priorities established by the Council for the fiscal year.

I would also like to thank the Department Directors and their budget staff for their assistance in developing a sound budget plan that strategically allocates resources to optimally address the City Council's goals.

My thanks also go to Finance Director Carol Augustine, for her overall management of the City's budget, and to Diana Truong Narahara, the City's Deputy Finance Director, for her work on the operating and capital budgets, and the new 2015-16 Infographic included with this fiscal year budget. Finally, I commend Assistant Public Works Director Art Morimoto for his tireless 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,

A handwritten signature in blue ink, appearing to read "Lisa K. Goldman".

Lisa K. Goldman
City Manager



General Information

Organizational Compass

About the City of Burlingame

City Organization by Critical Service Area

Roster of Elected Officials and Appointees

Executive Team

FY 2015-16 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: 29,890

Area: 6.1 square miles on 3,517 acres

Persons per Household: 2.21

Median Household Income: \$77,661

Housing Units: More than 13,000

Street Miles: 83.6 centerline miles

Sidewalk Miles: 116 miles

Sanitary Sewer: Approximately 100 miles; 7 sewer stations

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

Streetlights: 1,700 total

Street Trees: 16,000

Park Trees: 4,640

Different Species of Trees: 294

Number of Parks and Open Spaces: 18 (approx. 115 acres of park/open space land)

Library Circulation: 753,690

Library Print & Non-Print Volumes: Approx. 234,000

Sources: Census 2012; California Department of Finance; City data (2014)

The City of Burlingame is 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 San Francisco and close to the San Francisco International Airport.

A California general law city incorporated in 1908, Burlingame 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 annually selects a Mayor and Vice Mayor from its members. A City Manager is appointed by the Council and serves as the chief executive officer. The City Manager is responsible for all municipal functions. A City Attorney is appointed by the Council to serve as chief legal advisor for the governing body and the administration. The City Clerk is appointed by 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, and 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, and 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, and community outreach

Central County Fire Department (JPA)

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

Leisure and Neighborhood Services

Library

City literacy advocacy, circulation of written and digital media, special programs, and community education for citizens, children, and teens

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, and code and zoning enforcement

ROSTER OF ELECTED OFFICIALS AND APPOINTEES



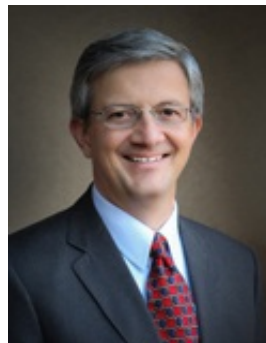
Mayor
Terry Nagel



Vice Mayor
Ann Keighran



Council Member
Michael Brownrigg



Council Member
Ricardo Ortiz



Council Member
John Root

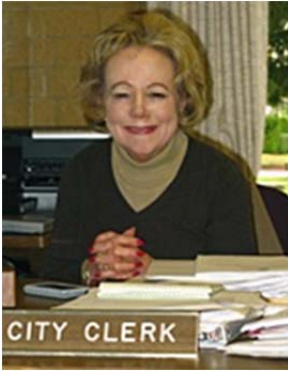


City Manager
Lisa K. Goldman



City Attorney
Kathleen Kane

EXECUTIVE TEAM



City Clerk
Mary Ellen Kearney



Community Development Director
William Meeker



Finance Director and Treasurer
Carol Augustine



Public Works Director
Syed Murtuza



Human Resources Director
Leslie Loomis



City Librarian
Brad McCulley



Parks and Recreation Director
Margaret Glomstad



Police Chief
Eric Wollman



Central County Fire Chief
John Kammeyer

Implementation Action Plan FY 2015-2016 City of Burlingame Goals, Strategies and Tasks		Dept	Time Range*	Action Taken 2014?***
GOAL I - Ensure that Burlingame is an attractive, safe and resilient residential community that honors its history and community character				
A. Prepare for large and small emergencies				
	1. Continue to train City staff on Emergency Operations Center procedures and participate in drills	FD	Ongoing	Yes
	2. Partner with all schools for emergency preparedness, including lockdown drills, intruder on campus, and evacuation plans	FD, PD	Ongoing	Yes
	3. Continue monitoring and reporting to PG&E on power reliability and engaging PG&E on the issue of safety of underground pipes	CM, PW	Ongoing	Yes
	4. Promote community resilience, safe communities and disaster preparedness by coordinating with other regional agencies and community networks	FD, PD	Ongoing	
	5. Consult regional health and emergency operations experts to determine if there is a regional need for a helipad at Mills Peninsula Hospital	FD, CA	Short	
	6. Facilitate the creation of neighborhood groups that communicate with each other and the City and promote access to City emergency preparedness training	CM, FD, PR	Ongoing	Yes
B. Create and implement an active code enforcement program				
	1. Research and report back to the City Council on the financial and staff resources required to implement a graffiti abatement program	CA, CM, PD	Short	
	2. Update the City's sign ordinance, e.g. lawn signs	CA, CD	Short	
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	Yes
	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	
	3. Work with Caltrans on structural and legal issues concerning El Camino Real	CA, CM, PW, PR	Mid	Yes
	4. Convene a study session to discuss and develop a short-term and long-term El Camino Real strategy on street safety, trees, sidewalks and storm drains while preserving its historic character. Key topics to include: (a) establishment of a task force; (b) establishment of a fund to test, remove and replant unhealthy or unsafe trees; (c) best ways to engage Caltrans; and, (d) understanding risks to the City for assuming additional responsibility along El Camino Real	CA, CM, PW, PR	Mid	Yes
D. Raise awareness of Burlingame's history and culture through programs and outreach				
	1. Include more historical information on the City's website	CD	Short	
	2. Work with the Historical Society to create a beautification award for best restoration project both residential and commercial	CD	Short	
	3. Support the LIB and Historical Society partnership that videotapes longtime residents for inclusion in the library kiosk, which the public can access	LIB	Ongoing	Yes
	4. Implement the Eureka! Pop-Up Podcast project designed to document the diversity of the community through first-hand stories	LIB	Ongoing	
	5. Coordinate with the Historical Society to create a voluntary standardized historic plaque program-paid for by building/homeowner	CD	Mid	
	6. Support Heritage Tourism through the San Mateo County Silicon Valley Convention and Visitors Bureau (SMCVCB)	CD	Mid	
	7. Participate in National Trust's Main Street program that provides grants for facade/building improvements	CD	Mid	
	8. Provide information kiosks with downtown historic properties delineated on a map (already on Google Earth)	CD	Mid	

* Short-term = 1-2 years; Mid-term = 3-5 years; Long-term = 5+ years

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Implementation Action Plan FY 2015-2016 City of Burlingame Goals, Strategies and Tasks		Dept	Time Range*	Action Taken 2014?***
	9. Work with Caltrans to have directional freeway signage installed pointing the public to "Old Town" Burlingame Historic District or "Visit Burlingame's Historic Auto Row"	CA, CD	Mid	
E. Make Burlingame more attractive and bike and pedestrian friendly				
	1. Coordinate with the Burlingame Bicycle Pedestrian Advisory Committee (BPAC) and TSPC to obtain input regarding the implementation of the City's bicycle plan	PW	Ongoing	Yes
	2. Expand bicycle parking in front of the Library and add a bike "fix-it" station	LIB	Short	
	3. Undertake a Project Study Report (PSR) to explore the feasibility of a protected bike lane along California Drive between the Millbrae BART Station and Broadway. The PSR should identify any grants or alternative funding sources	PW	Short	
	4. Provide an update to the City Council regarding ongoing maintenance efforts related to the upkeep of the Burlingame Ave streetscape	PW	Short	
	5. Develop a landscaping program for Burlingame Ave in 2015 before the contractor turns the project over to City staff	PR	Short	
	6. Prepare recommendations on how to make Bayshore Blvd and other Bayfront streets more attractive, including the addition of trees	CD, PR, PW	Mid	
	7. Make efforts to improve the Bay Trail	CA, CD, PW	Mid	Yes
F. Explore options for increasing public art in Burlingame				
	1. Develop a public art policy for the City Council's consideration	CD	Short	
G. Develop policies to enhance the quality of life in the City				
	1. Strengthen partnerships with local arts organizations, including Kohl Mansion and the Peninsula Art Museum	PR, CM	Short	
	2. Develop revisions to the City's noise ordinance and the City's construction hour restrictions to help ensure quieter streets	CA, CD	Short	
	3. Explore requiring performance bonds for construction projects to guarantee completion	CA, CD	Short	
	4. Expand community building opportunities, e.g. Sunday Streets	PR	Ongoing	
I. Promote more diverse housing in the City				
	1. Review and revise, as necessary, zoning and design guidelines to ensure a variety of housing types	CD	Mid	
	2. Explore policy and regulatory options that will promote the development of a variety of housing types that will be affordable to targeted populations such as seniors, teachers, workers, etc	CD, CM	Long	
GOAL II - Sustain long-term financial strength with increased and diverse revenue sources, greater expenditure controls, and strong reserve policies				
A. Develop a plan for addressing unfunded liabilities				
	1. Explore ways to further limit employee and retiree medical costs	HR	Ongoing	Yes

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Implementation Action Plan FY 2015-2016 City of Burlingame Goals, Strategies and Tasks		Dept	Time Range*	Action Taken 2014? **
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, FIN	Short	Yes
	2. Examine the possibility of reducing certain administrative costs (office supplies, copier contracts, overnight services) through exclusive or regional service provider agreements	FIN	Ongoing	Yes
	3. Update the City's Cost Allocation Plan to inform the establishment of fees for all City services; begin development of Cost Recovery Policy	FIN	Short	Yes
	4. Review workers' compensation program and procedures to identify opportunities for cost reductions and more timely case management	HR	Ongoing	Yes
	5. Establish fees for all discretionary programs to more fully recover full costs of providing programs	FIN, PR	Ongoing	Yes
C. Prioritize capital improvement projects				
	1. Prepare a 5-year CIP schedule	FIN, PW	Ongoing	Yes
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, CM, FIN	Short	
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	Ongoing	Yes
	2. Work with San Mateo County Convention & Visitors Bureau to bring events to Burlingame that contribute to Transient Occupancy and Sales Tax revenue	CD, PR	Ongoing	Yes
F. Explore options for expanding revenues				
	1. Explore potential policy and/or regulatory options that promote the redevelopment and/or renovation of commercial properties	CD	Mid	
	2. Increase the number of public, state and federal grant opportunities applied for by 25% to augment the Library budget	LIB	Mid	
GOAL III - Enhance and promote Burlingame's downtown and commercial sectors				
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, CA	Short	
	2. Analyze options for enhancing gateway signage at the City's entrances	CD, PW	Ongoing	Yes
B. Explore other possible uses for Rollins Road, North Burlingame, and Bayfront areas				
	1. 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	Mid	
	2. Review the Bayfront Specific Plan and make revisions to reflect the City's realities and priorities	CD	Mid	

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Implementation Action Plan FY 2015-2016 City of Burlingame Goals, Strategies and Tasks		Dept	Time Range*	Action Taken 2014? **
C. Address Downtown parking needs				
	1. Present the findings of the Parking Structure Location study to the City Council and obtain direction	CM, PW	Ongoing	Yes
	2. Work with TSPC to explore options regarding incentivizing employee parking in outer City parking lots. Explore options to increase the use of parking lots located out of the core Downtown area, including the use of incentives to promote employee parking in these lots	PW	Ongoing	Yes
D. Promote vitality of the Downtown and Broadway commercial districts and the Bayfront				
	1. Negotiate agreements with identified developer of Lots F and N	CA, CD, CM	Ongoing	Yes
	2. Negotiate agreements with potential developer for Lot E that reflect the City's desire for a mix of housing, retail, and open space downtown	CA, CD, CM	Ongoing	Yes
	3. Develop options for working with ATT to enhance the first floor of the company's building on the 1400 block on Burlingame Avenue	CD	Ongoing	Yes
	4. Analyze costs and benefits of different options for expanding broadband access to downtown Burlingame	PW, FIN	Mid	
	5. Conduct a shuttle demand study to determine the current and projected demand, infrastructure needs, service plans, frequency and associated costs to run a shuttle program; present the study findings to the City Council to obtain direction regarding implementation	PW	Short	
E. 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, CM, PR	Ongoing	Yes
	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	
F. 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	Ongoing	Yes
	2. Provide support to new businesses as they navigate the Planning and Building permitting process	CD	Ongoing	Yes
	3. Provide at least four small business classes through partnerships with the Small Business Administration, Phase2Career, and Renaissance Entrepreneurship Center	LIB	Short	
G. Revisit economic development priorities and program				
	1. Conduct an Economic Development strategic planning session to identify goals and objectives for the City's program and revise the program per the City Council's direction	CD	Short	
	2. Publish economic development materials, such as business brochures, in Spanish and Chinese	CD	Short	

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Implementation Action Plan FY 2015-2016 City of Burlingame Goals, Strategies and Tasks		Dept	Time Range*	Action Taken 2014? **
GOAL 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	Ongoing	Yes
	2. Develop succession planning and cross-training to prepare staff to compete for future opportunities	HR	Ongoing	Yes
	3. Explore options for relocation of, or renovations to City Hall	CM, PW, CD, FIN	Mid	
	4. Create a formal Library interdepartmental cross-training program for staff development and reduction of job stress	LIB	Short	
B. Develop new agreement with San Mateo Union High School District (SMUHSD) for the Burlingame Aquatic Center				
	1. Negotiate a new agreement and bring it to the City Council for approval	CA, CM, PR	Ongoing	Yes
	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	Ongoing	Yes
C. Expand and improve City playing fields and parks				
	1. Develop options for a dedicated dog park west of Highway 101	PR	Ongoing	Yes
	2. Improve the existing Bayside Dog Park	PR, PW	Ongoing	Yes
	3. Explore options for the use of State lands for open space and seek funding to make it happen	CA, PR	Ongoing	Yes
	4. Continue to make improvements at Mills Canyon through dead oak remediation, upper or lower trail maintenance, acacia removal and fire breaks, as needed.	PR	Ongoing	
D. Maintain positive relationships with all schools 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	Ongoing	Yes
	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	LIB	Ongoing	Yes
	3. Expand the Summer Reading program for children, teens and adults and end two weeks later to increase participation; add extra science programming and Library/school collaboration through finisher recognition at the local schools	LIB	Short	
E. Look for efficiencies, reduce duplication while maintaining quality Fire and Police services				
	1. Continue to explore the feasibility of bringing the San Bruno Fire Department into the CCFD JPA	CM, FD	Ongoing	Yes
	2. Manage the Burlingame-developed countywide Saturation Traffic Enforcement Program (STEP)	PD	Ongoing	Yes
F. Explore technology to enhance efficiency and communications				
	1. Explore 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	FIN, CA	Ongoing	Yes
	2. Analyze information technology needs and compare service delivery options	FIN	Ongoing	

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Implementation Action Plan FY 2015-2016 City of Burlingame Goals, Strategies and Tasks		Dept	Time Range*	Action Taken 2014?***
	3. Explore Indoor Google maps to improve wayfinding in the library	LIB	Short	
	4. Explore iPad and applications such as Square for financial transactions	LIB	Short	
G. Develop better ways to communicate and engage with all residents				
	1. Expand the Burlingame television station as a source of community information	CC, CM	Short	
	2. Expand e-newsletter subscriptions and the use of social media, including Nextdoor, Nixle, SMCAAlert, Rapid Notify, Facebook, Twitter, Instagram, NextReads and/or other new technology and software, as appropriate	CA, CC, CM, PR, PD, LIB	Ongoing	Yes
	3. Connect residents and business owners with information and opportunities available through improved public outreach tools: website, customer relationship management (CRM), newsletter and traditional media	CM	Short	
	4. Explore the cost and feasibility of taping and streaming additional public meetings and prepare a recommendation for the City Council	CC, CM	Ongoing	Yes
	5. Communicate better with residents who rent and may not receive water bill mailings, etc that go to landlords	All	Ongoing	
	6. Explore proprietary demographic software to seek out residents not using or underutilizing the Library's services with a focus on the City's minority population	LIB	Short	
	7. Work with Library Board of Trustees to increase number of diverse/multicultural resources and programming	LIB	Short	
	8. Expand the children's world language collections to increase book materials in Spanish, Chinese, Japanese, Korean, Italian, and French	LIB	Short	
	9. Re-evaluate and implement new ways of providing computer and technology classes for seniors with new Tech/Media Lab	LIB	Short	
H. Make progress on Library Millennium project				
	1. Complete fundraising efforts to support the project	LIB	Short	Yes
GOAL 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, CM	Ongoing	Yes
	2. Present an annual report to the Planning Commission and City Council that includes a discussion of state regulations regarding greenhouse gas emissions and the impacts of these regulations upon development	CD, CM	Short	
B. Make City facilities, practices, and emissions more sustainable				
	1. Work with the California Energy Commission on energy audit for the City's facilities and explore options to make the City more energy efficient	CM, PW	Ongoing	Yes
	2. Present options to the City Council for approval to move forward	CM, PW	Short	
	3. Explore and recommend options to enhance energy efficiency in existing buildings	CM, CD	Mid	
	4. Explore and recommend options to enhance green building practices in new buildings and renovations	CM, CD	Mid	
	5. Increase the use of renewable energy in Burlingame; participate in San Mateo's Community Choice Aggregation Study, PACE programs, and the Peninsula Sunshares campaign	CM	Ongoing	
	6. Explore and recommend options on how to improve water conservation	CM, PW	Mid	

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Implementation Action Plan FY 2015-2016 City of Burlingame Goals, Strategies and Tasks		Dept	Time Range*	Action Taken 2014? **
	7. Schedule PG&E presentation to Council on power reliability and the safety of underground pipelines	CM	Short	
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, CM	Short	
	2. Create a City webpage that provides resources for businesses to be more sustainable, promotes existing green businesses and presents the City as an attractive location for green businesses	CD, CM	Mid	
	3. Work with the Chamber of Commerce and existing businesses to reduce greenhouse gas emissions	CD, CM	Ongoing	
	4. Work with the City's Sustainability Coordinator to organize the "green business" component of Small Business classes provided by Phase2Careers	LIB	Short	
	5. Continue working with the Citizens Environmental Council to provide timely and relevant environmental lectures and movies to the community	LIB	Ongoing	
D. Understand the threat of sea level rise on the City				
	1. Include discussion on sea level rise in annual climate change report; follow the County's sea level rise study	CM	Short	
E. Enhance recycling efforts				
	1. Promote greater hotel recycling	CM, FIN	Ongoing	Yes
	2. Expand composting in the City by multi-family homes and businesses, especially hotels	CM	Ongoing	

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Understanding the Budget

Guide to City Budget Process

Guide to Understanding the Budget

Gann Appropriation Limit

GUIDE TO CITY BUDGET PROCESS

STRATEGIC AND FINANCIAL PLANNING

The budget planning process begins in January with a public goal-setting session. Based upon Council direction, the Implementation Action Plan is developed, reviewed, by Council and approved for the upcoming fiscal year.

The “top down” goal-setting process is designed to keep goals at a higher level by establishing the overarching (City-wide) goals, then adding supporting strategies to meet the goals, rather than focusing on specific tasks. The Finance Department also prepares a multi-year forecast of operating and maintenance expenditures for the General Fund. This long-term forecast of the General Fund includes the ensuing fiscal year and the succeeding five years, for a total of six budget years along with the Mid-Year Budget Status Report, which projects the year-end balance of the General Fund and other significant funds.

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

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 AND PUBLIC INFORMATION

The City Council encourages all Burlingame residents and business community members to participate in the development of the City budget. The Council holds three public meetings to provide guidance on the budget: a goal-setting session in January, and budget study sessions in March and May. The City Council solicits input at each of the meetings. Community members 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.

Community members 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 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 determines the allocation of the funding available for this purpose 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 reserves: the Economic Stabilization Reserve, Contingency Reserve, Catastrophic Reserve, and Construction in Process (CIP) Renewal and Replacement Reserve.

BUDGET ADOPTION

The 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 Department Heads and the Finance Director. Budget amendments between departments are approved by the Finance Director and 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, Burlingame Fire Department 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; and the position is rotated periodically.

On December 29, 2014, CCFD entered into a contract for fire services with the City of Millbrae. Subsequent to the Millbrae contract, Burlingame provides approximately 43% of CCFD’s budgetary support (based upon the adopted 2015-16 CCFD budget).

CITY OF BURLINGAME | FISCAL YEAR 2015-16

The CCFD budget is separately adopted by
the Fire Board.

A copy of the Fiscal Year 2015-16 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 and Storm Drain), Parks and 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. 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 that receive annual appropriations that do not lapse at the end of the fiscal year. Similar projects are tracked under the umbrella of a capital improvement program. Appropriations that 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 that provide services to other City departments, and, therefore, incur costs that 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.

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

BUDGET BASIS OF ACCOUNTING

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

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

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

Generally, operating budgets adopted for on an annual basis 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.

ARTICLE XIII(B) GANN 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:

CALCULATION OF GANN APPROPRIATION LIMIT

2014-15 Appropriation Limit	\$66,619,400
State of California Population Factor	1.0064
State of California Inflation Factor	1.0382
Total Allowable Adjustment	1.0448
2014-15 Appropriation Limit	\$69,606,726
Proceeds of Taxes	\$55,138,395
Exclusions:	
Qualified Capital Projects and Debt	(\$11,828,044)
Appropriation Subject to Limit	\$43,310,350
2015-16 Appropriation Limit	\$69,606,726
Appropriation Subject to Limit	\$43,310,350
Over/(Under) Limit	(\$26,296,376)



Budget Summaries, Charts & Graphs

Key Budgetary Assumptions

Chart – Proposed FY 2015-16 Citywide Revenue by Type

Budget Summary - Estimated Revenues and Interfund Transfers

Chart – General Fund Revenues from FY 2006 - 2016

Chart – Property Tax Revenues from FY 2006 - 2016

Chart – Where Do Your Burlingame Property Tax Dollars Go?

Chart – Transient Occupancy Tax Revenues from FY 2006 - 2016

Chart – Sales and Use Tax Revenues from FY 2006 –2016

Chart – Proposed FY 2015-16 Expenses by Type

Budget Summary – Expenses by Department and Type

Chart – Proposed FY 2015-16 Appropriations by Major Fund

Budget Summary – Revenues and Expenses 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
and Measure A/Gas Tax Special Revenue

Projected Ending Fund Balance – Water, Sewer and Parking Enterprises

KEY BUDGETARY ASSUMPTIONS

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

GENERAL ECONOMIC OUTLOOK

The state and local economies have outperformed the rest of the nation in recovering from the 2009 recession. Going forward, growth should mirror the national outlook of a continued trend of economic improvement. Personal income in California is on the rebound, along with lower unemployment and a continued rise in taxable sales. Particularly in Northern California, labor markets are rapidly tightening: strong employment growth has driven down the area unemployment rate to 4.3 percent (March 2015). The declining unemployment rate is coinciding with an increase in the labor force, indicating a strong and healthy labor market. However, this puts additional pressure on business costs and demand for housing.

Economic Indicator	Projected 2014-15	Forecast 2015-16
U.S. Real GDP Growth	3.0%	3.3%
U.S. CPI Inflation	2.0%	2.0%
U.S. Unemployment Rate	5.4%	5.3%
California Non-Farm Employment Growth	2.7%	2.0%
California Unemployment Rate	6.9%	6.5%
California Median Existing Home Price Growth	3.4%	3.7%
California Existing Home Sales	313,900	345,200

Source: Beacon Economics

- **The national, state and local economic outlook is expected to be a continuation of modest growth.**

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. San Mateo allocates property taxes to all taxing agencies within the County; the City of Burlingame receives approximately 17% of the taxes attributable to properties within its jurisdiction.

According to the California Department of Finance, the median sales price of new and existing homes rose by 20% in 2013 and 10% in 2014, with activity in the 2014 calendar year driving fiscal year 2015-16 property tax revenues. While sales volumes declined by approximately 7.6% in 2014, the impact on fiscal year 2015-16 property tax revenues will be moderated by the significant increase in 2014 median prices. Reassessments (to current market value) of homes

whose assessed values were significantly reduced during the market downturn will also serve to bolster property tax revenues. Coupled with continuing declines in the number of foreclosures, this increase in property valuations indicates that the state's real estate market is in a period of rebound. As such, the California Department of Finance projects a statewide growth of 5.25% in property tax revenue in FY 2015-16.

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 the growth in median housing values, 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; therefore, a more positive effect in property tax revenue from the commercial sector has not been included in the City's forecast.

Although current market conditions are expected to have a positive impact on assessed values, legislative changes in the State's obligations payable from ERAF (Educational Revenue Augmentation Fund) may prevent the City from receiving refunds (of its property tax contributions to the County's ERAF) in the future.

- **Despite a 6.6% increase in the City's secured property assessed values, property tax receipts are projected to rise only slightly over the next fiscal year, due to the uncertainty of the County ERAF's ability to meet increasing State obligations.**

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 amounts contributed to the fund by local agencies in a fiscal year exceed withdrawals from the fund. In recent years, the State has significantly increased funding distributed to schools under the Local Control Funding Formula, which translates to higher draws from county ERAFs statewide. In addition, ERAF funds are being used to satisfy other State commitments; this may ultimately eliminate any excess ERAF that has (in the past) been returned to the cities and other local governmental agencies that contribute to the County's fund. The City received over \$1.5 million in "excess ERAF" in the current fiscal year, but this revenue may be limited (or totally negated) in the future. Although the City has assumed receipt of excess ERAF in past budgets, the proposed budget for fiscal year 2015-16 assumes a much decreased amount when compared to that of the prior year.

- **The proposed budget assumes that the City will continue to collect \$960,000 in refunds from the County's 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.

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 is 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 the budget deficits of prior years. 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 for the benefit of public safety.

In November 2012, San Mateo County voters also approved Measure A, which raised 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.

Throughout the ongoing economic recovery, there has been no evidence of a negative impact on consumer spending as a result of these tax increases. Retail sales from October through December 2014 statewide were up 3.9% compared to the same time last year. The increase was 11.7% for the City of Burlingame.

- **The City's sales and use tax revenue projection assumes a 5.8% increase over the fiscal year 2014-15 estimate. This assumption is based on a higher level of sales tax than anticipated for the current fiscal year, with continued economic growth and increased consumer spending into the next fiscal period.**

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 municipal 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 through March of the current fiscal year indicates that hotel occupancy rates are trending at 82.9%, and collections were 77% of the 2014-15 fiscal year adjusted budget. Also as of March, collections compared to the same time last year were up 8.2%. Based on industry reports, ADR's in the San Francisco/San Mateo area are up 7.9% compared to 2014.

It is anticipated that the high demand for rooms will continue to support hotel room rates that have been higher than those in previous years. However, as TOT is 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 the Bay Area is in the middle of a fairly robust economic recovery, the forecast assumes these revenues will resume a more normal growth rate.

- **The proposed budget of \$23.1 million assumes a 2.7% increase in TOT revenues from the current fiscal year anticipated receipts of \$22.5 million.**

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, have remained unchanged.

On April 1, 2015, Governor Jerry Brown issued an executive order directing the State Water Resources Control Board to impose regulations to achieve a 25% reduction in urban water usage. According to the regulations, Burlingame is required to reduce water use by 16% compared to the baseline water consumption period in 2013. Although Burlingame is already conserving approximately 17% of water use compared to the baseline period, it is anticipated that the well-publicized conservation efforts will achieve further reductions. As water consumption decreases, revenue to the City from water charges will also decrease, but will be partially offset by the reduction in the total cost of wholesale water purchased from the San Francisco Public Utilities Commission (SFPUC). However, the SFPUC has already announced a 28% increase in the wholesale water rates for the 2015-16 fiscal year to make up for their revenue shortfalls from reduced water consumption. The City will be updating the water rate model and will include decreased consumption assumptions in calculating rate requirements

- **The proposed budget assumes revenue of approximately \$16.2 million for the Water Enterprise and \$16.3 million for the Sewer Enterprise. The assumption is based on currently enacted rates and assumptions to be used to forecast rates during the Proposition 218 rate noticing in November 2015.**

PARKING RATES

The Finance Department has recommended a budgeted revenue number based on an anticipated monthly volume of parking meter revenues, an average of approximately 420 permits sold per month, and a reserve to account for Burlingame Avenue Streetscape construction. This conservative revenue estimate is made each year to ensure sufficient funds to meet debt service obligations relating to the Lease Revenue Bonds, Series 2012, which were issued to finance construction. These revenues, which are credited to the City's Parking Enterprise Fund, support all activities associated with maintenance and upkeep of the City's parking lots and metering equipment, and provide funding for future parking facilities.

Note that parking *enforcement* activities will be accounted for in the General Fund beginning in fiscal year 2015-16, as citation revenues associated with these activities are credited to the General Fund.

- **The proposed budget assumes \$2.64 million in estimated parking rate revenue, which is a 4% increase from projected current year-end revenues**

STORM DRAIN FEE

In April 2015, the City Council authorized an increase of 2% to the storm drain fee, which is collected as an assessment on the property tax roll. The increase is based on the consumer price index of 2.5% as published by the U.S. Department of Labor, Bureau of Labor Statistics in March 2015. 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 \$2.84 million assumes a 2% increase in the storm drain fee.**

ACCOUNTING FOR RETIREE MEDICAL COSTS (OPEB – OTHER POST-EMPLOYMENT BENEFITS)

Prior to fiscal year 2013-14, operating budgets had assumed that the City would use the “pay-as-you-go” method for paying the cost of retiree medical premiums as they became due. However, cognizant of the increasing impact of these payments to future budgets and the advantages of establishing an irrevocable trust fund to pay for these obligations, the City took steps to mitigate the escalation of OPEB costs. In addition to significantly reducing retiree health benefits for new employees, and capping the medical benefit level for employees who retire in 2012 or later, the City set aside funding for the establishment of an OPEB trust fund. Early in the 2013-14 fiscal year, the City contributed \$6.6 million from General Fund reserves to fund a trust account with the California Employers’ Retiree Benefit Trust Program, administered by CalPERS. Beginning in fiscal year 2014-15, the City began contributing to the newly-established trust account and now includes the actuarially-determined trust fund contributions as expenditures in the annual operating budgets.

OPEB costs affect both personnel and non-personnel costs: the *normal* cost of providing retiree medical benefits (the cost associated with benefits being earned throughout the year by current employees) are recorded as personnel costs; the *amortization* of the accrued liability for obligations incurred in all prior years are recorded as non-personnel costs.

The proposed General Fund budget assumes \$1.3 million in estimated normal OPEB costs, and \$2.5 million in the amortized cost of accrued OPEB obligations.

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)

As a result of heavy investment losses during the recession, CalPERS (the California Public Employees' Retirement System) has raised rates in recent years, with a lower earnings forecast, a new actuarial method, and a projection of longer life spans. Employer rates for classic employees (hired prior to January 1, 2013) of the City of Burlingame for the upcoming fiscal year are 30.10% for Safety personnel and 21.17% for Miscellaneous personnel, up from the 29.56% and 19.91%, respectively, charged in the 2014-15 fiscal year. CalPERS continues its review of funding levels and will be updating actuarial policies and investment assumptions with the goal of fully funding the system in a shorter time frame.

- **Increased employer rates were anticipated in the City's most recent five-year forecast; there is no further impact to the proposed budget. However, future policy changes will inform long-term projections and allow the City to address these funding obligations appropriately.**

INTERNAL SERVICE FUND CHARGES

Revenues of the General Liability Internal Service Fund (ISF) consist of charges to all departments for the costs associated with the City's loss prevention program, claims management and excess insurance. The allocation of these costs is based on the history of frequency and severity of claims incurred in each department. After marked increases in the costs associated with general liability claims in recent years, the City now has an improved claims history, and the reserve levels in the fund have stabilized. The heightened charges to the departments can now be significantly decreased, while still providing an adequate level of funding for existing and future claims.

Similarly, the City's Workers' Compensation program budget has been reduced, due to an improved case history and a change in the program's third party administrator. Departmental charges are comparable to those in the current fiscal year, so the fund's reserves will return to a healthy level.

Also funded through charges to City departments, the Admin/IT Services ISF has in the past been used to spread the costs of certain contracts (such as the annual audit, actuarial studies, and trustee services) administered by the Finance Department. Although the contracts are beneficial to the all City departments, these costs are more appropriately reflected in the Finance Department's budget. Due to this change, charges to departments will decrease somewhat. Going forward, the Admin/IT Service fund will be used to account mainly for the City's information technology and printing services.

- **These changes in internal service fund operations will serve to reduce the operating costs of most departments; general liability charges to departments are down most significantly (\$700,000 citywide).**

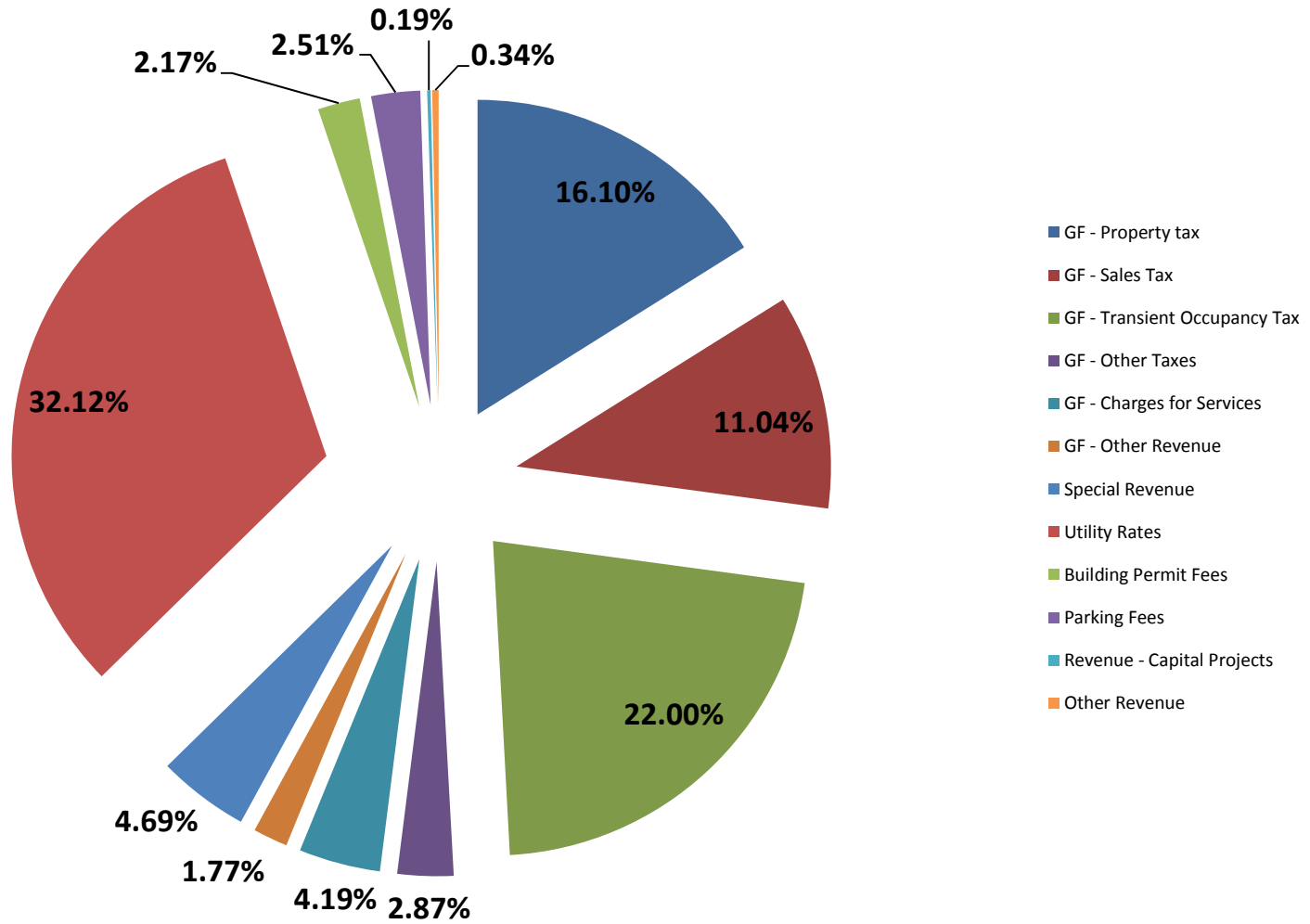
CENTRAL COUNTY FIRE DEPARTMENT BUDGET PRESENTATION

The proposed budget includes a General Fund appropriation for the Central County Fire Department (CCFD). The largest part of this budget reflects Burlingame's 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. Beginning with the FY 2013-14 proposed budget, the presentation was updated to also include 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 the Town of Hillsborough in June 2010, and the cost of workers' compensation for coverage of claims incurred prior to the merger.

Most recently (December 2014), CCFD entered into a contract to provide fire protection services to the City of Millbrae, increasing its net operations budget for 2015-16 by 33% over the current year. The cost of Burlingame's share of the CCFD budget was limited to a 2.4% increase, as increases in CalPERS and retiree health costs were largely offset by the administrative efficiencies provided by this merged and joint operations model.

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

Proposed FY 2015-16 Citywide Revenue by Type



**CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2015-16
ESTIMATED REVENUES AND INTERFUND TRANSFERS**

FUND AND DESCRIPTION	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 EST. ACTUAL	2015-2016 PROPOSED
GENERAL FUND				
Current Secured Property Tax	10,379,063	10,900,000	11,200,000	11,900,000
Secured Supplemental Property Tax (SB 813)	349,352	270,000	320,000	340,000
Current Unsecured Property Tax	594,362	600,000	600,000	620,000
Unsecured Personal Property Tax	(5,233)	-	-	-
Secured Supplemental Property Tax (SB 813)-Prior	2,480	-	-	-
Property Tax in-lieu of VLF	2,503,852	2,500,000	2,670,000	2,820,000
Unitary Tax	247,468	250,000	260,000	260,000
ERAF Refund	1,425,203	730,000	1,560,000	960,000
Subtotal - Property Taxes	15,496,548	15,250,000	16,610,000	16,900,000
Sales & Use Tax	7,482,498	7,800,000	8,130,000	10,065,000
Sales Tax Compensation Fund (Triple Flip)	2,573,273	2,520,000	2,670,000	1,370,000
Prop 172 Public Safety Fund (Sales Tax)	140,352	140,000	150,000	150,000
Subtotal - Sales and Use Tax	10,196,123	10,460,000	10,950,000	11,585,000
Transient Occupancy Tax	21,357,066	21,100,000	22,500,000	23,100,000
Transient Occupancy Tax - Penalties	-	-	-	-
Subtotal - Transient Occupancy Taxes	21,357,066	21,100,000	22,500,000	23,100,000
Real Property Transfer Tax	347,855	375,000	375,000	360,000
State Homeowner Property Tax Reimbursement	64,968	66,000	66,000	66,000
Business License Tax	981,821	995,000	980,000	1,000,000
PG&E - Franchise Tax -- Natural Gas	99,660	102,000	102,000	92,000
PG&E - Franchise Tax -- Surcharge (SB278)	13,115	13,400	13,400	17,000
PG&E - Franchise Tax -- Electricity	190,342	195,000	195,000	200,000
PG&E - Franchise Tax -- Surcharge-Prior Year	20,644	21,000	21,000	20,000
Franchise Tax -- Solid Waste	724,634	700,000	700,000	710,000
Comcast - Franchise Tax -- Cable Television (5%)	416,457	420,000	420,000	420,000
Astound - Franchise Tax -- Cable Television (5%)	24,072	25,000	25,000	24,000
AT&T Video Service Franchise Tax	86,598	80,000	90,000	100,000
Subtotal - Other Taxes	2,970,165	2,992,400	2,987,400	3,009,000
TOTAL TAXES	50,019,902	49,802,400	53,047,400	54,594,000
Overnight Parking Permits	9,600	11,000	11,000	13,000
Taxi Licenses	18,056	20,000	15,000	12,000
Alarm Permit Fees	84,056	55,000	55,000	60,000
TOTAL LICENSES & PERMITS	111,712	86,000	81,000	85,000
Parking Citations	755,175	750,000	870,000	930,000
Vehicle Code Fines	33,597	30,000	32,000	35,000
Redlight Photo Enforcement	-	-	-	-
TOTAL FINES, FORFEITURES AND PENALTIES	788,772	780,000	902,000	965,000
Interest Income	225,080	200,000	230,000	400,000
Use of Money & Property	118,255	105,000	120,000	120,000
Golf Center Lease Payments	86,029	86,000	86,000	86,000
Utility Reimbursements	(833)	-	-	-
TOTAL USE OF MONEY AND PROPERTY	428,531	391,000	436,000	606,000
Other Revenue	5,288	-	-	-
TOTAL OTHER REVENUE	5,288	-	-	-
Taxicab Inspections	-	-	-	-
False Alarm Charges	29,560	29,696	29,696	26,000
Falses Alarm Charges - Collections	744	307	307	-
DUI Charges	-	-	-	-
Special Police Services	10,100	9,216	9,216	9,200
Livescan Fees	2,187	3,072	3,072	3,100

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2015-16
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 EST. ACTUAL	2015-2016 PROPOSED
Police Booking Fees - County	18,099	5,120	5,120	5,100
Police Booking Fees - City	1,908	2,048	2,048	2,100
Vehicle Release Charges	24,051	21,504	21,504	22,000
State Highway Maintenance	25,000	25,000	25,000	25,500
Public Works Fees and Services	334,886	345,088	390,000	400,000
Library Fees and Services	118,007	115,712	89,990	120,000
Library Service to Town of Hillsborough	462,236	476,160	541,482	550,000
Recreation Fees and Services	2,206,111	2,403,512	2,485,012	2,520,000
Parks Special Services	85,774	102,400	70,000	80,000
Arborist Plan Check & Inspections	12,716	12,288	32,000	33,000
Arborist Planning Fees	18,060	14,336	17,000	17,500
Protected Tree Application Fee	15,710	10,240	16,000	11,000
Field Preparation Fee	-	-	-	-
Beautification Commission Appeal Fee	-	-	-	-
Filing and Certification Fees	136	512	512	500
Special Event Permit Fee	885	-	-	-
Nomination/Filing/Certification Fees	2,524	-	-	-
Amusement/Entertainment Permit Fee	98	307	307	-
Zoning & Plan Check Services	144,539	160,768	189,964	190,000
Use Permit Fees	36,500	37,376	36,500	36,500
2nd Unit Amnesty Fee	-	32	32	-
Planning Fees	365,939	286,720	350,000	325,000
Plan Check Fees - Engineering	23,148	21,504	21,492	23,000
SMCCVB Processing Fee	4,000	4,000	4,000	4,000
Leaf Blower Certification Fee	20	102	102	-
TOTAL CHARGES FOR SERVICES	3,942,937	4,087,020	4,340,356	4,403,500
Police Officer Standards/Training Reimbursement	24,754	30,000	25,000	25,000
SLESF COPS Grant	-	-	-	-
California State Library Reimbursement	-	-	-	-
State Mandated Cost Reimbursements	9,386	-	36,000	25,000
AB 1546 C/CAG Vehicle Registration Fees & Measure M	130,718	70,000	125,000	125,000
TOTAL FEDERAL & STATE SUBVENTIONS	164,858	100,000	186,000	175,000
Abandoned Vehicle Abatement Charges	24,469	30,000	30,000	30,000
Police Auction Proceeds	-	-	-	-
Easton Library Branch Community Donations	-	-	-	-
Miscellaneous Revenue	141,159	-	1,010,000	-
TOTAL OTHER REVENUE	165,628	30,000	1,040,000	30,000
GENERAL FUND, BEFORE TRANSFERS	\$ 55,627,628	\$ 55,276,420	\$ 60,032,756	\$ 60,858,500
Transfer In (Out) from Sewer Fund	1,058,622	1,050,764	1,050,764	1,031,524
Transfer In (Out) from Water Fund	1,101,538	1,280,975	1,280,975	1,167,108
Transfer In (Out) from Traffic Safety Fund	60,000	87,000	87,000	133,700
Transfer In (Out) from Gas Tax Fund	6,000	6,000	6,000	6,000
Transfer In (Out) from Parking Fund	410,615	395,263	395,263	355,394
Transfer In (Out) from Solid Waste Fund	47,036	130,923	130,923	115,200
Transfer In (Out) from Storm Drain Fund	15,000	15,000	15,000	15,000
Transfer In (Out) from Building Fund	121,901	142,790	142,790	91,800
Transfer In (Out) from Shuttle Bus Fund	(109,702)	(85,500)	(85,500)	(85,500)
Transfer In (Out) from Burlingame Finance Authority	(5,598,643)	(6,283,924)	(6,283,924)	(6,404,731)
Transfer In (Out) from Equipment Services Fund	(102,512)	-	-	(102,512)
Transfer In (Out) from Federal & State Grants	-	-	-	-
Transfer In (Out) from Local Grants & Donations Fund	-	(5,000)	(5,000)	(10,000)
Transfer In (Out) from Special Assessment District	-	278,044	278,044	279,044
Transfer In (Out) from OPEB Trust - CERBT	(6,600,000)	-	-	-
Transfer In (Out) from CIP Renewal & Replacement Reserve	-	-	(3,000,000)	(3,000,000)
Transfer In (Out) from Capital Projects Fund	(2,960,000)	(4,450,000)	(4,940,209)	(4,035,000)
TOTAL INTERFUND TRANSFERS	(12,550,145)	(7,437,665)	(10,927,874)	(10,442,973)

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2015-16
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 EST. ACTUAL	2015-2016 PROPOSED
GENERAL FUND REVENUE, NET OF TRANSFERS	\$ 43,077,483	\$ 47,838,755	\$ 49,104,882	\$ 50,415,527
SPECIAL REVENUE FUNDS				
TRAFFIC SAFETY FUND				
Vehicle Code Fines	85,424	87,000	96,000	96,000
Transfer In (Out) from General Fund	(60,000)	(87,000)	(87,000)	(133,700)
TRAFFIC SAFETY FUND, NET OF TRANSFERS	\$ 25,424	\$ -	\$ 9,000	\$ (37,700)
BURLINGAME AVENUE SPECIAL ASSESSMENT DISTRICT				
Special Assessment Revenue	310,097	310,157	310,157	310,157
Interest Income	6,057	4,000	4,000	4,000
SPECIAL ASSESSMENT, BEFORE TRANSFERS	316,154	314,157	314,157	314,157
Transfer In (Out) to Burlingame Financing Authority	(276,869)	-	-	-
Transfer In (Out) to General Fund	-	(278,044)	(278,044)	(279,044)
SPECIAL ASSESSMENT, NET OF TRANSFERS	\$ 39,285	\$ 36,113	\$ 36,113	\$ 35,113

**CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2015-16
ESTIMATED REVENUES AND INTERFUND TRANSFERS**

FUND AND DESCRIPTION	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 EST. ACTUAL	2015-2016 PROPOSED
FEDERAL & STATE GRANTS				
SLESF COPS Grant	82,839	100,000	100,000	100,000
Sobriety Checkpoint Program	22,322	-	28,678	-
CA Office of Traffic Safety STEP Grant (DUI)	113,896	-	209,232	-
CA Office of Traffic Safety STEP Grant (Traffic Safety)	75,869	-	168,787	-
FEDERAL & STATE, BEFORE TRANSFERS	294,927	100,000	506,696	100,000
Transfer In (Out) from General Fund	-	-	-	-
FEDERAL & STATE, NET OF TRANSFERS	\$ 294,927	\$ 100,000	\$ 506,696	\$ 100,000
MEASURE A & GAS TAX FUND				
Measure A Sales Tax	717,714	737,000	760,000	800,000
Section 2103 -- Excise Tax	389,466	306,733	308,000	135,000
Section 2107--Maintenance and Construction	205,771	173,205	247,000	232,000
Section 2105--Proposition 111 Gas Tax	193,397	140,963	181,000	170,000
Section 2106--New Construction	112,688	114,501	106,402	92,000
Interest Income	41,439	24,000	24,000	30,000
Section 2107.5 - Administration	6,000	6,000	6,000	6,000
MEASURE A & GAS TAX, BEFORE TRANSFERS	1,666,475	1,502,402	1,632,402	1,465,000
Transfer In (Out) from General Fund	(6,000)	(6,000)	(6,000)	(6,000)
Transfer In (Out) from Capital Projects Fund	(1,225,000)	(1,340,000)	(1,340,000)	(1,248,000)
TOTAL INTERFUND TRANSFERS	(1,231,000)	(1,346,000)	(1,346,000)	(1,254,000)
MEASURE A & GAS REVENUE, NET OF TRANSFERS	\$ 435,475	\$ 156,402	\$ 286,402	\$ 211,000
PUBLIC TV ACCESS FUND				
PEG Access Fees	105,232	110,000	110,000	110,000
Interest Income	2,591	-	-	-
PUBLIC TV REVENUE, BEFORE TRANSFERS	107,823	110,000	110,000	110,000
Transfer In (Out) from Capital Projects Fund	(150,000)	-	148,012	-
TOTAL INTERFUND TRANSFERS	(150,000)	-	148,012	-
PUBLIC TV ACCESS, NET OF TRANSFERS	\$ (42,177)	\$ 110,000	\$ 258,012	\$ 110,000
DEVELOPMENT FEES FUND				
Public Facilities Impact Fee	129,634	-	-	-
North Burlingame Development Fee	23,580	-	-	-
Bayfront Development Fees	(1,799)	-	-	-
Burlingame Ave Parking in lieu Fees	39,873	-	-	-
Interest Income	8,017	-	-	-
DEVELOPMENT FEES, BEFORE TRANSFERS	199,305	-	-	-
Transfer In (Out) from Development Impact Fee	-	-	(34,311)	-
Transfer In (Out) from Streets CIP	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	(34,311)	-
DEVELOPMENT FEES, NET OF TRANSFERS	\$ 199,305	\$ -	\$ (34,311)	\$ -
STORM DRAIN FUND				
Storm Drainage Fees	2,669,302	2,690,393	2,690,393	2,740,000
Interest Income	91,492	34,000	90,000	100,000
STORM DRAIN REVENUE, BEFORE TRANSFERS	2,760,794	2,724,393	2,780,393	2,840,000
Transfer In (Out) from General Fund	(15,000)	(15,000)	(15,000)	(15,000)

**CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2015-16
ESTIMATED REVENUES AND INTERFUND TRANSFERS**

FUND AND DESCRIPTION	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 EST. ACTUAL	2015-2016 PROPOSED
Transfer In (Out) from Capital Projects Fund	-	-	-	(1,400,000)
Transfer In (Out) from Burlingame Financing Authority	(966,532)	(1,410,304)	(1,410,304)	(1,414,679)
TOTAL INTRAFUND TRANSFERS	(981,532)	(1,425,304)	(1,425,304)	(2,829,679)
STORM DRAIN, NET OF TRANSFERS	\$ 1,779,262	\$ 1,299,089	\$ 1,355,089	\$ 10,321

ENTERPRISE FUNDS

WATER ENTERPRISE FUND

Sales	15,773,597	16,815,568	15,800,000	15,800,000
Penalties	39,323	42,000	42,000	42,000
Flows and Turn-ons	295	500	500	500
Fire Flow Inspections	-	-	-	-
Fire Services	28,470	29,000	29,000	29,000
Taps for New Meters	147,822	110,000	110,000	110,000
Sale of Recyclable	15,760	-	-	-
Interest Income	209,231	116,000	200,000	200,000
Miscellaneous Revenue	17,551	8,000	8,000	8,000
WATER FUND REVENUE, BEFORE TRANSFERS	16,232,049	17,121,068	16,189,500	16,189,500
Transfer In (Out) from Capital Projects Fund	(2,500,000)	(2,500,000)	(2,500,000)	(2,500,000)
Transfer In (Out) from General Fund	(1,101,538)	(1,280,975)	(1,280,975)	(1,167,108)
TOTAL INTERFUND TRANSFERS	(3,601,538)	(3,780,975)	(3,780,975)	(3,667,108)
WATER FUND, NET OF TRANSFERS	\$ 12,630,511	\$ 13,340,093	\$ 12,408,525	\$ 12,522,392

SEWER ENTERPRISE FUND

Service Charges	15,321,503	15,300,000	14,700,000	14,700,000
Charges to Other Agencies	1,494,439	1,300,000	1,300,000	1,300,000
Discharge Permits	102,781	100,000	100,000	100,000
Connection Fees	12,709	10,500	10,500	10,500
Interest Income	157,526	63,000	150,000	150,000
Miscellaneous Revenue	-	25,000	25,000	25,000
SEWER FUND REVENUE, BEFORE TRANSFERS	17,088,958	16,798,500	16,285,500	16,285,500
Transfer In (Out) from Capital Projects Fund	(4,900,000)	(4,700,000)	(4,700,000)	(4,200,000)
Transfer In (Out) from General Fund	(1,058,622)	(1,050,764)	(1,050,764)	(1,031,524)
TOTAL INTERFUND TRANSFERS	(5,958,622)	(5,750,764)	(5,750,764)	(5,231,524)
SEWER FUND, NET OF TRANSFERS	\$ 11,130,336	\$ 11,047,736	\$ 10,534,736	\$ 11,053,976

SOLID WASTE MANAGEMENT FUND

AB939 Administration	181,159	174,000	174,000	174,000
Management Fee	57,600	115,200	115,200	115,200
Franchise Tax - Garbage	-	-	-	-
Household Hazardous Waste Fee	13,530	49,200	49,200	-
Rate Stabilization Fee	87,622	173,540	173,540	173,540
Steam Cleaning Downtown	75,000	75,000	75,000	75,000
Street Sweeping Fee	117,480	234,960	234,960	234,960
Landfill Closure	-	-	-	-
Interest Income	31,948	17,000	40,000	40,000
Miscellaneous Revenue	1,161,665	-	-	-
SOLID WASTE, BEFORE TRANSFERS	1,726,003	838,900	861,900	812,700
Transfer In (Out) from Building Fund	136,927	-	-	-
Transfer In (Out) from Landfill Fund	-	-	-	-
Transfer In (Out) from General Fund	(47,036)	(130,923)	(130,923)	(115,200)

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2015-16
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 EST. ACTUAL	2015-2016 PROPOSED
TOTAL INTERFUND TRANSFERS	89,891	(130,923)	(130,923)	(115,200)
SOLID WASTE, NET OF TRANSFERS	\$ 1,815,894	\$ 707,977	\$ 730,977	\$ 697,500
LANDFILL FUND				
Landfill Closure	350,006	434,000	434,000	434,000
LANDFILL FUND, BEFORE TRANSFERS	350,006	434,000	434,000	434,000
Transfer In (Out) from Solid Waste Fund	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-
LANDFILL FUND, NET OF TRANSFERS	\$ 350,006	\$ 434,000	\$ 434,000	\$ 434,000
BUILDING INSPECTION FUND				
Construction Permits	1,149,038	1,100,000	1,240,000	1,180,000
Building Plan Check Fees	591,374	700,000	885,000	1,010,000
Microfilm Fees	42,939	35,000	50,000	40,000
Interest Income	48,725	25,000	50,000	50,000
Miscellaneous Income	273,853	-	-	-
BUILDING INSPECTION, BEFORE TRANSFERS	2,105,930	1,860,000	2,225,000	2,280,000
Transfer In (Out) from Solid Waste Fund	(136,927)	-	-	-
Transfer In (Out) from General Fund	(121,901)	(142,790)	(142,790)	(91,800)
TOTAL INTERFUND TRANSFERS	(258,828)	(142,790)	(142,790)	(91,800)
BUILDING, NET OF TRANSFERS	\$ 1,847,102	\$ 1,717,210	\$ 2,082,210	\$ 2,188,200
PARKING ENTERPRISE FUND				
Parking Fees	2,150,141	2,223,557	2,223,557	2,268,000
Monthly Parking Permits	325,620	280,000	317,000	322,000
Interest Income	34,165	16,000	40,000	50,000
Miscellaneous Revenue	1,130	-	-	-
PARKING REVENUE, BEFORE TRANSFERS	2,511,056	2,519,557	2,580,557	2,640,000
Transfer In (Out) from Capital Projects Fund	130,421	(50,000)	(50,000)	(475,000)
Transfer In (Out) to General Fund	(410,615)	(395,263)	(395,263)	(355,394)
Transfer In (Out) from Burlingame Financing Authority	(276,869)	-	-	-
TOTAL INTRAFUND TRANSFERS	(557,063)	(445,263)	(445,263)	(830,394)
PARKING REVENUE, NET OF TRANSFERS	\$ 1,953,993	\$ 2,074,294	\$ 2,135,294	\$ 1,809,606
INTERNAL SERVICE FUNDS				
Miscellaneous Revenue (Non-City)	570,325	303,084	377,084	276,233
ISF REVENUE, BEFORE TRANSFERS	570,325	303,084	377,084	276,233
Transfer In (Out) from General Fund	6,702,512	-	-	102,512
TOTAL INTERFUND TRANSFERS	6,702,512	-	-	102,512
ISF REVENUE, NET OF TRANSFERS	\$ 7,272,837	\$ 303,084	\$ 377,084	\$ 378,745
CAPITAL PROJECT FUNDS (ALL FUNDS, PROGRAMS & SUB-PROGRAMS)				
Capital Contributions from Other Agencies	460,185	600,000	600,000	-
Federal, State or Local Grants	835,479	2,000,000	2,000,000	-
50/50 Sidewalk Assessment	931	200,000	200,000	200,000

**CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2015-16
 ESTIMATED REVENUES AND INTERFUND TRANSFERS**

FUND AND DESCRIPTION	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 EST. ACTUAL	2015-2016 PROPOSED
Strategic Growth Grant - GP Update	-	-	491,000	-
Library PLP Innovation Grant	-	-	7,216	-
Miscellaneous Revenue	(32,819)	-	-	-
CAPITAL PROJ REVENUE, BEFORE TRANSFERS	1,263,776	2,800,000	3,298,216	200,000
Transfer In (Out) from General Fund (CIP Projects)	2,960,000	4,450,000	4,940,209	4,035,000
Transfer In (Out) from General Fund (CIP Reserve)	-	-	3,000,000	3,000,000
Transfer In (Out) from Gas Tax Fund	1,225,000	1,340,000	1,340,000	1,248,000
Transfer In (Out) from Water Fund	2,500,000	2,500,000	2,500,000	2,500,000
Transfer In (Out) from Sewer Fund	4,900,000	4,700,000	4,700,000	4,200,000
Transfer In (Out) from Public TV Access Fund	150,000	-	(148,012)	-
Transfer In (Out) from Other Local Grants & Donations	455,985	-	-	-
Transfer In (Out) from Capital Projects Fund	(130,421)	50,000	50,000	475,000
Transfer In (Out) from Storm Drain Fund	-	-	-	1,400,000
Transfer In (Out) from Burlingame Financing Authority	8,079,324	400,000	400,000	-
Transfer In (Out) from Development Impact Fee	-	-	34,311	-
TOTAL INTERFUND TRANSFERS	20,139,888	13,440,000	16,816,508	16,858,000
CAP PROJ REVENUE, NET OF TRANSFERS	\$ 21,403,664	\$ 16,240,000	\$ 20,114,724	\$ 17,058,000

OTHER FUNDS

SHUTTLE BUS PROGRAM FUND

Grants & Contributions	118,354	62,000	62,000	62,000
SHUTTLE REVENUE, BEFORE TRANSFERS	118,354	62,000	62,000	62,000
Transfer In (Out) from General Fund	109,702	85,500	85,500	85,500
TOTAL INTERFUND TRANSFERS	109,702	85,500	85,500	85,500
SHUTTLE REVENUE, NET OF TRANSFERS	\$ 228,056	\$ 147,500	\$ 147,500	\$ 147,500

OTHER LOCAL GRANTS & DONATIONS

Library Foundation (Millenium Project)	455,985	-	-	-
Grant Revenue	145,075	-	-	-
Interest Income	1,178	-	-	-
DONATIONS, BEFORE TRANSFERS	602,237	-	-	-
Transfer In (Out) from Capital Projects Fund	(455,985)	-	-	-
Transfer In (Out) from General Fund	-	5,000	5,000	10,000
TOTAL INTERFUND TRANSFERS	(455,985)	5,000	5,000	10,000
DONATIONS, NET OF TRANSFERS	\$ 146,253	\$ 5,000	\$ 5,000	\$ 10,000

DEBT SERVICE FUND

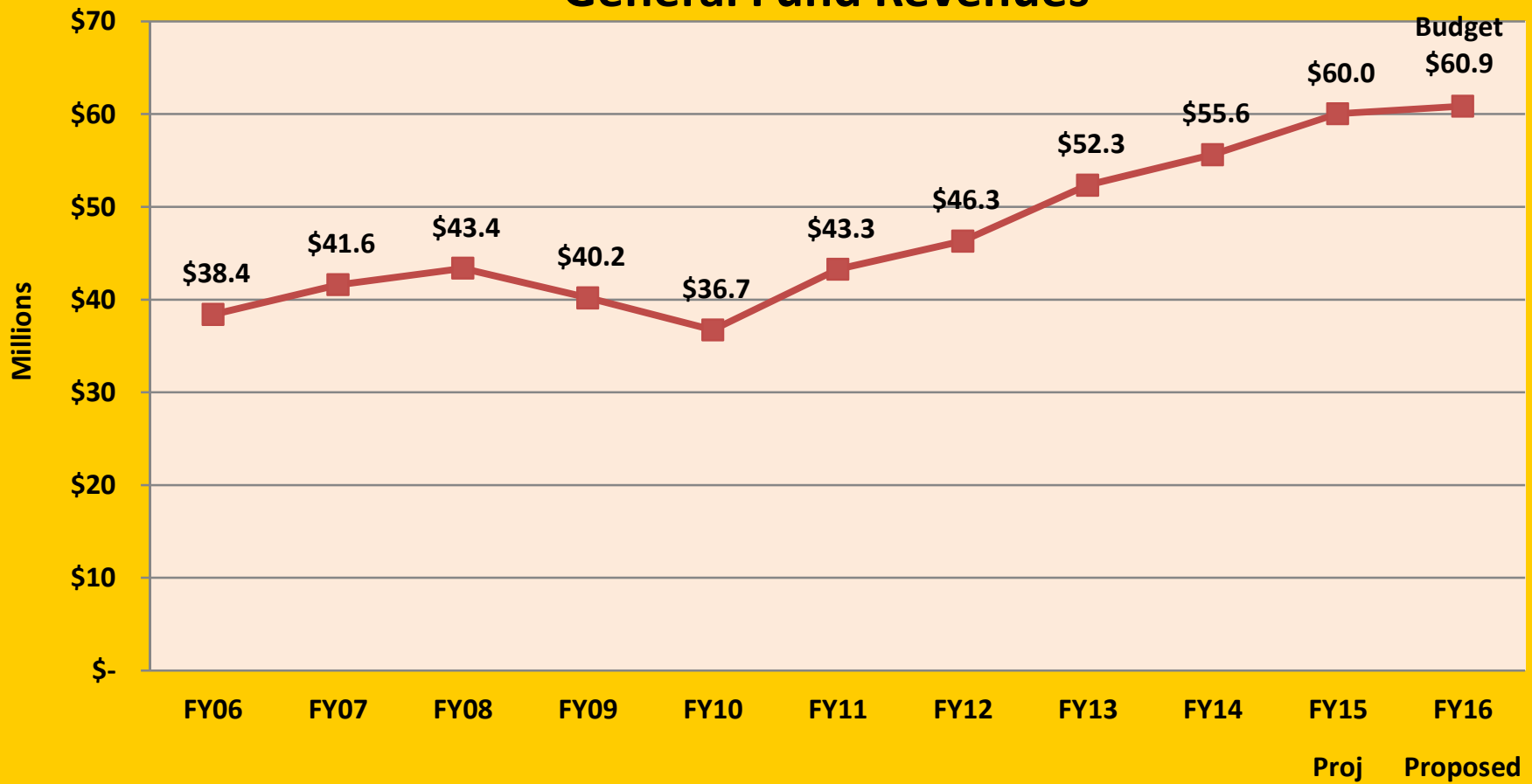
BURLINGAME FINANCING AUTHORITY

Interest Income	15,294	-	-	15,000
DEBT SERVICE FUND REVENUE, BEFORE TRANSFERS	15,294	-	-	15,000
Transfer In (Out) from Storm Drain Fund	966,532	1,410,304	1,410,304	1,414,679
Transfer In (Out) from Water Fund	-	-	-	-
Transfer In (Out) from Sewer Fund	-	-	-	-
Transfer In (Out) from Parking Fund	276,869	-	-	-
Transfer In (Out) from Burlingame Assessment District	276,869	-	-	-
Transfer In (Out) from General Fund	5,598,643	6,283,924	6,283,924	6,404,731
Transfer In (Out) to Capital Project Fund (Facilities CIP)	(29,081)	-	-	-
Transfer In (Out) to Capital Project Fund (Streets CIP)	(5,910,139)	-	-	-

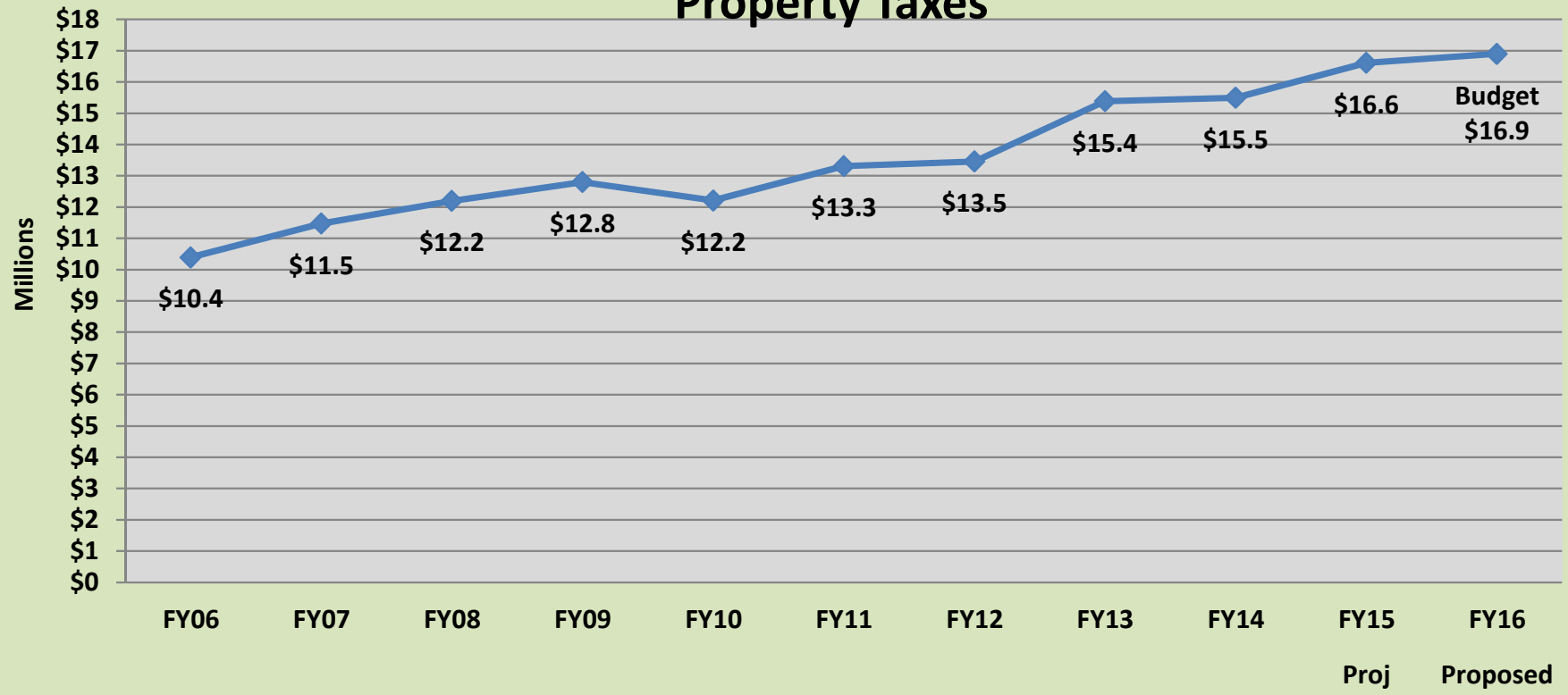
**CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2015-16
 ESTIMATED REVENUES AND INTERFUND TRANSFERS**

FUND AND DESCRIPTION	2013-2014 ACTUAL	2014-2015 BUDGET	2014-2015 EST. ACTUAL	2015-2016 PROPOSED
Transfer In (Out) to Capital Project Fund (Storm Drain CIP)	(2,140,103)	(400,000)	(400,000)	-
TOTAL INTERFUND TRANSFERS	(960,411)	7,294,228	7,294,228	7,819,410
FINANCING AUTH, NET OF TRANSFERS	\$ (945,118)	\$ 7,294,228	\$ 7,294,228	\$ 7,834,410
GRAND TOTAL (ALL FUNDS), NET OF TRANSFERS	\$ 103,642,516	\$ 102,851,481	\$ 107,786,161	\$ 104,978,590

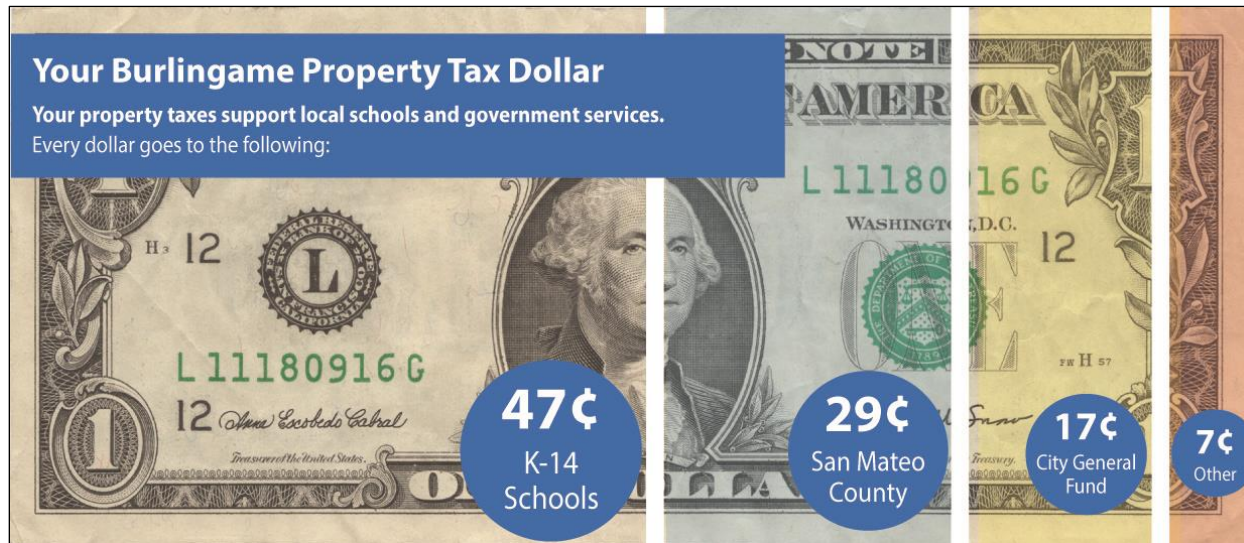
City of Burlingame, CA General Fund Revenues



City of Burlingame, CA Property Taxes

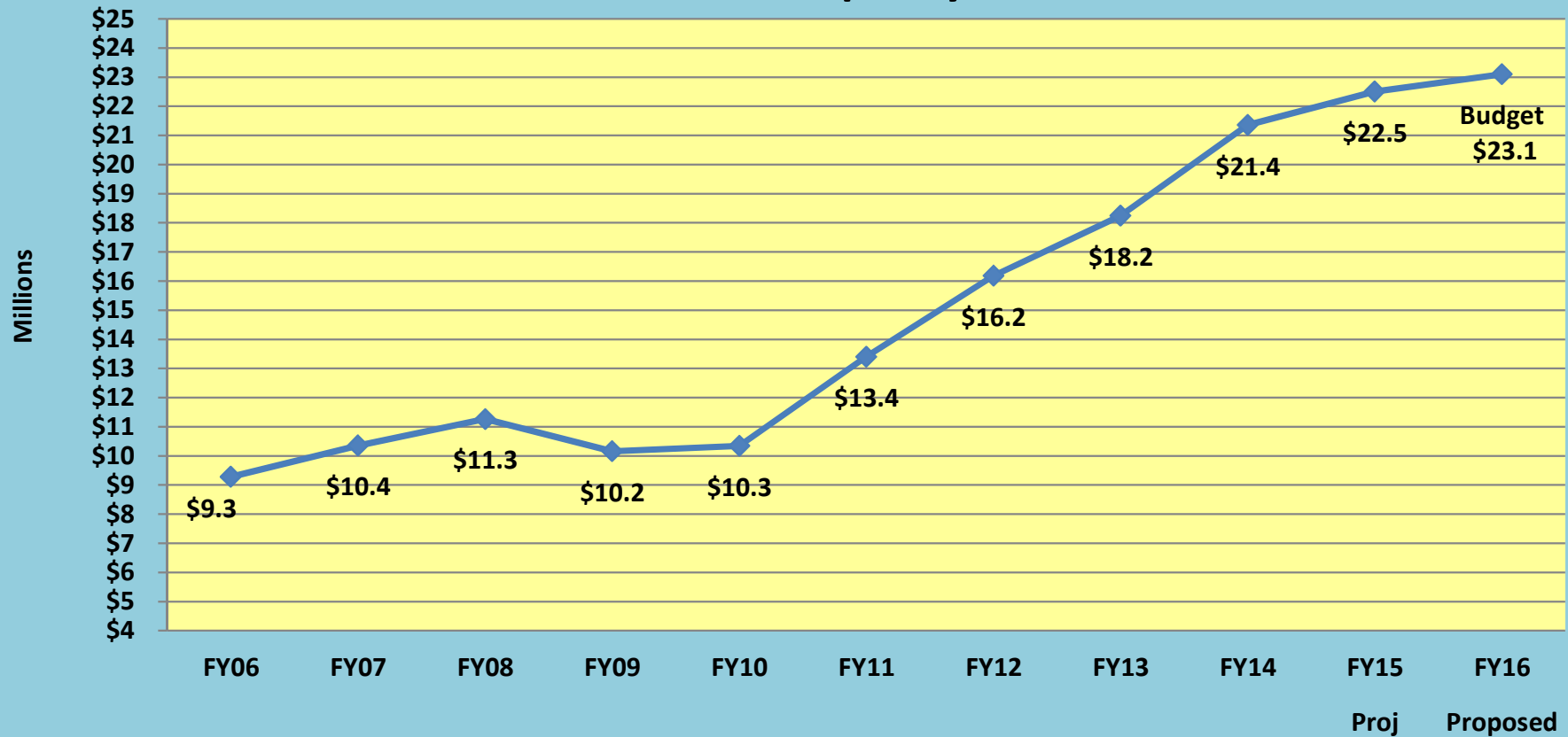


Where do your Burlingame property tax dollars go?

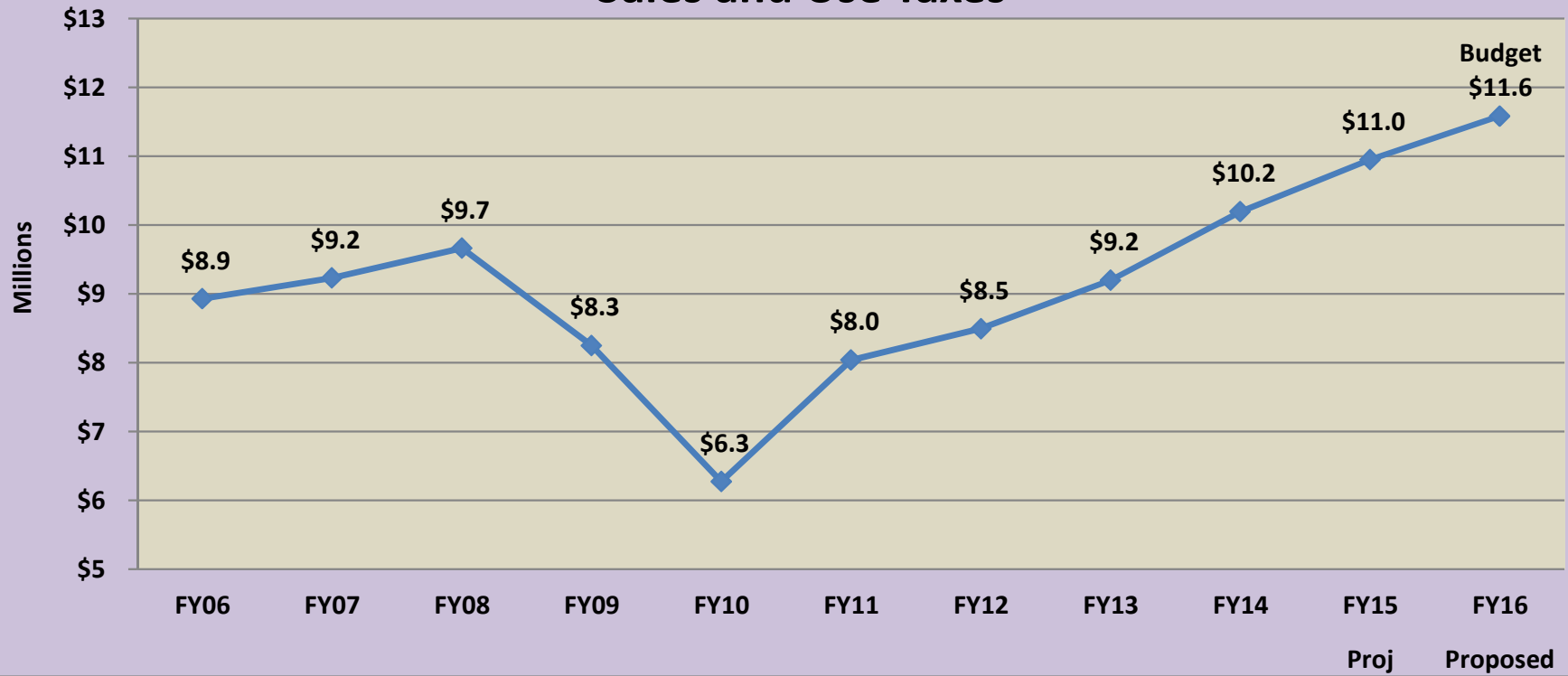


Burlingame property owners pay approximately 1.1% of the assessed value of their property in taxes each year. This includes the maximum of 1.0% percent allowed under California Proposition 13 plus an additional 0.1% agreed to by voters to support educational districts, including the San Mateo County Junior College District, the High School District, and the Elementary School District. Of the 1.0% collected as allowed under Proposition 13, the County of San Mateo receives 29 cents of every dollar, and educational districts receive 47 cents. The City of Burlingame General Fund, which provides critical public services including public safety, infrastructure maintenance and improvement, operation and maintenance of parks and urban forestry, recreational programming for youth, seniors and families, literacy programs through the City's public libraries, and community development, receives 17 cents. The remaining 7 cents of the property tax dollar supports a variety of programs and special districts, such as the Bay Area Air Quality Management District and the Peninsula Hospital District.

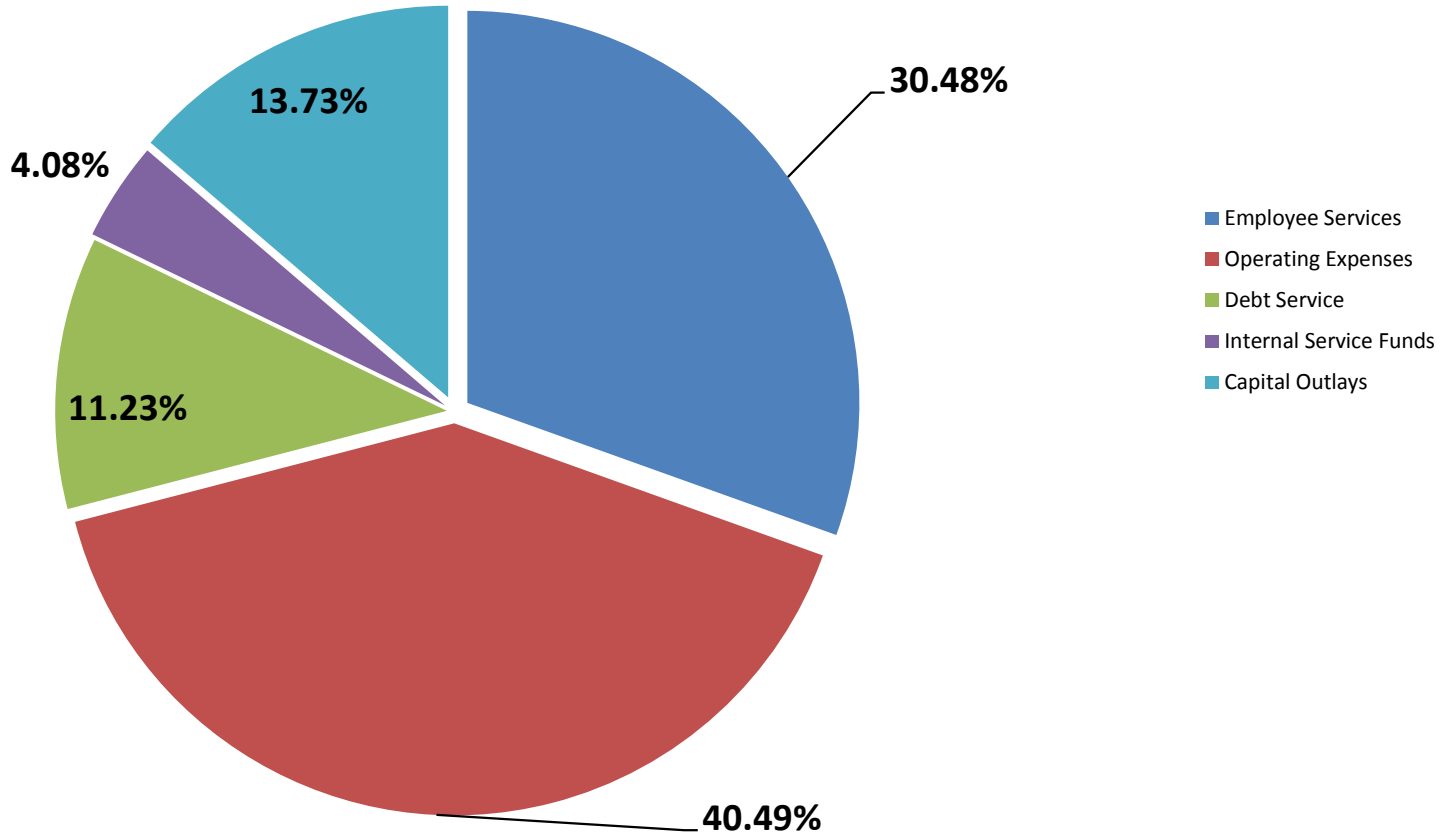
City of Burlingame, CA Transient Occupancy Taxes



City of Burlingame, CA Sales and Use Taxes



Proposed FY 2015-16 Expenses by Type



**CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2015-16
EXPENSES BY DEPARTMENT & TYPE**

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
<u>GENERAL FUND</u>							
Central County Fire Department	\$ -	\$ 10,805,319	\$ -	\$ -	\$ 340,026	\$ -	\$ 11,145,345
City Attorney	530,698	155,669	-	14,000	28,355	-	728,722
City Clerk	233,554	55,815	-	5,000	24,296	-	318,665
City Council	169,590	161,658	-	-	145	-	331,393
City Manager	548,767	180,531	-	-	41,014	-	770,312
Community Development - Planning	1,151,460	339,738	-	-	72,276	-	1,563,474
Elections	-	50,000	-	-	-	-	50,000
Finance	1,572,875	414,221	-	-	130,594	-	2,117,690
Human Resources	570,231	245,399	-	-	46,340	-	861,970
Library	3,325,883	1,099,437	-	21,552	415,365	-	4,862,237
Parks	2,651,864	1,171,880	-	23,000	275,638	-	4,122,382
Police	8,486,558	2,416,073	-	-	508,751	-	11,411,382
Police - Communications	1,155,795	236,845	-	-	6,939	-	1,399,579
Police - Parking Enforcement	462,784	142,344	-	-	9,574	-	614,702
Public Works - Engineering	2,175,352	739,094	-	-	188,882	-	3,103,328
Public Works - Street & Storm Drains	1,007,228	804,886	-	49,680	849,613	-	2,711,407
Recreation	1,798,674	1,622,548	-	15,000	361,912	-	3,798,134
Recreation - Aquatic Center	-	424,000	-	-	-	-	424,000
Public Works Allocation to CIP	-	-	-	-	-	(900,000)	(900,000)
Total General Fund	25,841,313	21,065,457	-	128,232	3,299,720	(900,000)	49,434,722
BURLINGAME FINANCING AUTHORITY	-	47,960	7,771,450	-	-	-	7,819,410
<u>SPECIAL REVENUE FUNDS</u>							
Burlingame Ave. Special Assessment	-	25,000	-	-	-	-	25,000
Development Fees	-	-	-	-	-	-	-
Federal & State Grants	100,000	-	-	-	-	-	100,000
Gas Tax	-	-	-	-	-	-	-
Public TV Access	-	78,000	-	-	-	-	78,000
Storm Drain	-	-	-	-	-	-	-
Traffic Safety	-	-	-	-	-	-	-
Total Special Revenue Funds	100,000	103,000	-	-	-	-	203,000
<u>INTERNAL SERVICE FUNDS*</u>							
Administrative & Information Technology	33,741	884,244	-	50,000	-	(890,088)	77,897

**CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2015-16
EXPENSES BY DEPARTMENT & TYPE**

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
Facilities Services	732,367	655,347	-	132,000	36,276	(1,274,140)	281,850
Fleet & Equipment Maintenance	420,367	336,322	-	499,000	61,200	(1,154,041)	162,848
OPEB Retiree Medical	-	4,819,573	-	-	-	(4,819,573)	-
Risk Management - General Liability	-	1,190,000	-	-	-	(1,175,000)	15,000
Risk Management - Worker's Comp	-	825,000	-	-	-	(825,000)	-
Total Internal Service Funds	1,186,475	8,710,486	-	681,000	97,476	(10,137,842)	537,595

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

ENTERPRISE FUNDS

Solid Waste Enterprise	357,223	98,964	-	-	98,474	-	554,661
Landfill Enterprise	48,119	194,771	-	-	1,121	-	244,011
Parking Enterprise	243,525	213,487	-	-	52,863	-	509,875
Building Enterprise	983,212	578,281	-	-	92,513	-	1,654,006
Water Enterprise	2,610,364	8,792,169	2,078,481	20,000	306,970	-	13,807,984
Sewer Enterprise	2,288,114	4,766,090	2,550,210	278,840	552,162	-	10,435,416
Total Enterprise Fund	6,530,557	14,643,762	4,628,691	298,840	1,104,103	-	27,205,953

CAPITAL PROJECT FUNDS

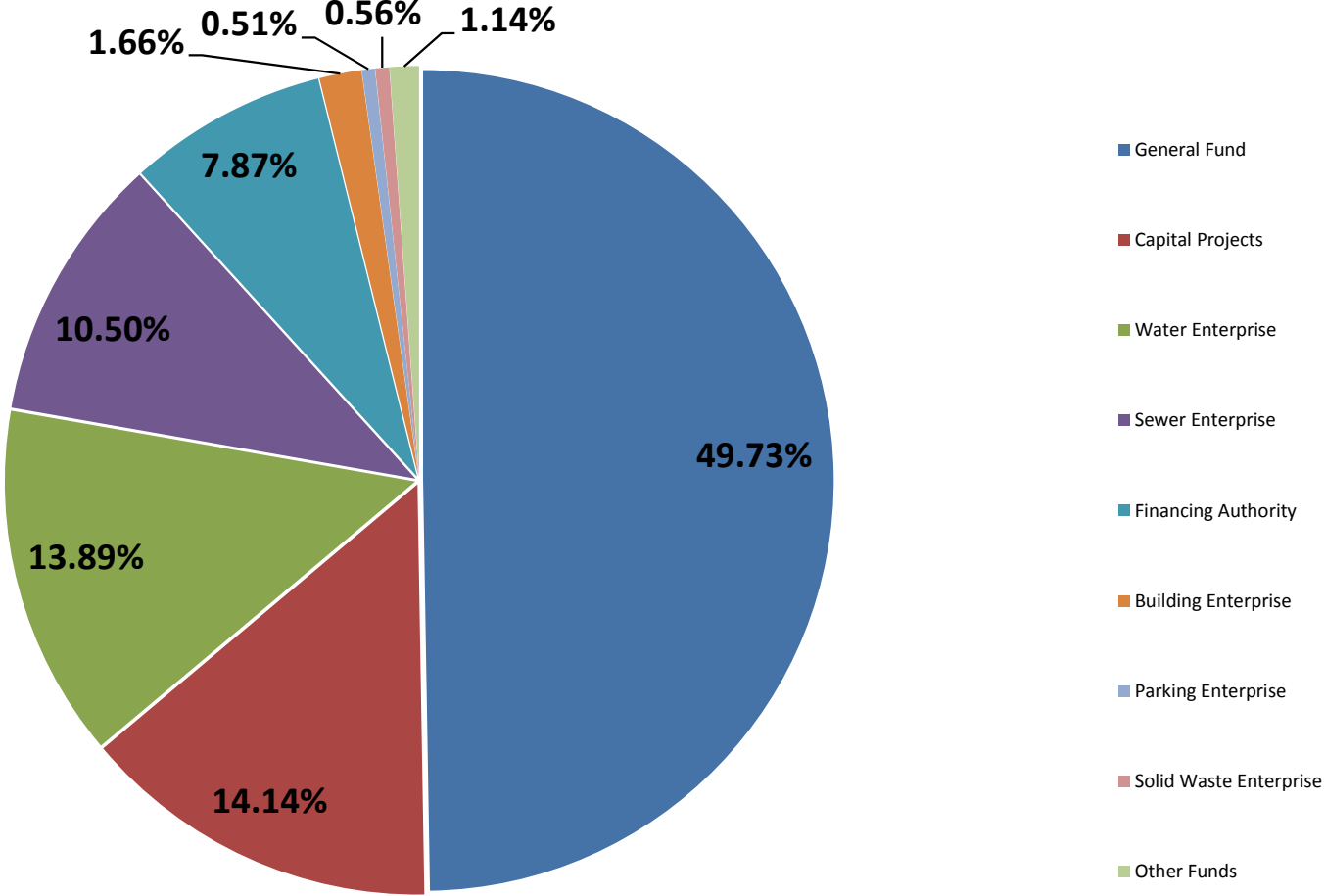
Facilities CIP	-	-	-	1,870,000	-	-	1,870,000
Parking & Garages CIP	-	-	-	475,000	-	-	475,000
Parks & Trees CIP	-	-	-	1,155,000	-	-	1,155,000
Sewer CIP	-	-	-	4,200,000	-	-	4,200,000
Storm Drain CIP	-	-	-	1,400,000	-	-	1,400,000
Streets CIP	-	-	-	2,458,000	-	-	2,458,000
Water CIP	-	-	-	2,500,000	-	-	2,500,000
Total Capital Project Funds	-	-	-	14,058,000	-	-	14,058,000

OTHER FUNDS

Other Local Grants & Donations	-	-	-	-	-	-	-
Shuttle Bus	-	147,500	-	-	-	-	147,500
Total Other Funds	-	147,500	-	-	-	-	147,500

TOTAL BUDGET - ALL FUNDS	\$ 33,658,345	\$ 44,718,165	\$ 12,400,141	\$ 15,166,072	\$ 4,501,299	\$ (11,037,842)	\$ 99,406,180
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Proposed FY 2015-16 Appropriations by Major Fund



**CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2015-16
BUDGET SUMMARY - SUMMARY OF REVENUES & EXPENSES BY FUND**

FUND AND DESCRIPTION	ESTIMATED REVENUES	TRANSFER IN (OUT)	NET REVENUES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL APPROPRIATION	BUDGET YEAR SURPLUS / (DEFICIT)
GENERAL FUND	\$ 60,858,500	\$ (10,442,973)	\$ 50,415,527	\$ (49,306,490)	\$ -	\$ (128,232)	\$ (49,434,722)	\$ 980,805
SPECIAL REVENUE FUNDS								
Traffic Safety Fund	96,000	(133,700)	(37,700)	(25,000)	-	-	(25,000)	(62,700)
Burlingame Ave. Special Assessment	314,157	(279,044)	35,113	-	-	-	-	35,113
Federal & State Grants	100,000	-	100,000	(100,000)	-	-	(100,000)	-
Measure A & Gas Tax Fund	1,465,000	(1,254,000)	211,000	-	-	-	-	211,000
Public TV Access Fund	110,000	-	110,000	(78,000)	-	-	(78,000)	32,000
Development Fees Fund	-	-	-	-	-	-	-	-
Storm Drain Fund	2,840,000	(2,829,679)	10,321	-	-	-	-	10,321
Total, Special Revenue Funds	4,925,157	(4,496,423)	428,734	(203,000)	-	-	(203,000)	225,734
BURLINGAME FINANCING AUTHORITY	15,000	7,819,410	7,834,410	(47,960)	(7,771,450)	-	(7,819,410)	15,000
ENTERPRISE FUNDS								
Water Enterprise Fund	16,189,500	(3,667,108)	12,522,392	(11,709,503)	(2,078,481)	(20,000)	(13,807,984)	(1,285,592)
Sewer Enterprise Fund	16,285,500	(5,231,524)	11,053,976	(7,606,366)	(2,550,210)	(278,840)	(10,435,416)	618,560
Solid Waste Fund	812,700	(115,200)	697,500	(554,661)	-	-	(554,661)	142,839
Landfill Fund	434,000	-	434,000	(244,011)	-	-	(244,011)	189,989
Building Inspection Fund	2,280,000	(91,800)	2,188,200	(1,654,006)	-	-	(1,654,006)	534,194
Parking Enterprise Fund	2,640,000	(830,394)	1,809,606	(509,875)	-	-	(509,875)	1,299,731
Total, Enterprise Funds	38,641,700	(9,936,026)	28,705,674	(22,278,422)	(4,628,691)	(298,840)	(27,205,953)	1,499,721
INTERNAL SERVICE FUNDS								
Administrative & Information Technology ISF	81,892	-	81,892	(27,897)	-	(50,000)	(77,897)	3,995
Facilities Maintenance ISF	92,341	-	92,341	(149,850)	-	(132,000)	(281,850)	(189,509)
Fleet & Equipment Maintenance ISF	87,000	102,512	189,512	336,152	-	(499,000)	(162,848)	26,664
OPEB Retiree Medical ISF	-	-	-	-	-	-	-	-
Risk Management - General Liability ISF	15,000	-	15,000	(15,000)	-	-	(15,000)	-
Risk Management - Worker's Comp ISF	-	-	-	-	-	-	-	-
Total, Internal Service Funds	276,233	102,512	378,745	143,405	-	(681,000)	(537,595)	(158,850)
CAPITAL PROJECT FUNDS								
Facilities CIP	-	1,870,000	1,870,000	-	-	(1,870,000)	(1,870,000)	-
Parking & Garages CIP	-	475,000	475,000	-	-	(475,000)	(475,000)	-
Parks & Trees CIP	-	1,155,000	1,155,000	-	-	(1,155,000)	(1,155,000)	-
Sewer CIP	-	4,200,000	4,200,000	-	-	(4,200,000)	(4,200,000)	-
Storm Drain CIP	-	1,400,000	1,400,000	-	-	(1,400,000)	(1,400,000)	-
Streets CIP	200,000	2,258,000	2,458,000	-	-	(2,458,000)	(2,458,000)	-
Water CIP	-	2,500,000	2,500,000	-	-	(2,500,000)	(2,500,000)	-
CIP Renewal & Replacement Reserve	-	3,000,000	3,000,000	-	-	-	-	-
Total, Capital Project Funds	200,000	16,858,000	17,058,000	-	-	(14,058,000)	(14,058,000)	-
OTHER FUNDS								
Other Local Grants & Donations	-	10,000	10,000	-	-	-	-	10,000
Shuttle Bus Fund	62,000	85,500	147,500	(147,500)	-	-	(147,500)	-
Total, Other Funds	62,000	95,500	157,500	(147,500)	-	-	(147,500)	10,000
TOTAL, ALL FUNDS CITY-WIDE	\$ 104,978,590	\$ -	\$ 104,978,590	\$ (71,839,967)	\$ (12,400,141)	\$ (15,166,072)	\$ (99,406,180)	\$ 5,572,410

**CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2015-16
DEBT SERVICE OBLIGATIONS**

	<u>General Fund</u>	<u>Storm Drain</u>	<u>Water Enterprise</u>	<u>Sewer Enterprise</u>	<u>Parking Enterprise</u>	<u>Burlingame Avenue District</u>
REVENUE FOR DEBT SERVICE						
General Fund Revenues	1,927,912	0	0	0	0	0
Storm Drain Fees	0	1,414,679	0	0	0	0
Burlingame Avenue Special Assessment District	279,044	0	0	0	0	279,044
Water Rates	840,161	0	2,918,642	0	0	0
Sewer Rates	840,161	0	0	3,390,371	0	0
Parking Rates - Meters & Permits	279,044	0	0	0	279,044	0
Total Revenue for Debt Service	4,166,321	1,414,679	2,918,642	3,390,371	279,044	279,044
EXPENDITURES FOR DEBT SERVICE						
Principal						
2004 Library Lease Refunding Bonds	730,000	0	0	0	0	0
2006 Pension Obligation Bonds	2,645,000	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	955,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	225,000	0	0	0	0
2011 Master Equipment Lease Purchase	220,773	0	0	0	0	0
2011 CEC LED Street Light Loan	46,674	0	0	0	0	0
2012 Burlingame Streetscape Lease Revenue Bonds	210,000	0	0	0	0	0
2012 Storm Drain Revenue Bonds	0	270,000	0	0	0	0
2007 Water & Wastewater Revenue Bonds	0	0	480,000	440,000	0	0
2011 Water & Wastewater Refunding Bonds	0	0	185,000	105,000	0	0
2003 State Water Resources Control Board	0	0	0	530,955	0	0
2010 State Water Resources Control Board	0	0	0	227,416	0	0
2013 Water & Wastewater Refunding Bonds	0	0	470,000	240,000	0	0
Total Principal	4,807,447	495,000	1,135,000	1,543,371	0	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(630,300)	0	315,150	315,150	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(661,250)	0	330,625	330,625	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(210,000)	0	0	0	105,000	105,000
Subtotal, Transfer (In) / Out	(1,501,550)	0	645,775	645,775	105,000	105,000
Total Adjusted Principal	3,305,897	495,000	1,780,775	2,189,146	105,000	105,000
Interest						
2004 Library Lease Refunding Bonds	18,250	0	0	0	0	0
2006 Pension Obligation Bonds	972,057	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	212,175	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	546,445	0	0	0	0
2011 Master Equipment Lease Purchase	19,873	0	0	0	0	0
2011 CEC LED Street Light Loan	7,921	0	0	0	0	0
2012 Burlingame Streetscape Lease Bonds	341,888	0	0	0	0	0
2012 Storm Drain Revenue Bonds	0	350,394	0	0	0	0
2007 Water & Wastewater Revenue Bonds	0	0	464,400	424,983	0	0
2011 Water & Wastewater Refunding Bonds	0	0	136,363	77,788	0	0
2003 State Water Resources Control Board	0	0	0	183,121	0	0
2010 State Water Resources Control Board	0	0	0	145,614	0	0
2013 Water & Wastewater Refunding Bonds	0	0	327,838	165,413	0	0
Total Interest	1,572,164	896,839	928,601	996,919	0	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(140,036)	0	70,018	70,018	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(243,014)	0	121,507	121,507	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(341,888)	0	0	0	170,944	170,944
Subtotal, Transfer (In) / Out	(724,938)	0	191,525	191,525	170,944	170,944
Total Adjusted Interest	847,226	896,839	1,120,126	1,188,444	170,944	170,944
Debt Administration						
General Long-Term Debt	25,120	0	0	0	0	0
Storm Drain Long-Term Debt	0	22,840	0	0	0	0
Enterprise Long-Term Debt	0	0	14,880	9,920	0	0
Total Debt Administration	25,120	22,840	14,880	9,920	0	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(4,092)	0	2,046	2,046	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(1,630)	0	815	815	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(6,200)	0	0	0	3,100	3,100
Subtotal, Transfer (In) / Out	(11,922)	0	2,861	2,861	3,100	3,100
Total Adjusted Debt Administration	13,198	22,840	17,741	12,781	3,100	3,100
Total Expenditures for Debt Service	4,166,321	1,414,679	2,918,642	3,390,371	279,044	279,044
Recap of Debt Service-Related Expenditure						
Direct Debt Service	6,379,611	1,391,839	2,063,601	2,540,290	0	0
Debt Administration	25,120	22,840	14,880	9,920	0	0
Contributions / Reimbursements via Transfers (In) Out	(2,238,410)	0	840,161	840,161	279,044	279,044
Total Debt Service-Related Expenditure	4,166,321	1,414,679	2,918,642	3,390,371	279,044	279,044

**CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2015-16
 BUDGET SUMMARIES BY DEPARTMENT**

DEPARTMENT	FY 2014-15 Adopted	FY 2015-16 Proposed	% Percent of Total	Chg Since PY (\$)	Chg Since PY (%)
General Fund					
Central County Fire District	\$ 10,766,149	\$ 11,145,345	11%	379,196	4%
City Attorney	655,368	728,722	1%	73,354	11%
City Clerk	314,993	318,665	0%	3,672	1%
City Council	321,095	331,393	0%	10,298	3%
Elections	-	50,000	0%	50,000	-
City Manager	667,903	770,312	1%	102,409	15%
Community Development - Planning	1,560,963	1,563,474	2%	2,511	0%
Finance	1,985,231	2,117,690	2%	132,459	7%
Human Resources	833,466	861,970	1%	28,504	3%
Library	4,658,794	4,862,237	5%	203,443	4%
Parks	3,517,734	4,122,382	4%	604,648	17%
Police	11,419,525	11,411,382	11%	(8,143)	0%
Police - Communications	1,349,876	1,399,579	1%	49,703	4%
Police - Parking Enforcement	-	614,702	1%	614,702	-
Public Works - Engineering	3,063,258	3,103,328	3%	40,070	1%
Public Works - Streets & Storm Drainage	3,139,166	2,711,407	3%	(427,759)	-14%
Recreation	3,667,131	3,798,134	4%	131,003	4%
Recreation - Aquatics Center	441,046	424,000	0%	(17,046)	-4%
Public Works Allocation to CIP	(900,000)	(900,000)	-1%	-	0%
Subtotal, Operating Budget	47,461,698	49,434,722	50%	1,973,024	4%
Burlingame Financing Authority	7,694,228	7,819,410	8%	125,182	2%
Enterprise Funds					
Building Inspection	1,466,633	1,654,006	2%	187,373	13%
Landfill Fund	241,564	244,011	0%	2,447	-
Parking Enterprise	1,426,500	509,875	1%	(916,625)	-64%
Sewer Enterprise (Maintenance & Treatment)	10,557,614	10,435,416	10%	(122,198)	-1%
Solid Waste Enterprise	608,774	554,661	1%	(54,113)	-9%
Water Enterprise	14,138,214	13,807,984	14%	(330,230)	-2%
Total Operating Budget	28,439,299	27,205,953	27%	(1,233,346)	-4%
Special Revenue Funds					
Traffic Safety	-	-	0%	-	-
Burlingame Ave. Special Assessment	32,000	25,000	0%	(7,000)	-22%
Federal & State Grants	100,000	100,000	0%	-	0%
Gas Tax	-	-	0%	-	-
Development Fees	-	-	0%	-	-
Storm Drain	-	-	0%	-	-
Public TV Access	80,000	78,000	0%	(2,000)	-3%
Total Operating Budget	212,000	203,000	0%	(9,000)	-4%
Other Funds					
Internal Service Funds*	(368,612)	537,595	1%	906,207	-246%
Shuttle Bus	147,500	147,500	0%	-	0%
Total Operating Budget	(221,112)	685,095	1%	906,207	-410%
* includes recoveries					
Subtotal, Operating Expenditures	83,586,113	85,348,180	86%	1,762,067	2%
Capital Improvement Programs	16,240,000	14,058,000	14%	(2,182,000)	-13%
TOTAL OPERATING & CAPITAL BUDGET	\$ 99,826,113	\$ 99,406,180	100%	\$ (419,933)	0%

**CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2015-16
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS**

<u>Department</u>	<u>2014-15 Actual</u>	<u>2015-16 Proposed</u>	<u>Change Since Prior Year</u>
GENERAL FUND			
City Attorney	2.50	2.50	0.00
City Clerk	1.50	1.50	0.00
City Manager	1.50	2.13	0.63
Community Development - Planning	5.00	5.75	0.75
Finance	10.25	10.25	0.00
Human Resources	3.00	3.00	0.00
Library	22.88	22.63	(0.25)
Parks	18.50	20.50	2.00
Police	41.50	44.00	2.50
Police - Communications	6.50	7.00	0.50
Police - Parking Enforcement	0.00	4.00	4.00
Public Works - Engineering	11.50	11.75	0.25
Public Works - Streets & Storm Drain	7.03	7.03	0.00
Recreation	10.80	10.80	0.00
Total General Fund	142.46	152.84	10.38
ENTERPRISE & INTERNAL SERVICE FUNDS			
Sewer Enterprise	15.48	15.48	0.00
Solid Waste Enterprise	3.00	3.00	0.00
Landfill Enterprise	0.25	0.25	0.00
Parking Enterprise	8.25	2.00	(6.25)
Community Development - Building	6.00	6.00	0.00
Facilities Services ISF	5.00	5.00	0.00
Admin & Information Technology ISF	0.25	0.25	0.00
Fleet & Equipment Maintenance ISF	3.00	3.00	0.00
Water Enterprise	17.48	17.48	0.00
Total Enterprise & Int Svc Funds	58.71	52.46	(6.25)
Grand Totals, City-Wide	201.17	205.30	4.13

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2015-16
 PROJECTED ENDING BALANCE - GENERAL FUND, STORM DRAIN, AND MEASURE A & GAS TAX

	General Fund		Storm Drain (Special Revenue)		Measure A/Gas Tax	
	2014-15 CURRENT	2015-16 PROJECTED	2014-15 EST. ACTUALS	2015-16 PROJECTED	2014-15 EST. ACTUALS	2015-16 PROJECTED
FUND BALANCE (SPENDABLE)						
Beginning of the year	\$ 22,664,206	\$ 24,079,054	\$ 1,571,860	\$ 2,926,949	\$ 2,944,661	\$ 3,231,063
REVENUES						
Revenues	59,917,120	60,858,500	2,780,393	2,840,000	1,632,402	1,465,000
EXPENSES						
Operating Expenses	(47,574,398)	(49,434,722)	-	-	-	-
NET AVAILABLE REVENUES	12,342,722	11,423,778	2,780,393	2,840,000	1,632,402	1,465,000
TRANSFERS IN (OUT)						
Transfers - Capital Projects Fund	(4,940,209)	(4,035,000)	-	(1,400,000)	(1,340,000)	(1,248,000)
Transfers - Burlingame Financing Authority	(6,283,924)	(6,404,731)	(1,410,304)	(1,414,679)	-	-
Other Transfers In (Out)	296,259	(3,242)	(15,000)	(15,000)	(6,000)	(6,000)
Subtotal, Transfers Out	(10,927,874)	(10,442,973)	(1,425,304)	(2,829,679)	(1,346,000)	(1,254,000)
CHANGE IN NET POSITION	1,414,848	980,805	1,355,089	10,321	286,402	211,000
FUND BALANCE (SPENDABLE)						
End of year	\$ 24,079,054	\$ 25,059,859	\$ 2,926,949	\$ 2,937,270	\$ 3,231,063	\$ 3,442,063
ASSIGNED FUND BALANCE	2014-15	2015-16	2014-15	2015-16	2014-15	2015-16
City Council Reserves (Assignments)						
Economic Stabilization Reserve	13,300,000	14,500,000	-	-	-	-
Catastrophic Reserve	4,500,000	5,000,000	-	-	-	-
Contingency Reserve	500,000	500,000	-	-	-	-
Operating Reserve	-	-	695,098	710,000	-	-
Storm Drain Rate Stabilization Reserve	-	-	278,039	284,000	-	-
Debt Service Reserve	-	-	1,762,880	1,739,799	-	-
Capital Improvements Reserve	-	-	190,931	203,471	3,231,063	3,442,063
Subtotal, Assigned Fund Balance	18,300,000	20,000,000	2,926,949	2,937,270	3,231,063	3,442,063
UNASSIGNED FUND BALANCE (DEFICIT)	5,779,054	5,059,859	0	0	0	0
TOTAL FUND BALANCE (DEFICIT)	\$ 24,079,054	\$ 25,059,859	\$ 2,926,949	\$ 2,937,270	\$ 3,231,063	\$ 3,442,063

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2015-16
 PROJECTED ENDING BALANCE - WATER, SEWER & PARKING ENTERPRISES

	Water Enterprise		Sewer Enterprise		Parking Enterprise	
	2014-15 EST. ACTUALS	2015-16 PROJECTED	2014-15 EST. ACTUALS	2015-16 PROJECTED	2014-15 EST. ACTUALS	2015-16 PROJECTED
FUND BALANCE (SPENDABLE)						
Beginning of the year	\$ 11,589,125	\$ 12,133,499	\$9,627,114	\$11,918,122	\$ 2,249,765	\$ 3,020,059
REVENUES						
Revenues	16,189,500	16,189,500	16,285,500	16,285,500	2,580,557	2,640,000
EXPENSES						
Operating Expenses	(4,980,000)	(4,409,503)	(7,200,000)	(7,606,366)	(1,365,000)	(509,875)
Purchased Water	(5,920,000)	(7,300,000)	-	-	-	-
Subtotal, Expenditures	(10,900,000)	(11,709,503)	(7,200,000)	(7,606,366)	(1,365,000)	(509,875)
NET AVAILABLE REVENUES	5,289,500	4,479,997	9,085,500	8,679,134	1,215,557	2,130,125
INTEREST EXPENSE	(964,151)	(928,601)	(1,043,728)	(996,919)	-	-
TRANSFERS IN (OUT)						
Transfers - General Fund	(456,440)	(326,947)	(226,229)	(191,363)	(117,219)	(76,350)
Transfers - General Fund - Contributions for Debt Service	(824,535)	(840,161)	(824,535)	(840,161)	(278,044)	(279,044)
Transfers - Capital Projects Fund	(2,500,000)	(2,500,000)	(4,700,000)	(4,200,000)	(50,000)	(475,000)
Other Transfers In (Out)	-	-	-	-	-	-
Subtotal, Transfers Out	(3,780,975)	(3,667,108)	(5,750,764)	(5,231,524)	(445,263)	(830,394)
CHANGE IN NET POSITION	544,374	(115,712)	2,291,008	2,450,691	770,294	1,299,731
NET POSITION (SPENDABLE)						
End of year	\$ 12,133,499	\$ 12,017,787	\$11,918,122	\$ 14,368,813	\$ 3,020,059	\$ 4,319,790
DESIGNATION OF NET POSITION						
	2014-15	2015-16	2014-15	2015-16	2014-15	2015-16
Capital Improvement Reserve	2,500,000	2,500,000	4,700,000	4,700,000	2,672,504	3,970,985
Rate Stabilization Reserve	2,500,000	2,500,000	2,500,000	2,500,000	-	-
Debt Service Reserve	3,600,858	3,629,703	4,196,594	4,056,541	347,555	348,805
Subtotal, Reserves	8,600,858	8,629,703	11,396,594	11,256,541	3,020,059	4,319,790
UNDESIGNATED NET POSITION (DEFICIT)	3,532,642	3,388,085	521,528	3,112,272	0	0
TOTAL NET POSITION (DEFICIT)	\$ 12,133,499	\$ 12,017,787	\$ 11,918,122	\$ 14,368,813	\$ 3,020,059	\$ 4,319,790



Operating Departments

Budgets and Narratives, listed alphabetically by Department

CITY COUNCIL

DEPARTMENT MISSION

The City Council of the City of Burlingame is committed to delivering unsurpassed municipal services that enhance the quality of life for Burlingame’s residents and business community.



DEPARTMENT OVERVIEW

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

The City Council meets the first and third Monday of each month in formal, public session and holds periodic study sessions. All City Council meetings are open to the public. City Council agendas and minutes of the meetings are posted on the City of Burlingame website for citizens to review. Burlingame residents who subscribe to cable television can view the Council meetings on Comcast Channel 27 or Astound Channel 26. The City also provides a live video stream of the meetings over the Internet.

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

KEY BUDGET CHANGES

Personnel costs have declined by \$9,000, or 5.6%, due mainly to changes in health insurance, pensions, and other employee benefit costs.

DEPARTMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	160,639	169,590	8,951	5.6%
Non-Personnel Costs	159,808	161,658	1,850	1.2%
Internal Services	648	145	(503)	-77.6%

CITY OF BURLINGAME | FISCAL YEAR 2015-16

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Capital Outlay	0	0	0	0.0%
Total Appropriation	321,095	331,393	10,298	3.2%
Sources of Funds				
General Fund	321,095	331,393	10,298	3.2%
Total Funding	321,095	331,393	10,298	3.2%

DEPARTMENT STAFF

	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
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 MISSION

The mission of the City Manager's Office is to provide professional leadership in the management and execution of policies and objectives formulated by the City Council; to develop and recommend alternative solutions to community problems for City Council consideration; and to provide comprehensive coordination and direction for City activities, finances, and personnel to deliver effective, efficient, and economical municipal services.



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 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 makes final investigations of citizen complaints. The Executive Assistant to the City Manager provides cross-collaborative support for both the City Manager and the City Attorney.

INITIATIVES FOR FISCAL YEAR 2015-2016

The City Council assigned the following tasks to the Office of the City Manager as part of the City's FY 2015-16 Implementation Action Plan.

GOAL I - Ensure that Burlingame is an attractive, safe and resilient residential community that honors its history and community character

- ❖ Prepare for large and small emergencies
 1. Continue monitoring and reporting to PG&E on power reliability and engaging PG&E on the issue of safety of underground pipes
 2. Facilitate the creation of neighborhood groups that communicate with each other and the City and promote access to City emergency preparedness training

- ❖ Create and implement an active code enforcement program
 1. Research and report back to the City Council on the financial and staff resources required to implement a graffiti abatement program

- ❖ 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
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)
3. Work with Caltrans on structural and legal issues concerning El Camino Real
4. Convene a study session to discuss and develop a short-term and long-term El Camino Real strategy on street safety, trees, sidewalks and storm drains while preserving its historic character. Key topics to include: (a) establishment of a task force; (b) establishment of a fund to test, remove and replant unhealthy or unsafe trees; (c) best ways to engage Caltrans; and, (d) understanding risks to the City for assuming additional responsibility along El Camino Real

❖ Develop policies to enhance the quality of life in the City

1. Strengthen partnerships with local arts organizations, including Kohl Mansion and the Peninsula Art Museum

❖ Promote more diverse housing in the City

1. Explore policy and regulatory options that will promote the development of a variety of housing types that will be affordable to targeted populations such as seniors, teachers, workers, etc.

GOAL II - Sustain long-term financial strength with increased and diverse revenue sources, greater expenditure controls, and strong reserve policies

❖ Put in place financial safeguards and controls

1. Update purchasing policies and provide a systematic roll-out of new procedures to all departments

GOAL III - Enhance and promote Burlingame's downtown and commercial sectors

❖ Address Downtown parking needs

1. Present the findings of the Parking Structure Location study to the City Council and obtain direction

❖ Promote vitality of the Downtown and Broadway commercial districts and the Bayfront

1. Negotiate agreements with identified developer of Lots F and N
2. Negotiate agreements with potential developer for Lot E that reflect the City's desire for a mix of housing, retail, and open space downtown

❖ 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

GOAL IV - Maintain and enhance Burlingame's high quality services that meet the needs of the community

- ❖ Attract and retain good staff
 1. Explore options for relocation of, or renovations to City Hall
- ❖ Develop new agreement with San Mateo Union High School District (SMUHSD) for the Burlingame Aquatic Center
 1. Negotiate a new agreement and bring it to the City Council for approval
 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
- ❖ Look for efficiencies, reduce duplication while maintaining quality Fire and Police services
 1. Continue to explore the feasibility of bringing the San Bruno Fire Department into the Central County Fire Department Joint Powers Authority
- ❖ Develop better ways to communicate and engage with all residents
 1. Expand the Burlingame television station as a source of community information
 2. Expand e-newsletter subscriptions and the use of social media, including Nextdoor, Nixle, SMCAAlert, Rapid Notify, Facebook, Twitter, Instagram, NextReads and/or other new technology and software, as appropriate
 3. Connect residents and business owners with information and opportunities available through improved public outreach tools: website, customer relationship management (CRM), newsletter and traditional media
 4. Explore the cost and feasibility of taping and streaming additional public meetings and prepare a recommendation for the City Council
 5. Communicate better with residents who rent and may not receive water bill mailings, etc that go to landlords

GOAL V - Strive to promote more environmentally sustainable policies and outcomes

- ❖ 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
 2. Present an annual report to the Planning Commission and City Council that includes a discussion of state regulations regarding greenhouse gas emissions and the impacts of these regulations upon development
- ❖ Make City facilities, practices, and emissions more sustainable
 1. Work with the California Energy Commission on energy audit for the City's facilities and explore options to make the City more energy efficient
 2. Present options to the City Council for approval to move forward
 3. Explore and recommend options to enhance energy efficiency in existing buildings
 4. Explore and recommend options to enhance green building practices in new buildings and renovations

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5. Increase the use of renewable energy in Burlingame; participate in San Mateo's Community Choice Aggregation Study, PACE programs, and the Peninsula SunShares campaign
 6. Explore and recommend options on how to improve water conservation
 7. Schedule PG&E presentation to Council on power reliability and the safety of underground pipelines
- ❖ 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
 2. Create a City webpage that provides resources for businesses to be more sustainable, promotes existing green businesses and presents the City as an attractive location for green businesses
 3. Work with the Chamber of Commerce and existing businesses to reduce greenhouse gas emissions
- ❖ Understand the threat of sea level rise on the City
1. Include discussion on sea level rise in annual climate change report; follow the County's sea level rise study
- ❖ Enhance recycling efforts
1. Promote greater hotel recycling
 2. Expand composting in the City by multi-family homes and businesses, especially hotels

KEY BUDGET CHANGES

Personnel costs in the City Manager's office have risen by \$98,000 or 22%, due largely to a reallocation of part-time salaries from the Planning Department to the City Manager's Office. In the prior year adopted budget, the Sustainability Coordinator was budgeted in the Planning Department. However, as the Sustainability Coordinator reports to the City Manager, an amendment to the fiscal year 2014-15 budget (as approved by City Council in March 2015), reallocated the cost of the Sustainability Coordinator to the City Manager's Office. As such, the proposed budget continues to fund the position at a cost of approximately \$55,000. Furthermore, the Assistant to the City Manager, a part-time, temporary position, received an increase in hours, from 20 hours to 25 hours per week, to focus on community engagement and other special programming (\$26,000). The remaining increase relates to modest increases in the cost of benefits, which include health insurance, retirement, and the current cost of retiree medical.

Non-personnel costs have increased by \$8,000. The increase is largely associated with citizen engagement programs such as the replacement of the City's Comcate, which had been funded in the City Clerk's budget, with PublicStuff, a mobile application-based customer request and work order system. The budget also includes funding for Constant Contact, which the City is now using to produce its weekly eNews.

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The cost of internal services has declined by 8.2%. This is due primarily to a decline in the allocation for administrative services and information technology support as a result of a reduced budget proposed by the internal services fund for fiscal year 2015-16.

DEPARTMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	450,839	548,767	97,928	21.7%
Non-Personnel Costs	172,394	180,531	8,137	4.7%
Internal Services	44,670	41,014	(3,656)	-8.2%
Capital Outlay	0	0	0	0.0%
Total Appropriation	667,903	770,312	102,409	15.3%
Sources of Funds				
General Fund	667,903	770,312	102,409	15.3%
Total Funding	667,903	770,312	102,409	15.3%

DEPARTMENT STAFF

	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
City Manager	1.00	1.00	0.00
Executive Assistant	0.50	0.50	0.00
Assistant to City Manager	0.00	0.63	0.63
Total FTE	1.50	2.13	0.63

OFFICE OF THE CITY ATTORNEY

DEPARTMENT MISSION

The City Attorney's Office strives to provide clear, effective, and cost-efficient legal advice to the City Council and all City functions; identify and mitigate potential legal risks while supporting the objectives of the City Council and City staff; and ensure transparent and fair administration of the City's municipal code.

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 negotiates settlements and contracts and advises on personnel matters, public records, ethics and open meetings law issues, development approvals and environmental matters for the City.

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. The City Attorney assists the Human Resources Department with the administration of the City's workers' compensation plan. The City Attorney also directs the City's code enforcement program, working with the Code Compliance Officer and coordinating enforcement of the Burlingame Municipal Code with various City departments.

The City Council appoints the City Attorney. The Office of the City Attorney includes a full-time Code Compliance Officer position and shares an Executive Assistant position with the City Manager.

INITIATIVES FOR FISCAL YEAR 2015-2016

The City Council assigned the following tasks to the Office of the City Attorney in conjunction with other departments as part of the City's FY 2015-16 Implementation Action Plan.

GOAL I - Ensure that Burlingame is an attractive, safe and resilient residential community that honors its history and community character

- ❖ Prepare for large and small emergencies
 1. Consult regional health and emergency operations experts to determine if there is a regional need for a helipad at Mills Peninsula Hospital

- ❖ Create and implement an active code enforcement program
 1. Research and report back to the City Council on the financial and staff resources required to implement a graffiti abatement program
 2. Update the City's sign ordinance, e.g. lawn signs

- ❖ Make El Camino Real safer and more attractive
 1. Work with Caltrans on structural and legal issues concerning El Camino Real
 2. Convene a study session to discuss and develop a short-term and long-term El Camino Real strategy on street safety, trees, sidewalks and storm drains while preserving its historic character. Key topics to include: (a) establishment of a task force; (b) establishment of a fund to test, remove and replant unhealthy or unsafe trees; (c) best ways to engage Caltrans; and, (d) understanding risks to the City for assuming additional responsibility along El Camino Real

- ❖ Raise awareness of Burlingame's history and culture through programs and outreach
 1. Work with Caltrans to have directional freeway signage installed pointing the public to "Old Town" Burlingame Historic District or "Visit Burlingame's Historic Auto Row"

- ❖ Make Burlingame more attractive and bike and pedestrian friendly
 1. Make efforts to improve the Bay Trail

- ❖ Develop policies to enhance the quality of life in the City
 1. Develop revisions to the City's noise ordinance and the City's construction hour restrictions to help ensure quieter streets
 2. Explore requiring performance bonds for construction projects to guarantee completion

GOAL II - Sustain long-term financial strength with increased and diverse revenue sources, greater expenditure controls, and strong reserve policies

- ❖ 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

- ❖ Put in place financial safeguards and controls
 1. Update purchasing policies and provide a systematic roll-out of new procedures to all departments

GOAL III - Enhance and promote Burlingame's downtown and commercial sectors

- ❖ 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

- ❖ Promote vitality of the Downtown and Broadway commercial districts and the Bayfront
 1. Negotiate agreements with identified developer of Lots F and N
 2. Negotiate agreements with potential developer for Lot E that reflect the City's desire for a mix of housing, retail, and open space downtown

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- ❖ Promote opportunities for development in the vicinity of Mills-Peninsula Hospital that support and complement services provided by the Peninsula Health Care District
 1. 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

GOAL IV - Maintain and enhance Burlingame's high quality services that meet the needs of the community

- ❖ Develop new agreement with San Mateo Union High School District (SMUHSD) for the Burlingame Aquatic Center
 1. Negotiate a new agreement and bring it to the City Council for approval
 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
- ❖ Expand and improve City playing fields and parks
 1. Explore options for the use of State lands for open space and seek funding to make it happen
- ❖ Explore technology to enhance efficiency and communications
 1. Explore 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
- ❖ Develop better ways to communicate and engage with all residents
 1. Expand e-newsletter subscriptions and the use of social media, including Nextdoor, Nixle, SMCAAlert, Rapid Notify, Facebook, Twitter, Instagram, NextReads and/or other new technology and software, as appropriate
 2. Communicate better with residents who rent and may not receive water bill mailings, etc. that go to landlords

DEPARTMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	482,344	530,698	48,354	10.0%
Non-Personnel costs	1,320,789	1,345,669	24,880	1.9%
Internal Services	28,735	28,355	(380)	-1.3%
Capital Outlay	0	14,000	14,000	0.0%
Total Appropriation	1,831,868	1,918,722	86,854	4.7%

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	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Charges for Services - ISF	1,877,205	1,175,000	(702,205)	-37.4%
Interest Income	12,000	15,000	3,000	25.0%
General Fund	655,368	728,722	73,354	11.2%
Total Funding	2,544,573	1,918,722	(625,851)	-24.6%

DEPARTMENT STAFF

	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
City Attorney	1.00	1.00	0.00
Code Compliance Officer	1.00	1.00	0.00
Executive Secretary	0.50	0.50	0.00
Total FTE	2.50	2.50	0.00

KEY CITY ATTORNEY BUDGET CHANGES

Personnel costs in the City Attorney’s budget are up \$48,000, due to an increase of \$40,000 for part-time salaries. Part-time help is needed to assist with the Office’s workload, with an emphasis on special projects and anticipated development-related activity. The remainder of the increase relates to modest increases in pension, health insurance and other employee benefits costs.

Non-personnel costs increased in the City Attorney’s budget due to a \$10,000 increase for contractual services for the anticipated costs of outside counsel, and a \$4,000 increase for travel, conferences and meetings. The travel and conferences increase is required to accommodate the additional training needs associated with the recently-created Code Compliance Officer position. This latter increase is offset by reductions in other materials and supplies, including cost-savings measures in legal literature and office supplies, totaling \$3,000.

The City Attorney has requested \$14,000 in one-time capital outlays for electronic records archiving software, which will enable compliance with public information requests and subpoenas.

CITY ATTORNEY DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	482,344	530,698	48,354	10.0%
Non-Personnel Costs	144,289	155,669	11,380	7.9%
Internal Services	28,735	28,355	(380)	-1.3%
Capital Outlay	0	14,000	14,000	0.0%
Total Appropriation	655,368	728,722	73,354	11.2%
Sources of Funds				
General Fund	655,368	728,722	73,354	11.2%
Total Funding	655,368	728,722	73,354	11.2%

CITY ATTORNEY – RISK MANAGEMENT

The Risk Management fund covers general liability (exclusive of workers’ compensation) and risk mitigation activities for the City. The fund is administered by the City Attorney and covers insurance premiums, property losses, claims, settlements or verdicts, and related outside counsel or expert fees. Certain prospective risk mitigation and loss avoidance activities are also covered by the fund.

KEY RISK MANAGEMENT BUDGET CHANGES

Based on an actuarial study of the City’s general liability program (March 2014), costs associated with claims are anticipated to level off in fiscal year 2015-16. Therefore, the higher charges to departments needed in past years to cover increased claim reserves can be reduced to normal levels. The City’s \$240,000 appropriation for general liability claims payments is unchanged since the prior fiscal year. Insurance premiums are expected to rise by at least 6% in the next year; this is offset by a \$10,000 reduction in appropriations for property damage and loss, since these costs are now budgeted directly in the operating departments. Contractual services have also been reduced \$10,000.

RISK MANAGEMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	1,176,500	1,190,000	13,500	1.1%
Total Appropriation	1,176,500	1,190,000	13,500	1.1%
Sources of Funds				
Charges for Services - ISF	1,877,205	1,175,000	(702,205)	-37.4%
Interest Income	12,000	15,000	3,000	25.0%
Total Funding	1,889,205	1,190,000	(699,205)	-37.0%

OFFICE OF THE CITY CLERK

DEPARTMENT MISSION

The City Clerk provides timely information regarding City business and the City Council’s actions; accurately records, maintains and preserves City records; provides quality customer service and inspires community involvement; fulfills and upholds legal obligations with integrity; supports City Departments by providing high quality and timely information processing; researches and disseminates information to facilitate decision-making; demonstrates professionalism; and continually strives for excellence.



DEPARTMENT OVERVIEW

The City Clerk is responsible for maintaining custody of City records and serves as clerk for the City Council. The City Clerk records and maintains proceedings of the City Council, maintains custody of the City Seal, administers and files Oaths of Office, notarizes and records specific documents for the City, receives petitions concerning initiatives and referenda, gives notice of public hearings, maintains the Municipal Code Book, accepts subpoenas, and attends bid openings.

The City Clerk also administers City elections and maintains files for all documents related to elections, including but not limited to campaign statements and committee terminations. The City Clerk assists elected officials and designated employees in complying with the requirements of the Fair Political Practices Commission.

DEPARTMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	212,129	233,554	21,425	10.1%
Non-Personnel Costs	74,874	105,815	30,941	41.3%
Internal Services	27,990	24,296	(3,694)	-13.2%
Capital Outlay	0	5,000	5,000	0.0%
Total Appropriation	314,993	368,665	53,672	17.0%
Sources of Funds				
Charges for Svc - General Fund	512	500	(12)	-2.3%
General Fund	314,481	368,165	53,684	17.1%

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Total Funding	314,993	368,665	53,672	17.0%
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DEPARTMENT STAFF

	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
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

DEPARTMENT STATISTICS

	FY 11-12	FY 12-13	FY13-14	FY 14-15 Estimated
City council meetings held (regular and special)	37	40	39	39
Staff reports processed	241	221	225	230
Resolutions processed	83	96	111	110
Ordinances published	15	13	10	9
Elections managed	2	0	0	1
Residency certifications	10	10	10	10

DEPARTMENT PERFORMANCE MEASURES

	FY 11-12	FY 12-13	FY13-14	FY 14-15 Estimated
Council meeting agendas posted with 72 hours of meeting	100%	100%	100%	100%
Council special meeting agendas posted with 24 hours of meeting	100%	100%	100%	100%
eNews subscriptions expanded	yes	yes	yes	yes

KEY CITY CLERK BUDGET CHANGES

Personnel costs in the City Clerk’s budget have risen by \$21,000, or 10.1%. This increase is based on the anticipated vacancy in the City Clerk position at the end of fiscal year 2014-15. The

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budget is based on maximum salary and benefit assumptions. The next City Clerk may not earn these maximum amounts.

Non-personnel costs are anticipated to decrease overall by \$19,000 or 25.5%. This is due largely to a decline in contractual services with the phase-out of the City's Comcate system and the implementation of PublicStuff (a mobile-application based work order system), which is now budgeted in the City Manager's Office.

Internal services fund allocations have declined by \$3,700, or 13.2%. Most of the decline is due to the lower allocation the department will receive for administrative and information technology support.

The capital outlay request is for new furniture for the City Clerk position; the existing furniture has reached the end of its useful life and has been used by three former City Clerks.

CITY CLERK DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	212,129	233,554	21,425	10.1%
Non-Personnel Costs	74,874	55,815	(19,059)	-25.5%
Internal Services	27,990	24,296	(3,694)	-13.2%
Capital Outlay	0	5,000	5,000	0.0%
Total Appropriation	314,993	318,665	3,672	1.2%
Sources of Funds				
Charges for Svc - General Fund	512	500	(12)	-2.3%
General Fund	314,481	318,165	3,684	1.2%
Total Funding	314,993	318,665	3,672	1.2%

KEY ELECTIONS DIVISION BUDGET CHANGES

A \$50,000 appropriation has been provided for the November 2015 election.

ELECTIONS DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	0	50,000	50,000	0.0%
Total Appropriation	0	50,000	50,000	0.0%
Sources of Funds				
General Fund	0	50,000	50,000	0.0%
Total Funding	0	50,000	50,000	0.0%

CENTRAL COUNTY FIRE DEPARTMENT

DEPARTMENT MISSION

The Central County Fire Department is dedicated to enhancing the quality of life for Burlingame's residents and business community members by protecting their lives, property, and the environment.

The Department accomplishes this mission through emergency mitigation, fire prevention, community outreach and public education.



DEPARTMENT OVERVIEW

The Central County Fire Department (CCFD) was established on April 20, 2004 through a Joint Powers Agreement (JPA) between the City of Burlingame and the Town of Hillsborough with essential support services provided by the two cities. This partnership and JPA structure promotes more efficient administration and effective delivery of services without the additional overhead of a completely independent JPA agency. In December 2014, CCFD entered into an agreement with the City of Millbrae to provide fire protection services to the Millbrae community; 19 fire personnel and two fire stations were added to CCFD's existing organizational structure.

The Department is governed by a Board of Directors consisting of two City Council representatives from each city, with each representing their respective city in determining the level of fire, emergency medical and disaster preparedness services to be provided by the Department. All major decisions by the Board require ratification by the respective City Councils. The model, together with the joint budget, provides an effective tool for maximizing the delivery of fire services, controlling costs, and maintaining local control in determining service levels. The Burlingame and Hillsborough City Managers alternate serving as the Chief Administrative Officer of the department.

The Central County Fire Department is an all risk emergency response and community service organization. The Department seeks to minimize risk to people, property and the environment by responding to all fire, medical, rescue and hazardous materials incidents. Administrative and non-emergency safety services include fire prevention and hazardous materials regulations, emergency medical services system management, and emergency preparedness and training. CCFD's personnel (84.40 FTEs) serve the communities with six engine companies and one truck company, strategically located in six fire stations, and administrative offices that include fire prevention, public education, training and emergency preparedness. The total service area is 14.93 square miles with a population of 61,344. The value of property protected is in excess of \$16 billion.

INITIATIVES FOR FISCAL YEAR 2015-2016

The City Council assigned the following tasks to the Central County Fire Department as part of the City's FY 2015-16 Implementation Action Plan.

GOAL I - Ensure that Burlingame is an attractive, safe and resilient residential community that honors its history and community character

- ❖ Prepare for large and small emergencies
 1. Continue to train City staff on Emergency Operations Center procedures and participate in drills
 2. Partner with all schools for emergency preparedness, including lockdown drills, intruder on campus, and evacuation plans
 3. Promote community resilience, safe communities and emergency preparedness by coordinating with other regional agencies and community networks
 4. Consult regional health and emergency operations experts to determine if there is a regional need for a helipad at Mills Peninsula Hospital
 5. Facilitate the creation of neighborhood groups that communicate with each other and the City and promote access to City emergency preparedness training

GOAL IV - Maintain and enhance Burlingame's high quality services that meet the needs of the community

- ❖ Look for efficiencies, reduce duplication while maintaining quality Fire and Police services
 1. Continue to explore the feasibility of bringing the San Bruno Fire Department into the Central County Fire Department Joint Powers Authority
- ❖ Develop better ways to communicate and engage with all residents
 1. Communicate better with residents who rent and may not receive water bill mailings, etc. that go to landlords

KEY BUDGET CHANGES

On December 29, 2014 CCFD entered into a contract to provide fire protection services to the City of Millbrae. This entailed bringing 19 fire personnel from Millbrae into the CCFD ranks. Operationally, CCFD now includes six engine companies, one truck company and one battalion chief on duty each day. Since the time of this merger, CCFD has worked to provide all of the logistical support necessary for operational and administrative success.

The Central County Fire Department's (CCFD) FY 2015-16 approved budget demonstrates strong financial management with its merged and joint operations model. With the contract for services with Millbrae, CCFD is now serving 53% more residents, 29% more square miles, and has 19 new employees (29% increase).

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The net operations budget increased 33% over last year, which is primarily driven by the addition of staffing and operations of Millbrae, while keeping other (net) costs relatively flat despite increases in some of the line items for fixed contractual costs (such as CalPERS and retiree health costs). The cost containment is clearly highlighted by a 13% cost per capita decrease, from \$392 in FY 2014-15 to \$340 in 2015-16.

Constant improvement in operating models and services to other agencies has proven to be not only cost efficient to CCFD, but to other agencies.

- The Joint Training program now serves six cities with annual mandated and continuing education for all suppression personnel, totaling about 10,000 hours of training per year
- The Mechanics Division serves six agencies with ongoing vehicle and apparatus maintenance in a centralized location.
- CCFD has a partnership with City of San Bruno for Fire Chief services, with San Bruno sharing in 30% of the salary and benefits of the CCFD Chief.

Burlingame’s budget for fire protection services includes the contributions to CCFD, certain retained Workers Compensation program costs, Emergency Preparedness activities, and fleet maintenance on City-owned fire vehicles and equipment. The anticipated year-over-year cost increase is 3.5%.

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Contributions to CCFD	10,140,511	10,484,319	343,808	3.4%
Non-Personnel Costs (Burlingame Only)	326,000	321,000	(5,000)	-1.5%
Internal Services (Burlingame Only)	299,638	340,026	40,388	13.5%
Capital Outlay (Burlingame Only)	0	0	0	0.0%
Total Appropriation	10,766,149	11,145,345	379,196	3.5%

DEPARTMENT STATISTICS

	FY 11-12	FY 12-13	FY13-14	FY 14-15 Estimated
Total calls for service	4,313	4,232	4,339	5,296
Medical responses	2,517	2,508	2,565	3,220
Fire suppression responses	147	145	162	160

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	FY 11-12	FY 12-13	FY13-14	FY 14-15 Estimated
Hazardous conditions responses	316	410	438	442
Other responses	1,333	1,169	1,165	2,010
Special Events - Fund raising events conducted by off-duty firefighters	3	3	3	3
Plans checked	161	199	197	310
Plans reviewed	343	365	471	475
Fire education activities and events (number of children)	1,500	1,500	1,500	1,500
Public education activities	6	16	28	32
Fire origin and cause investigations	5	6	7	6
Underground storage tank removal/modifications	0	3	2	2
Special events inspections	53	52	47	65
Engine Company inspections	821	814	940	1,010
Construction inspections	353	356	398	440
Fire and life safety inspections	71	53	33	62
Junior Fire Marshal Picnic (number of children)	250	255	265	270
Car seat inspections	80	70	63	110
General public trained for disaster response (CERT)	21	37	12	44
General public trained for disaster response (GET READY)	34	40	0	0
City employees trained in city-wide disaster drills or other classes	81	25	68	72

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	FY 11-12	FY 12-13	FY13-14	FY 14-15 Estimated
CPR training (number of adults)	118	118	98	120
Training hours completed	11,416	11,313	33,243	36,600
EMS training hours	2,848	2,045	2,599	4,170
Driver training hours	2,042	1,207	1,077	2,010
Percent of time a first in fire engine arrives on a structure fire scene within six minutes of dispatch	100%	100%	100%	100%
Average response time for Priority 1 calls (emergency)	4:48	4:19	<6:59	<6:59
Average response time for Priority 3 calls (non-emergency)	6:59	4:90	<6:59	<6:59
Average response time for all calls	5:34	4:70	<6:59	<6:59
Percentage of residents rating Emergency Response services as good or excellent based on courtesy and service	100%	100%	100%	100%
Plan checks completed within 10 working days	100%	100%	100%	100%
Plan reviews completed within target	100%	100%	100%	100%
Citizen inquiries responded to within 1 working day	100%	100%	100%	100%
Complete required annual continuing education training for all paramedics and Emergency Medical Technicians (EMTs)	100%	100%	100%	100%

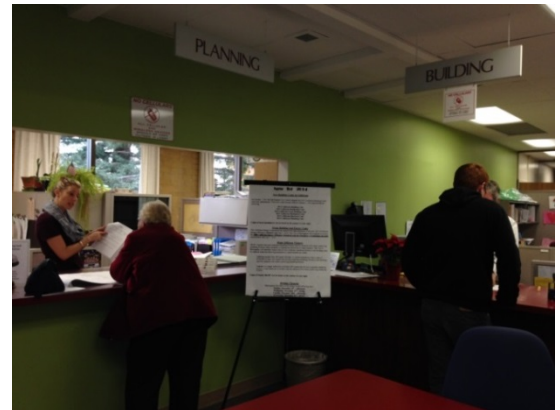
COMMUNITY DEVELOPMENT DEPARTMENT

DEPARTMENT MISSION

The Community Development Department's mission is to serve as a one-stop source of information and guidance to residents and business owners desiring to engage in development or business activities within the community. The Department's goal is to provide exceptional customer service and to seek creative solutions that will ensure a positive, streamlined customer experience.

DEPARTMENT OVERVIEW

The Community Development Department consists of the Planning Division (which includes Economic Development) and the Building Division. The Department is responsible for long-range and current planning activities; plan checking, building permit issuance, and field inspections of all buildings and structures in Burlingame; and serving as a resource to assist local businesses and to attract new business to the community.



INITIATIVES FOR FISCAL YEAR 2015-2016

The City Council assigned the following tasks to the Community Development Department as part of the City's FY 2015-16 Implementation Action Plan.

GOAL I - Ensure that Burlingame is an attractive, safe and resilient residential community that honors its history and community character

- ❖ Raise awareness of Burlingame's history and culture through programs and outreach
 1. Include more historical information on the City's website
 2. Work with the Historical Society to create a beautification award for best restoration project both residential and commercial
 3. Coordinate with the Historical Society to create a voluntary standardized historic plaque program-paid for by building/homeowner
 4. Support Heritage Tourism through the San Mateo County Silicon Valley Convention and Visitors Bureau (SMCVCB)
 5. Participate in National Trust's Main Street program that provides grants for facade/building improvements
 6. Provide information kiosks with downtown historic properties delineated on a map (already on Google Earth)
 7. Work with Caltrans to have directional freeway signage installed pointing the public to "Old Town" Burlingame Historic District or "Visit Burlingame's Historic Auto Row"

- ❖ Make Burlingame more attractive and bike and pedestrian friendly
 1. Prepare recommendations on how to make Bayshore Blvd and other Bayfront streets more attractive, including the addition of trees
 2. Make efforts to improve the Bay Trail
- ❖ Explore options for increasing public art in Burlingame
 1. Develop a public art policy for the City Council's consideration
- ❖ Develop policies to enhance the quality of life in the city
 1. Develop revisions to the City's noise ordinance and the City's construction hour restrictions to help ensure quieter streets
 2. Explore requiring performance bonds for construction projects to guarantee completion
- ❖ Promote more diverse housing in the City
 1. Review and revise, as necessary, zoning and design guidelines to ensure a variety of housing types
 2. Explore policy and regulatory options that will promote the development of a variety of housing types that will be affordable to targeted populations such as seniors, teachers, workers, etc

GOAL II - Sustain long-term financial strength with increased and diverse revenue sources, greater expenditure controls, and strong reserve policies

- ❖ Continue to explore shared services, partnerships, and contracting in an effort to reduce costs, increase revenue, and improve services
 1. Work with San Mateo County Convention & Visitors Bureau to bring events to Burlingame that contribute to Transient Occupancy and Sales Tax revenue
- ❖ Explore options for expanding revenues
 1. Explore potential policy and/or regulatory options that promote the redevelopment and/or renovation of commercial properties

GOAL III - Enhance and promote Burlingame's downtown and commercial sectors

- ❖ 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
 2. Analyze options for enhancing gateway signage at the City's entrances
- ❖ Explore other possible uses for Rollins Road, North Burlingame, and Bayfront areas
 1. 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

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2. Review the Bayfront Specific Plan and make revisions to reflect the City's realities and priorities
- ❖ Promote vitality of the Downtown and Broadway commercial districts and the Bayfront
 1. Negotiate agreements with identified developer of Lots F and N
 2. Negotiate agreements with potential developer for Lot E that reflect the City's desire for a mix of housing, retail, and open space downtown
 3. Develop options for working with ATT to enhance the first floor of the company's building on the 1400 block on Burlingame Avenue
 - ❖ 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
 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
 - ❖ 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
 2. Provide support to new businesses as they navigate the Planning and Building permitting process
 - ❖ Revisit economic development priorities and program
 1. Conduct an Economic Development strategic planning session to identify goals and objectives for the City's program and revise the program per the City Council's direction
 2. Publish economic development materials, such as business brochures, in Spanish and Chinese

GOAL IV - Maintain and enhance Burlingame's high quality services that meet the needs of the community

- ❖ Attract and retain good staff
 1. Explore options for relocation of, or renovations to City Hall
- ❖ Develop better ways to communicate and engage with all residents
 1. Communicate better with residents who rent and may not receive water bill mailings, etc that go to landlords

GOAL V - Strive to promote more environmentally sustainable policies and outcomes

- ❖ 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

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2. Present an annual report to the Planning Commission and City Council that includes a discussion of state regulations regarding greenhouse gas emissions and the impacts of these regulations upon development
- ❖ Make City facilities, practices, and emissions more sustainable
 1. Explore and recommend options to enhance energy efficiency in existing buildings
 2. Explore and recommend options to enhance green building practices in new buildings and renovations
 - ❖ 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
 2. Create a City webpage that provides resources for businesses to be more sustainable, promotes existing green businesses and presents the City as an attractive location for green businesses
 3. Work with the Chamber of Commerce and existing businesses to reduce greenhouse gas emissions

DEPARTMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,101,500	2,134,672	33,172	1.6%
Non-Personnel Costs	734,174	918,019	183,845	25.0%
Internal Services	191,922	164,789	(27,133)	-14.1%
Capital Outlay	0	0	0	0.0%
Total Appropriation	3,027,596	3,217,480	189,884	6.3%
Sources of Funds				
General Fund	984,267	920,174	(64,093)	-6.5%
Charges for Svc - General Fund	484,896	551,500	66,604	13.7%
Charges for Svc - Building	1,835,000	2,230,000	395,000	21.5%
Building Enterprise	91,800	91,800	0	0.0%
Other Revenue	25,000	50,000	25,000	100.0%
Total Funding	3,420,963	3,843,474	422,511	12.4%

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DEPARTMENT STAFF

	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant II	1.00	1.00	0.00
Associate Planner	1.00	1.00	0.00
Building Inspector	2.00	2.00	0.00
Chief Building Official	1.00	1.00	0.00
Community Development Director	1.00	1.00	0.00
Economic Development Specialist	0.00	0.75	0.75
Permit Technician	1.00	1.00	0.00
Permit Technician / Green Building Specialist	1.00	1.00	0.00
Planning Manager	1.00	1.00	0.00
Senior Building Inspector	1.00	1.00	0.00
Senior Planner	1.00	1.00	0.00
Total FTE	11.00	11.75	0.75

DEPARTMENT STATISTICS

	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Planning Division				
Commission Hearings				
Conditional use permits	25	30	15	25
Variances	21	15	21	20
Special permits	14	10	26	20
Hillside area construction permits	10	6	8	10
Design review	36	39	65	50
Design review amendments	9	11	8	10
Other agenda items	11	15	16	15
Applications reviewed	134	125	94	120
General plan/zoning code amendments	4	1	1	4

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	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Council agenda items considered	5	8	3	4
Administrative permits issued	13	26	27	25
Sign permits issued	57	58	44	50
Negative declarations and EIRs prepared	3	5	7	5
Home occupation permits reviewed	99	78	62	75
Construction plan checks performed	366	499	554	500
Code enforcement cases processed	30	31	16	15
Final inspections completed	49	54	41	45
Net single-family dwellings approved	18	18	17	15
New affordable dwellings units approved	0	4	2	32*
New apt/condo units approved	0	31	16	350*
Major projects in process	2	3	2	3 **
Building Division				
Building permits issued	1,075	1,229	1,185	1,230
Building checks performed	688	321	593	675
Building inspections conducted	5,161	5,662	5,280	5,600

¹ Applications that do not require Planning Commission Review; Hillside Area Construction permits, Minor Modifications, Minor Design Review, Second Units, Wireless Facilities, Reasonable Accommodation for Disabled Accessibility

¹ Major Projects require a Negative Declaration or Environmental Impact Report (EIR)

DEPARTMENT PERFORMANCE MEASURES

	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Planning Division				
Percentage of planning application reviews completed within 30 days	87%	79%	60%	85%
Percentage of plan checks (for new building permits) completed within 10 business days	75%	76%	79%	85%
Building Division				
Percentage of plan checks completed within 15 working days	97%	96%	98%	96%

	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Percentage of permits issued over-the-counter	73%	72%	79%	70%
Percentage of "good" or "excellent" customer service ratings (per annual survey)	87%	80%	83%	92%

COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION

The Planning Division is responsible for maintaining the City's General Plan and various specific plans and for maintaining, updating and administering the City's zoning regulations and sign regulations. The zoning regulations contain the specific regulations that inform the design and construction of new development and additions to existing structures, including height limits, floor area ratio, parking requirements, lot coverage, property line setbacks, as well as outlining design review processes for various types of projects (when required).

The City's Economic Development Program is focused on creating a positive business climate in Burlingame. The Division works to address the needs of Burlingame businesses, help retain and expand existing businesses, and promote new development in the city.

KEY PLANNING DIVISION BUDGET CHANGES

The Planning Division's budget for personnel costs has declined by \$19,000, or 1.5%, compared to the prior year adopted budget. The decrease is mainly due to movement of the Sustainability Coordinator position out of the Community Development Department to the City Manager's budget. This is partially offset by a change in the Economic Development Specialist position, formerly a 20 hour per week position, to a 30 hour per week position, resulting in additional salaries and benefits.

The proposed non-personnel budget has increased by \$34,000, or 11.0%. Approximately \$15,000 in additional funding is required for the estimated costs of public noticing and community engagement for the General Plan update. The travel and training budget is also increasing by \$10,000 to cover the costs associated with sending three Planning Commissioners to the League of California Cities Planning Commissioners Institute, and Planning staff to the American Planning Association Conference. The remaining \$9,000 net increase pertains to office expenses anticipated for additional part-time staffing needs and the General Plan update. Internal services allocations have declined by \$12,000, or 14.2%, as a result of a lower allocation the department will receive for administrative and information technology support.

PLANNING DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,170,668	1,151,460	(19,208)	-1.6%
Non-Personnel Costs	306,029	339,738	33,709	11.0%
Internal Services	84,266	72,276	(11,990)	-14.2%
Capital Outlay	0	0	0	0.0%
Total Appropriation	1,560,963	1,563,474	2,511	0.2%
Sources of Funds				
General Fund	984,267	920,174	(64,093)	-6.5%
Charges for Svc - General Fund	484,896	551,500	66,604	13.7%
Building Enterprise	91,800	91,800	0	0.0%
Total Funding	1,560,963	1,563,474	2,511	0.2%

COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

The Building Division is in charge of plan checking, permit issuance, and field inspections of all buildings and structures in Burlingame. The Division enforces the minimum requirements of the State Building Codes, State and Federal laws, and local ordinances. The Building Division also acts as a central clearinghouse, distributing plans to other departments to ensure that a project complies with all of the City’s requirements. Once plans are approved and building begins, the Division inspects the work in progress, assuring that minimum code compliance is achieved.

KEY BUILDING DIVISION BUDGET CHANGES

The proposed personnel budget has risen \$52,000, or 5.6%, and includes an added \$35,000 for part-time salaries to support an anticipated short-term need for staffing during part of the year. Approximately \$10,000 of the growth in the personnel budget relates to an allocation for compensated absences for the division, which will cover separation leave payments to employees. The remainder pertains to overall, modest changes in employee benefits, such as health insurance and pension costs.

The change in the non-personnel budget is entirely attributable to an anticipated increase in contractual services for plan check services (\$150,000). Plan check revenue has also been adjusted accordingly.

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Internal services allocations have declined by \$15,000, or 14.1%. Most of the decline is due to a lower allocation the department will receive for administrative and information technology support.

BUILDING DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	930,832	983,212	52,380	5.6%
Non-Personnel Costs	428,145	578,281	150,136	35.1%
Internal Services	107,656	92,513	(15,143)	-14.1%
Capital Outlay	0	0	0	0.0%
Total Appropriation	1,466,633	1,654,006	187,373	12.8%
Sources of Funds				
Charges for Svc - Building	1,835,000	2,230,000	395,000	21.5%
Other Revenue	25,000	50,000	25,000	100.0%
Total Funding	1,860,000	2,280,000	420,000	22.6%

FINANCE

DEPARTMENT MISSION

The Finance Department ensures that the City's assets are safeguarded, preserved, maximized and maintained through effective financial management in order to provide a sound financial base to deliver City services. This mission is supported through the maintenance of a modern, efficient and effective set of information tools that provide accurate and timely information access. The Administrative Services and Information Technology Division provides advice on applications of new technology and strives to provide responsive service and support to City staff in the fulfillment of their varied missions.



DEPARTMENT OVERVIEW

The Finance Department manages the financial affairs of the City. The Department is responsible for oversight of the annual budget and financial statement audit and reports, debt management, 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/Silicon Valley Convention and Visitors Bureau. The Finance Director and Treasurer serves as the City's Chief Financial Officer. The Finance Director also administers the City's various franchise agreements and represents the City on the South Bayside Waste Management Joint Powers Authority Technical Advisory Committee and the San Mateo County Telecommunications Authority.



INITIATIVES FOR FISCAL YEAR 2015-2016

The City Council assigned the following tasks to the Finance Department as part of the City's FY 2015-16 Implementation Action Plan.

GOAL II - Sustain long-term financial strength with increased and diverse revenue sources, greater expenditure controls, and strong reserve policies

- ❖ 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
 2. Examine the possibility of reducing certain administrative costs (office supplies, copier contracts, overnight services) through exclusive or regional service provider agreements
 3. Update the City's Cost Allocation Plan to inform the establishment of fees for all City services; begin development of Cost Recovery Policy

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4. Establish fees for all discretionary programs to more fully recover full costs of providing programs

❖ Prioritize capital improvement projects

1. Prepare a 5-year CIP schedule

❖ Put in place financial safeguards and controls

1. Update purchasing policies and provide a systematic roll-out of new procedures to all departments

GOAL III - Enhance and promote Burlingame's downtown and commercial sectors

❖ Promote vitality of the Downtown and Broadway commercial districts and the Bayfront

1. Analyze costs and benefits of different options for expanding broadband access to downtown Burlingame

GOAL IV - Maintain and enhance Burlingame's high quality services that meet the needs of the community

❖ Attract and retain good staff

1. Explore options for relocation of, or renovations to City Hall

❖ Explore technology to enhance efficiency and communications

1. Explore 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

2. Analyze information technology needs and compare service delivery options

❖ Develop better ways to communicate and engage with all residents

1. Communicate better with residents who rent and may not receive water bill mailings, etc that go to landlords

GOAL V - Strive to promote more environmentally sustainable policies and outcomes

❖ Enhance recycling efforts

1. Promote greater hotel recycling

DEPARTMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,564,324	1,606,616	42,292	2.7%
Non-Personnel Costs	1,308,715	1,298,465	(10,250)	-0.8%
Internal Services	151,830	130,594	(21,236)	-14.0%

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	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Capital Outlay	50,000	50,000	0	0.0%
Total Appropriation	3,074,869	3,085,675	10,806	0.4%

Sources of Funds

Charges for Svc - General Fund	4,000	4,000	0	0.0%
Charges for Services - Admin Svc	61,828	77,892	16,064	26.0%
Charges for Services - ISF	987,966	890,088	(97,878)	-9.9%
General Fund	1,376,604	1,488,663	112,059	8.1%
Interest Income - Admin Svc	4,000	4,000	0	0.0%
Water Enterprise	365,864	376,064	10,200	2.8%
Sewer Enterprise	181,163	191,363	10,200	5.6%
Solid Waste Fund	57,600	57,600	0	0.0%
Parking Fund	0	0	0	0.0%
Total Funding	3,039,025	3,089,670	50,645	1.7%

DEPARTMENT STAFF

	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Accountant	1.00	1.00	0.00
Accounting Assistant I/II	2.00	2.00	0.00
Accounting Assistant III	1.00	1.00	0.00
Accounting Technician	3.00	3.00	0.00
Finance Director & Treasurer	1.00	1.00	0.00
Deputy Finance Director	1.00	1.00	0.00
Office Assistant I/II	0.50	0.50	0.00
Senior Accountant	1.00	1.00	0.00
Total FTE	10.50	10.50	0.00

DEPARTMENT STATISTICS

	FY 11-12	FY 12-13	FY 13-14	FY 14-15
Total computers citywide	N/A	300	312	315
Number of utility accounts billed	9,946	10,006	10,653	10,600

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	FY 11-12	FY 12-13	FY 13-14	FY 14-15
(annually)				
Number of business license accounts (annually)	6,586	6,357	6,450	6,500
Over the counter Inquiries (annually)	N/A	9,149	9,627	10,736
Utility service phone calls received (annually)	N/A	16,200	17,370	18,250
General main line phone inquiries received (annually)	N/A	9,600	9,300	9,500

DEPARTMENT PERFORMANCE MEASURES

	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Prepare a 5 year forecast for use by decision-makers	N/A	Yes	Yes	Yes
Prepare a comprehensive budget summary for the City's webpage and general public	N/A	Yes	Yes	Yes
Forecast annual General Fund revenues within 5%	N/A	Yes	Yes	Yes
Provide monthly financial reports to internal departments by the 10th business day of the following month	N/A	Yes	Yes	Yes
Receive an unqualified opinion on all financial audits	N/A	Yes	Yes	Yes
Achieve greater than the 12 month average of 2 year T-bill rate on investments	N/A	Yes	Yes	Yes
Post 95% of water account payments received by mail within 24 hours	N/A	Yes	Yes	Yes
Deposit all customer payments received within 1 business day	N/A	Yes	Yes	Yes
Identify and issue 30 new business licenses annually	N/A	Yes	Yes	Yes
Provide accurate and timely debt service payments	N/A	Yes	Yes	Yes
Maintain the City's AA+ bond rating	N/A	Yes	Yes	Yes

FINANCE - ADMINISTRATIVE SERVICES DIVISION

Administrative Services is a division of the Finance Department. It is operated as an internal service fund and provides services solely to City departments. Accordingly, 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.

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

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directs Redwood City in-house staff to maintain defined levels of service. Periodic meetings with representatives from all departments allow for discussion of data and voice network issues, and the development of long-term technology plans and strategies.

KEY ADMINISTRATIVE SERVICES DIVISION BUDGET CHANGES

Personnel costs for the Administrative Services Division have declined \$40,000, or 54.1%, largely due to a reduction in the allocation of Finance salaries attributable to citywide technology and printing services.

Non-personnel costs have declined by \$82,000, or 8.5%. A transfer of certain citywide contracts from this internal service fund to the Finance Department's budget, along with an anticipated decrease in program implementation services, resulted in a \$136,000 decline in the proposed contractual services budget for the upcoming year. An \$18,000 appropriation for postage was also eliminated because this cost is now charged directly to operating departments. Offsetting these budget reductions is a \$63,000 increase in the annual computer replacement appropriation in order to sufficiently cover the cost of a standard issue laptop for employees, which has been proven to be a better replacement option than a desktop computer. The remaining change in costs relates to modest increases for office supplies and special materials needed to adequately maintain the City's information technology network (such as cables, wiring, and other small tools).

The capital outlay budget has remained flat. The budget is used for small, special projects as determined by the City, in consultation with Redwood City, as well as a contingency for emergency replacement.

ADMINISTRATIVE SERVICES DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	73,465	33,741	(39,724)	-54.1%
Non-Personnel Costs	966,173	884,244	(81,929)	-8.5%
Capital Outlay	50,000	50,000	0	0.0%
Total Appropriation	1,089,638	967,985	(121,653)	-11.2%
Sources of Funds				
Charges for Services - Admin Svc	61,828	77,892	16,064	26.0%
Charges for Services - ISF	987,966	890,088	(97,878)	-9.9%
Interest Income - Admin Svc	4,000	4,000	0	0.0%
Total Funding	1,053,794	971,980	(81,814)	-7.8%

FINANCE DEPARTMENT - FINANCE DIVISION

The Finance Department manages the financial affairs of the City and invests idle cash. The Finance Director and Treasurer serves as the Chief Financial Officer. The Department follows sound financial recording and reporting techniques in accordance with applicable laws and generally accepted accounting principles as approved by the Governmental Accounting Standards Board.

KEY FINANCE DIVISION BUDGET CHANGES

Personnel costs are expected to increase by \$82,000, or 5.5%, due to step increases and the cost of employee benefits.

The non-personnel budget has increased by \$72,000 or 20.9%. Approximately \$30,000 of the increase is due to banking services, which was previously offset against investment income and now charged directly to the Finance Division (effective with the mid-year budget amendment in March 2014). The appropriation for contractual services has increased by \$44,000, due primarily to a reallocation of certain contracts out of the Administrative Services Division and into the Finance Division. This move allows certain contracts, such as for audit and actuarial services, to be reflected in the department that appropriately administers these contracts.

Internal services allocations have declined by \$21,000, or 14.0%, as a result of a lower allocation the division will receive for administrative and information technology support.

FINANCE DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,490,859	1,572,875	82,016	5.5%
Non-Personnel Costs	342,542	414,221	71,679	20.9%
Internal Services	151,830	130,594	(21,236)	-14.0%
Capital Outlay	0	0	0	0.0%
Total Appropriation	1,985,231	2,117,690	132,459	6.7%

Sources of Funds

Charges for Svc - General Fund	4,000	4,000	0	0.0%
General Fund	1,376,604	1,488,663	112,059	8.1%
Water Enterprise	365,864	376,064	10,200	2.8%
Sewer Enterprise	181,163	191,363	10,200	5.6%
Solid Waste Fund	57,600	57,600	0	0.0%

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	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Parking Fund	0	0	0	0.0%
Total Funding	1,985,231	2,117,690	132,459	6.7%

HUMAN RESOURCES

DEPARTMENT MISSION

The Human Resources Department's mission is to provide a timely and efficient service experience to applicants, employees, retirees, and the public, as well as to collaborate with departments to recruit, develop, support, and retain diverse and talented employees who are the key to the City of Burlingame's reputation and success.

DEPARTMENT OVERVIEW

The Human Resources Department provides a full array of employment services in support of the needs of the City and community at large. The department is responsible for recruitment and retention, classification and compensation systems, workers' compensation and employee safety, labor and employee relations, employment policies and procedures, benefit administration, employee development, and maintaining positive working relationships with labor groups, staff and the public. The Human Resources Department also ensures compliance with federal, state and local laws and administers programs within the City's Memoranda of Understanding, the Personnel Rules and Regulations, and Administrative Procedures.

INITIATIVES FOR FISCAL YEAR 2015-2016

The City Council assigned the following tasks to the Human Resources Department as part of the City's FY 2015-16 Implementation Action Plan.

GOAL II - Sustain long-term financial strength with increased and diverse revenue sources, greater expenditure controls, and strong reserve policies

- ❖ Develop a plan for addressing unfunded liabilities
 1. Explore ways to further limit employee and retiree medical costs
- ❖ Institute cost-control measures and recover more costs
 1. Review workers' compensation program and procedures to identify opportunities for cost reductions and more timely case management

GOAL IV - Maintain and enhance Burlingame's high quality services that meet the needs of the community

- ❖ Attract and retain good staff
 1. Provide leadership, management, and supervisory training opportunities for City management and supervisory employees, including lead employees
 2. Develop succession planning and cross-training to prepare staff to compete for future opportunities

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DEPARTMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	562,560	570,231	7,671	1.4%
Non-Personnel Costs	1,471,763	1,070,399	(401,364)	-27.3%
Internal Services	54,680	46,340	(8,340)	-15.3%
Capital Outlay	0	0	0	0.0%
Total Appropriation	2,089,003	1,686,970	(402,033)	-19.2%
Sources of Funds				
Charges for Services - ISF	1,255,537	825,000	(430,537)	-34.3%
General Fund	833,466	861,970	28,504	3.4%
Total Funding	2,089,003	1,686,970	(402,033)	-19.2%

DEPARTMENT STAFF

	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Human Resources Assistant	1.00	1.00	0.00
Human Resources Director	1.00	1.00	0.00
Human Resources Analyst II	1.00	1.00	0.00
Total FTE	3.00	3.00	0.00

DEPARTMENT STATISTICS

	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Number of Workers' Compensation claims filed	23	30	23	25
Number of lost work days due to Workers' Compensation injuries	1,049	818	800	800
Number of regular recruitments completed	12	21	21	40
Number of regular new hires	7	23	21	42
Number of labor associations	8	6	6	6

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	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Number of labor agreements (MOU's) negotiated and approved	N/A	4	2	1
Number of new litigated workers comp claims	3	4	3	2

DEPARTMENT PERFORMANCE MEASURES

	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Average number of business days for a recruitment process to establish an eligible list	38	35	14	21
Number of employee participants in City training	N/A	92	150	150
Percentage of employees participating in the wellness program	0%	3%	2%	0%

KEY HUMAN RESOURCES DIVISION BUDGET CHANGES

Nonpersonnel costs have risen by \$29,000, or 13.5%, due in part to additional funding requested to improve citywide and departmental training programs (\$18,000). Approximately \$13,000 is also requested to purchase materials to ensure citywide compliance with Federal and State employment laws and program-related materials and office supplies. The department is also requesting funding for costs related to driving tests and criminal background checks; this expense has historically been underbudgeted or charged to the hiring department.

The internal services budget has declined 15.3%, primarily due to a lower allocation the department has received for information technology support for the upcoming fiscal year.

HUMAN RESOURCES DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	562,560	570,231	7,671	1.4%
Non-Personnel Costs	216,226	245,399	29,173	13.5%
Internal Services	54,680	46,340	(8,340)	-15.3%
Capital Outlay	0	0	0	0.0%
Total Appropriation	833,466	861,970	28,504	3.4%

Sources of Funds

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
General Fund	833,466	861,970	28,504	3.4%
Total Funding	833,466	861,970	28,504	3.4%

HUMAN RESOURCES – WORKERS’ COMPENSATION

The Human Resources Department administers a workers’ compensation program that complies with Federal and State law. Workers’ compensation programs provide benefits in the event an employee is injured at work and other conditions are met. Workers’ compensation benefits cover medical care and treatment, temporary disability benefits, permanent disability benefits, vocational rehabilitation benefits and death benefits for sustained work-related injuries and illnesses. Benefits are administered through a process of self-administration with a right of appeal to the Workers’ Compensation Appeals Board, the California Appellate Courts and the California Supreme Court. The law also provides for preventive measures in the form of safety laws and administrative rules.

The Human Resources Department oversees both the benefit administration and the preventive measure components of workers’ compensation law. The preventive measures are found in the City’s Injury and Illness Prevention Program (IIPP). The IIPP includes a system for ensuring that employees comply with safe and healthy work practices, for communicating with employees the policies on safe work practices, for maintaining forms for reporting unsafe conditions, and for establishing labor/management safety committee meetings. The Human Resources Department ensures safety training programs are conducted, workplace inspections are performed annually, unsafe work conditions and potential hazards are corrected, and the safety committee meets regularly.

KEY WORKERS’ COMPENSATION DIVISION BUDGET CHANGES

The workers’ compensation budget has declined by \$431,000, or 34.3%, due to a lower incidence of workers’ compensation claims during fiscal year 2014-15. As a result, a lower appropriation has been proposed, pending an actuarial study of the City’s exposure to workers’ compensation claims over the summer. The cost of third party claims administrative services has also declined on a per claims basis due to a change in provider.

WORKERS’ COMPENSATION DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	1,255,537	825,000	(430,537)	-34.3%
Total Appropriation	1,255,537	825,000	(430,537)	-34.3%

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FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
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Sources of Funds

Charges for Services - ISF	1,255,537	825,000	(430,537)	-34.3%
Total Funding	1,255,537	825,000	(430,537)	-34.3%

LIBRARY

DEPARTMENT MISSION

The Burlingame Public Library strives to be the “third space” of the community. It is neither home nor work, but a place the community comes to enjoy, learn, create, gather, support and just relax. Burlingame Library is proud to be a 21st century center of learning with a traditional library feel, providing the resources for the community’s success.



DEPARTMENT OVERVIEW

The Library has four major program areas: Adult Services; Circulation; Children, Teen, and Easton Branch; and Technical Services and IT. The Adult Services Division provides professional guidance and access to information via library collections, electronic resources, and instruction. This division selects print, media, and electronic resources to meet library user needs and offers technical



education, including basic computer education and instruction on library databases, library e-services, and the online catalog. Adult Services staff members also provide a variety of programming, including small business, career planning, historical, author events, book clubs, computer and technology, and art docent lectures. Additional services include outreach to the homebound, volunteer programs, and inter-library loans. Staff has been working on three grant projects totaling over \$21,000: the *Scan It!* Project digitizing patron’s photos and film; the *Tap, Swipe, Discover* project educating patrons about library resources through the use of touchscreen technology; and the *Eureka! Podcast* project documenting the diversity of the community through first-hand stories.

Circulation Services provides first-class customer service in the lending and returning of library materials; maintains circulation by creating and editing library accounts, billing records and inventory control; shelves books and pulls hold-transfers; and provides training and managing of Library Pages and Library Assistants. As part of the Millennium Project, an Automated Materials Handling (AMH) system has been installed to streamline the return of materials, increase patron satisfaction with instantaneous updating of their accounts, and reduce staff injuries.

The Children’s, Teen, and Easton Branch Services Division provides reader’s advisory and access to information for children, teens, and adults and promotes effective use of the Library through a wide variety of programs, including Baby, Toddler, and Pre-School story-times, author events, special programs, college preparation programs for teens, and a Teen Advisory Board. The Children’s department puts a great deal of effort into the



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Summer Reading program and has extended it this year until August 15th. Staff members promote the Library's services through outreach to local schools and community groups, and they select materials for children and teens. Additional services include support to the schools by providing class visits in the Library and in the schools and by providing special privilege teacher cards.

Technical Services acquires, catalogs, processes, and maintains print and media collections in all formats. Staff oversee vendor outsourcing for cataloging and processing. The Library maintains online databases: local (Peninsula Library System), regional (State), and national (Online Computer Library Center). IT Support includes overseeing and maintaining computer hardware, software, database access, and local area networks for the Library's 40 plus PC network. IT staff coordinate with Peninsula Library Area Network and City IT contractors to train staff in technology protocols.



Having completed the Millennium Project renovation on time and on budget, staff looks forward to capitalizing on the power of an "almost" brand new library. The cost of the project was \$3.5 million. City

funding for the project was \$2.5 million. The Burlingame City Council charged the Burlingame Library Foundation and the Library Board of Trustees with raising the remaining \$1 million. A capital campaign committee that included Foundation, Trustee, and community members successfully met the \$1 million goal. Over 400 donors in the Burlingame and Hillsborough communities have helped make this project possible. The upper level of the Library features a new meeting room with 25-seat capacity and built-in technology including video conferencing. The lower level of the Library includes two large study rooms with built-in technology, and each seats 8-10 people. The lower level also has a new dedicated Tech/Media Lab with 21 PC laptops, three MAC computers with high speed bandwidth, an overhead projector and screen, and more. The Tech/Media Lab will be available for technology classes, job classes, and City training. On the main level of the Library, additions and changes include an expanded teen area with eight PC and one Mac computer, lounge seating, group study tables and a dedicated teen study room that seats six; another study room, additional lounge seating, a café, a Library Foundation book store, and the automated check-in system.

INITIATIVES FOR FISCAL YEAR 2015-2016

The City Council assigned the following tasks to the Burlingame Library as part of the City's FY 2015-16 Implementation Action Plan.

GOAL I - Ensure that Burlingame is an attractive, safe and resilient residential community that honors its history and community character

- ❖ Raise awareness of Burlingame's history and culture through programs and outreach
 1. Support the Library and Historical Society partnership that videotapes longtime residents for inclusion in the library kiosk, which the public can access

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2. Implement the Eureka! Pop-Up Podcast project designed to document the diversity of the community through first-hand stories

- ❖ Make Burlingame more attractive and bike and pedestrian friendly

1. Expand bicycle parking in front of the Library and add a bike "fix-it" station

GOAL II - Sustain long-term financial strength with increased and diverse revenue sources, greater expenditure controls, and strong reserve policies

- ❖ Explore options for expanding revenues

1. Increase the number of public, state and federal grant opportunities applied for by 25% to augment the Library budget

GOAL III - Enhance and promote Burlingame's downtown and commercial sectors

- ❖ Continue efforts to attract and retain businesses

1. Provide at least four small business classes through partnerships with the Small Business Administration, Phase2Career, and Renaissance Entrepreneurship Center

GOAL IV - Maintain and enhance Burlingame's high quality services that meet the needs of the community

- ❖ Attract and retain good staff

1. Create a formal Library interdepartmental cross-training program for staff development and reduction of job stress

- ❖ Maintain positive relationships with all schools serving City students

1. 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
2. Expand the Summer Reading program for children, teens and adults and end two weeks later to increase participation; add extra science programming and Library/school collaboration through finisher recognition at the local schools

- ❖ Explore technology to enhance efficiency and communications

1. Explore indoor Google maps to improve wayfinding in the library
2. Explore iPad and applications such as Square for financial transactions

- ❖ Develop better ways to communicate and engage with all residents

1. Expand e-newsletter subscriptions and the use of social media, including Nextdoor, Nixle, SMCAAlert, Rapid Notify, Facebook, Twitter, Instagram, NextReads and/or other new technology and software, as appropriate
2. Communicate better with residents who rent and may not receive water bill mailings, etc that go to landlords
3. Explore proprietary demographic software to seek out residents not using or underutilizing the Library's services with a focus on the City's minority population
4. Work with Library Board of Trustees to increase number of diverse/multicultural resources and programming

5. Expand the children's world language collections to increase book materials in Spanish, Chinese, Japanese, Korean, Italian, and French
6. Re-evaluate and implement new ways of providing computer and technology classes for seniors with new Tech/Media Lab

- ❖ Make progress on Library Millennium project
 1. Complete fundraising efforts to support the project

GOAL V - Strive to promote more environmentally sustainable policies and outcomes

- ❖ Establish Burlingame as a green and clean business mecca
 1. Work with the City's Sustainability Coordinator to organize the "green business" component of Small Business classes provided by Phase2Careers
 2. Continue working with the Citizens Environmental Council to provide timely and relevant environmental lectures and movies to the community

KEY BUDGET CHANGES

The Library's budget request for personnel costs proposes the addition of an 18 hour per week, part-time, non-benefited Library Assistant I to replace a permanent full-time Library Assistant II position in Circulation Services. The position will assist with evening and weekend support. An additional permanent, part-time Librarian I position (0.63 FTE) is also proposed. The position would be assigned to the Technical Services Division to assist with the cataloging of materials. Lastly, a reclassification of a Library Assistant II to a Library Assistant III is proposed to address the supervisory responsibilities associated with the lower level public service desk, management of the new technology and media lab and equipment, and the service needs of the new study rooms and computer lab. The fiscal impact of these proposed personnel changes is neutral; a net increase of \$32,000 in base salaries reflects other wage increases for the forthcoming year. Approximately \$53,000 of the increased personnel budget relates to an increase in part-time salaries, which includes the previously discussed Library Assistant I assigned to Circulation Services, as well as an assumed 3% wage adjustment for part-time staff. The remaining \$17,000 relates to modest increases in the anticipated cost of health insurance, retirement, and other employee benefits.

Non-personnel costs have risen by \$80,000, or 7.8%. Approximately \$36,000 of the increase reflects information technology needs and additional communication equipment, such as switches and routers (to upgrade the Library's Wi-Fi connection in concert with all other libraries in the Peninsula Library System) and new printers (to replace staff and public printers that are at the end of their useful life). An additional \$11,000 is also proposed for new books, non-print media, microfilm, and electronic resources for library circulation. Included in the non-personnel budget is the City's allocated cost for participation in PLAN (Peninsula Library Automated Network) which is expected to increase by \$7,000 (to \$187,000) next year. Utilities costs now include a new \$15,000 charge for water service from the Water Enterprise, effective with the 2015-16 fiscal year. The budget also includes a combined \$6,000 increase for training and professional growth opportunities for staff, and to allow the City Librarian to represent the City at the Public Library Association Conference, which will be held in Denver in 2016. The remaining year-over-year increase in non-personnel costs relates to marginal increases in various program materials and supplies.

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The Library's capital outlay request has risen by \$21,000. The Library is proposing the purchase of Envisionware™, a time and printing management system that would be purchased through the PLAN. The system is needed to replace outdated software and equip the Library to be compatible with other libraries in the Peninsula Library System.

DEPARTMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	3,224,395	3,325,883	101,488	3.1%
Non-Personnel Costs	1,019,516	1,099,437	79,921	7.8%
Internal Services	414,883	415,365	482	0.1%
Capital Outlay	0	21,552	21,552	0.0%
Total Appropriation	4,658,794	4,862,237	203,443	4.4%
Sources of Funds				
General Fund	4,066,922	4,192,237	125,315	3.1%
Charges for Svc - Hillsborough	476,160	550,000	73,840	15.5%
Charges for Svc - General Fund	115,712	120,000	4,288	3.7%
Total Funding	4,658,794	4,862,237	203,443	4.4%

DEPARTMENT STAFF

	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Full-Time Equivalent (FTE)			
Administrative Assistant II	1.00	1.00	0.00
Building Maintenance Worker	1.00	1.00	0.00
Circulation Supervisor	1.00	1.00	0.00
City Librarian	1.00	1.00	0.00
Graphic Artist	0.75	0.75	0.00
Librarian I/II	6.13	6.88	0.75
Librarian III	2.00	2.00	0.00
Library Assistant I/II	7.00	5.00	(2.00)
Library Assistant III	2.00	3.00	1.00

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	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Library Technology Services Manager	1.00	1.00	0.00
Total FTE	22.88	22.63	(0.25)

DEPARTMENT STATISTICS

	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Population served	36,443	36,836	37,192	37,563
Registered borrowers	28,616	26,477	27,769	28,602
Population registered	79%	72%	74%	76%
Items circulated	721,132	761,795	753,690	633,099*
Media items	226,817	248,052	229,929	216,132*
Children's items	313,186	338,254	342,520	329,076*
Teen Items	33,595	36,210	35,341	33,953*
Circulation per capita	20	21	21	20*
Circulation per child	45	48	50	47*
Library visits	451,941	437,516	381,932	366,426*
Internet/virtual visits	162,767	123,422	117,616	111,735
Programs offered	589	602	752	662*
Program attendance	25,767	24,634	29,683	26,318*
Items added	16,239	14,672	14,746	14,980
Self-check use	78%	79%	79%	85%

* Reduction due to Millennium Project

DEPARTMENT PERFORMANCE MEASURES

	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Kindergarten card drive	160	220	245	268
Story time attendance	13,143	13,199	13,502	13,637
Children's summer reading club	888	915	1108	1,227

PARKS AND RECREATION DEPARTMENT

DEPARTMENT MISSION

The Burlingame Parks and Recreation Department is creating a better place to live, work and play by providing well-maintained playgrounds, street trees, park spaces and recreational facilities; offering a high-quality, diversified program of recreational activities; and supporting local community groups.

DEPARTMENT OVERVIEW

The Parks and Recreation Department is composed of the Parks, Recreation, and Aquatics Divisions. The Department is responsible for offering a wide variety of programs, classes and events and maintaining open spaces, parks, athletic fields, playgrounds, and the landscape of City facilities and the City's Urban Forest, which includes City park trees and City street trees.



Through the hard work of Department staff and support from the City Council and community, the City has retained the distinction of being named a Tree City USA for 36 consecutive years by the Arbor Day Foundation. The Department manages the contracts for the Golf Center, Burlingame Aquatics Club, Lion's Club, the Depot and the Carriage House and supports the Beautification Commission, the Parks and Recreation Commission, the Youth Advisory Committee, and the Parks and Recreation Foundation.

INITIATIVES FOR FISCAL YEAR 2015-2016

The City Council assigned the following tasks to the Parks and Recreation Department as part of the City's FY 2015-16 Implementation Action Plan.

GOAL I - Ensure that Burlingame is an attractive, safe and resilient residential community that honors its history and community character

- ❖ Prepare for large and small emergencies
 1. Facilitate the creation of neighborhood groups that communicate with each other and the City and promote access to City emergency preparedness training

- ❖ 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
 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)
 3. Work with Caltrans on structural and legal issues concerning El Camino Real

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4. Convene a study session to discuss and develop a short-term and long-term El Camino Real strategy on street safety, trees, sidewalks and storm drains while preserving its historic character. Key topics to include: (a) establishment of a task force; (b) establishment of a fund to test, remove and replant unhealthy or unsafe trees; (c) best ways to engage Caltrans; and, (d) understanding risks to the City for assuming additional responsibility along El Camino Real
- ❖ Make Burlingame more attractive and bike and pedestrian friendly
 1. Develop a landscaping program for Burlingame Ave in 2015 before the contractor turns the project over to City staff
 2. Prepare recommendations on how to make Bayshore Blvd and other Bayfront streets more attractive, including the addition of trees
 - ❖ Develop policies to enhance the quality of life in the city
 1. Strengthen partnerships with local arts organizations, including Kohl Mansion and the Peninsula Art Museum
 2. Expand community building opportunities, e.g. Sunday Streets

GOAL II - Sustain long-term financial strength with increased and diverse revenue sources, greater expenditure controls, and strong reserve policies

- ❖ Institute cost-control measures and recover more costs
 1. Establish fees for all discretionary programs to more fully recover full costs of providing programs
- ❖ 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
 2. Work with San Mateo County Convention & Visitors Bureau to bring events to Burlingame that contribute to Transient Occupancy and Sales Tax revenue

GOAL III - Enhance and promote Burlingame's downtown and commercial sectors

- ❖ 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

GOAL IV - Maintain and enhance Burlingame's high quality services that meet the needs of the community

- ❖ Develop new agreement with San Mateo Union High School District (SMUHSD) for the Burlingame Aquatic Center
 1. Negotiate a new agreement and bring it to the City Council for approval
 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

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- ❖ Expand and improve City playing fields and parks
 1. Develop options for a dedicated dog park west of Highway 101
 2. Improve the existing Bayside Dog Park
 3. Explore options for the use of State lands for open space and seek funding to make it happen
 4. Continue to make improvements at Mills Canyon through dead oak remediation, upper or lower trail maintenance, acacia removal and fire breaks, as needed.

- ❖ Maintain positive relationships with all schools 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

- ❖ Develop better ways to communicate and engage with all residents
 1. Communicate better with residents who rent and may not receive water bill mailings, etc. that go to landlords

DEPARTMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	4,241,790	4,450,538	208,748	4.9%
Non-Personnel Costs	2,664,256	3,218,428	554,172	20.8%
Internal Services	645,865	637,550	(8,315)	-1.3%
Capital Outlay	74,000	38,000	(36,000)	-48.6%
Total Appropriation	7,625,911	8,344,516	718,605	9.4%
Sources of Funds				
General Fund	5,070,854	5,645,543	574,689	11.3%
Charges for Svcs - General Fund	2,543,084	2,687,000	143,916	5.7%
Parking Fund	11,973	11,973	0	0.0%
Total Funding	7,625,911	8,344,516	718,605	9.4%

DEPARTMENT STAFF

	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant II	2.00	2.00	0.00
Assistant Parks Supervisor	1.00	1.00	0.00

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	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Building Attendant	0.60	0.60	0.00
Grounds Equipment Repair Worker	1.00	1.00	0.00
Irrigation Repair Specialist	1.00	1.00	0.00
Office Assistant I/II	2.00	2.00	0.00
Park Maintenance Worker I/II	7.00	9.00	2.00
Park Supervisor / City Arborist	1.00	1.00	0.00
Parks & Recreation Director	1.00	1.00	0.00
Parks Maintenance Leadworker	2.00	2.00	0.00
Recreation Coordinator	4.00	4.00	0.00
Recreation Supervisor	2.70	2.70	0.00
Tree Leadworker	1.00	1.00	0.00
Tree Maintenance Worker	1.00	1.00	0.00
Tree Worker	2.00	2.00	0.00
Total FTE	29.30	31.30	2.00

DEPARTMENT STATISTICS

	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Recreation Program Participants				
Preschool	1,553	1,898	2,054	2,148
Youth/Teen Enrichment	5,355	5,348	4,544	4,300
Youth/Teen Sports	2,334	2,456	3,112	3,700
Adult Enrichment/Sports	2,763	2,952	2,215	2,080
Mature Adult	645	766	1,001	975
Recreation Rentals				
Picnic	207	216	202	210
Building	232	288	302	310
Tennis Courts	11	11	13	16
Community Garden Beds	N/A	N/A	22	22

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	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Bocce Ball Courts	N/A	33	81	80
Parks Services				
Tree Plantings	164	271	230	209
Tree Removals	154	203	164	192
Tree Trimmings	1,712	1,621	1,943	1,518
Permit Applications	72	82	92	111
Emergency Call Outs	179	159	102	116

PARKS AND RECREATION DEPARTMENT - PARKS DIVISION

The Parks Division’s responsibilities are broken down into four areas: Administration, Facilities and Equipment Maintenance, Landscape Maintenance, and Tree Maintenance.

The Parks Division works with the Public Works Department on the sidewalk replacement program and the Community Development Department on planning and building projects; updates and maintains the street tree inventory management system; coordinates the issuance and inspection of private tree removals; represents the City on tree-related issues with Caltrain and Caltrans; and meets and works with the City Council, the Parks and Recreation Commission, the Beautification Commission, other public agencies, City departments and the general public.

The Parks Division’s Facilities and Equipment Maintenance Crew installs, inspects, and maintains playground equipment hardscape and site furnishings; installs and repairs irrigation systems and maintains the City’s computerized central irrigation system; prepares City athletic fields for use by numerous softball, baseball, soccer, lacrosse and football leagues; and performs routine and emergency maintenance on the Department’s small engine equipment.

The Landscape Crew maintains turf and landscaping in all parks, medians, parking lots, Burlingame Avenue and other City-owned facilities; provides seasonal landscaping in selected locations; maintains plant materials in the nursery; services restrooms, trash receptacles and pathways in City parks; prepares and maintains athletic fields for user groups; and provides weed and exterior pest control at all City facilities.

The Facilities and Equipment Maintenance Crew and the Landscape Crew maintain the following areas and equipment:

- 58 acres of landscape maintenance
- 20 City parking lot landscapes
- 48 street median islands
- 6 City building landscapes
- 6 large parks with athletic fields
- 6 neighborhood parks and tot lots

- Mills Canyon Wildlife Area
- Bayside Community Garden
- Bayside Dog Park
- Burlingame Ave. landscaping & trees
- Broadway Ave. trees
- Bayfront Bird Sanctuary
- Sanchez Creek
- 3 bocce ball courts
- 8 tennis courts
- 6 basketball courts
- 11 baseball and softball fields
- 16 miscellaneous game courts
- 125 + pieces of playground equipment
- 7 double restrooms
- 13 grandstands and bleachers
- 21+ pieces of rolling equipment
- 50+ pieces of power tools/equipment
- 15+ miscellaneous areas

The Tree Crew ensures the protection of people and property through the maintenance or removal of hazardous trees; promotes the health and vigor of City-owned trees through a program of inspection, grid pruning and pest control; and plants trees where others have been removed and in areas where the need for a new tree exists. The crew maintains 16,368 City street trees and 4,640 open space/City park trees with over 294 distinct tree species. The City tree canopy covers approximately 274 acres or 7.8% of the total land area and 71% of the total street and sidewalk area in the City.

KEY PARKS DIVISION BUDGET CHANGES

The personnel budget has increased by \$217,000, or 8.9%. Included in the Parks budget request is funding for two new Parks Maintenance Workers (\$214,000), which accounts for most of the budget growth. The staffing request is proposed to boost the effectiveness of the Parks Crew, as the use of part-time staff in this area provides for less consistency in staff levels and training. Growing citywide maintenance needs have resulted in a substantial daily workload for the crew, with less effective use of supervisory staff. The personnel budget also includes assumptions for increases in health insurance premiums and pension costs, which have been largely offset with a decline in citywide allocations for compensated absences and workers' compensation charges.

The non-personnel budget has increased by \$437,000, or 59.4%. The increase is mostly accounted for by a \$313,000 charge for water service from the Water Enterprise for the irrigation of City parks and other City maintained landscape areas; water use was not previously charged directly to the departments. Approximately \$71,000 is due to an increase in the contractual services budget for work in the Mills Canyon Wildlife Area and the maintenance cost of the Burlingame School District's Franklin and Osberg sports fields. Non-capital equipment requests (which are for small equipment replacement costs) have increased by \$8,200, and are needed to replace worn and unreliable chain and hydraulic saws, a pressure washer attachment, and various landscaping tools.

The capital outlay budget has declined by \$43,000, due primarily to a lower need in the upcoming year. The proposed budget for \$23,000 relates to a new silt aerator for sports fields, a tow-behind spreader that will replace a 12 year old spreader used for broadcasting fertilizer and seed, and an arrow sign board for use on City streets to notify of safety hazards when maintenance work is conducted.

PARKS DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,434,117	2,651,864	217,747	8.9%
Non-Personnel Costs	735,023	1,171,880	436,857	59.4%
Internal Services	282,594	275,638	(6,956)	-2.5%
Capital Outlay	66,000	23,000	(43,000)	-65.2%
Total Appropriation	3,517,734	4,122,382	604,648	17.2%
Sources of Funds				
General Fund	3,378,470	3,943,409	564,939	16.7%
Charges for Svcs - General Fund	139,264	167,000	27,736	19.9%
Parking Fund	11,973	11,973	0	0.0%
Total Funding	3,529,707	4,122,382	592,675	16.8%

PARKS AND RECREATION DEPARTMENT - RECREATION DIVISION

The Recreation Division provides a variety of recreation and leisure opportunities to the Burlingame community. The Division offers programs for all sectors of the population, from pre-school children to senior citizens, as well as families, schools and local non-profit agencies. The Recreation Division’s programs provide individuals with opportunities to improve their health and fitness; pursue life-long learning; enjoy outdoor areas within the city; and socialize with other members of the community.

The Recreation Division’s responsibilities are broken down into eight areas: Administration, Pre-school, School-age/Teen Enrichment, School-age/Teen Sports, Adult Enrichment and Sports, Mature Adults, Facilities, and Special Programs/Events. In addition to City General Fund support, the Department relies on user fees, volunteers, donations, and the support of other community groups to provide facilities, activities and programs that make Burlingame a special place to live, work and play.

The Division works closely with both school districts and local community organizations in order to provide excellent programs and facilities in an effort to “Create a Better Place to Live, Work and Play.” These organizations include the American Youth Soccer Association, Burlingame Youth Baseball Association, Coyotes Youth Lacrosse, Burlingame School District, Our Lady of Angels school, Adult Education, Burlingame Girls Softball, Burlingame Soccer Club, Burlingame High School, Mercy High School, St. Catherine school, the Chamber of

Commerce, the San Mateo County/Silicon Valley Convention and Visitors Bureau, the Lions Club, and the AARP.

The Recreation Division offers a very popular array of pre-school age activities, including the Village Park Pre-school program, camps, music, art, foreign language, sports, theater, fitness, ballet, and gymnastics. With the ability to use Burlingame School District facilities in addition to City facilities, the Recreation Division is also able to offer a wide range of programming for school-age students and teens, including camps, sports programs, and classes. In addition, the Recreation Division supports the Youth Advisory Committee (YAC), which advises the Parks and Recreation Commission on matters pertaining to the youth and teen populations in Burlingame.

Programming for adults comprises a smaller, but essential programming area with many diverse offerings for the community. Programs are offered in the following areas: softball, basketball, golf, kickball, tennis, first aid/CPR, music, art, performing arts, foreign languages, ping pong, fitness, bridge, self-defense, specialty workshops, and aquatics.

For mature or active adults, the Division offers weekly free bingo and bag lunch on Tuesdays, free drop-in movies on Fridays, a variety of tours and trips, free blood pressure screenings, computer classes, a driver safety program, cooking classes, specialty workshops, fitness programs, aquatics classes, the Senior Showcase, and free tax preparation.

Finally, the Recreation Division organizes and manages several special events, such as the Annual Holiday Tree Lighting, Movies in the Park, Music in the Park, Family Campout, Middle School Dances, Streets Alive, and the Annual YAC Spaghetti Dinner Fundraiser. More recently, the Recreation Division has supported the annual Pet Parade. The Recreation Center staff administers the Lobby Gallery, which displays the work of local artists.

KEY RECREATION DIVISION BUDGET CHANGES

The non-personnel budget for Recreation has increased by \$134,000, or 9.0%. Approximately \$114,000 relates to specific investments for youth and senior recreation program, including participant transportation, an additional one-week of summer camp, rate adjustments for sports officials, an increase in senior trips, and a restocking of recreational supplies. Recurring lighting and fixture problems, such as those at Murray Field, have raised the need for repair and maintenance, totaling an additional \$17,000. Also included is an \$11,000 charge for water service from the Water Enterprise to the Recreation Center, which was introduced for the first time in the proposed budget. The remainder pertains to modest adjustments for program materials and supplies, offset by a \$12,000 decline in non-capital (small equipment) requests by the department.

The capital outlay request has declined by \$7,000. Included in the proposed \$15,000 in outlays is funding to replace broken tables, chairs, and coat racks.

RECREATION DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,807,673	1,798,674	(8,999)	-0.5%
Non-Personnel Costs	1,488,187	1,622,548	134,361	9.0%
Internal Services	363,271	361,912	(1,359)	-0.4%
Capital Outlay	8,000	15,000	7,000	87.5%
Total Appropriation	3,667,131	3,798,134	131,003	3.6%
Sources of Funds				
General Fund	1,263,619	1,278,134	14,515	1.1%
Charges for Svc - General Fund	2,403,820	2,520,000	116,180	4.8%
Total Funding	3,667,439	3,798,134	130,695	3.6%

PARKS AND RECREATION DEPARTMENT - AQUATICS DIVISION

The Aquatics Division contracts with the Burlingame Aquatics Club (BAC) to provide a full range of aquatic programming opportunities to the Burlingame community and works with the San Mateo Union High School District on the operation of the Burlingame High School pool.

The BAC offers swimming lessons, masters and youth swim teams, water polo, water safety classes, arthritis classes, fitness classes, lap and recreational swimming, and community events.

In 1997, the City of Burlingame and the San Mateo Union High School District collaborated to build a 25-yard swimming pool on the Burlingame High School campus. In 1999, during the planning of the facility, a private individual donated sufficient funds to increase the size of the pool to 50 meters. The City contributed \$1,166,695; the private donor contributed \$1,210,000; and the District contributed \$300,000.

The City of Burlingame has a joint use agreement with the San Mateo Union High School District for the maintenance, operation and use of the Burlingame High School pool. Currently, the City supports the facility by paying for 70% of the annual operating expenses and 50% of capital expenses, with much of the annual operating costs paid by the BAC.

KEY AQUATICS DIVISION BUDGET CHANGES

The non-personnel budget is \$17,000, or 3.9% lower than the prior year adopted budget. This is due primarily to a \$14,000 decline in small equipment repair or replacement requests by the division.

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Funding has been set aside in the capital improvement program budget for the replacement of the Aquatics Center boiler. This funding can be reprogrammed to meet the City’s obligation to fund any unplanned repair or replacement needs. However, if the monies are reprogrammed, staff may need to seek additional funding for the boiler in the future.

AQUATICS DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	441,046	424,000	(17,046)	-3.9%
Total Appropriation	441,046	424,000	(17,046)	-3.9%
Sources of Funds				
General Fund	441,046	424,000	(17,046)	-3.9%
Total Funding	441,046	424,000	(17,046)	-3.9%

POLICE DEPARTMENT

DEPARTMENT MISSION

The members of the Burlingame Police Department are dedicated to serving the community by providing safety, security and confidence through excellence in policing.



DEPARTMENT OVERVIEW

The Police Department has 36 sworn officers and 19 professional full-time staff positions within numerous operating units and divisions, including Patrol, Investigations, Traffic, Parking, Communications, Records, Property and Evidence. The Department is responsible for protecting the City's residents, property owners, and businesses by patrolling roughly five square miles using cars, bicycles, motorcycles and foot patrols. The Department fosters a problem-solving, community policing philosophy and works collaboratively with the City Council, the City Manager's Office, other City departments and the community to address problems of crime and property damage.



INITIATIVES FOR FISCAL YEAR 2015-2016

The City Council assigned the following tasks to the Police Department as part of the City's FY 2015-16 Implementation Action Plan.

GOAL I - Ensure that Burlingame is an attractive, safe and resilient residential community that honors its history and community character

- ❖ Prepare for large and small emergencies
 1. Partner with all schools for emergency preparedness, including lockdown drills, intruder on campus, and evacuation plans
 2. Promote community resilience, safe communities and disaster preparedness by coordinating with other regional agencies and community networks
- ❖ Create and implement an active code enforcement program
 1. Research and report back to the City Council on the financial and staff resources required to implement a graffiti abatement program

GOAL IV - Maintain and enhance Burlingame's high quality services that meet the needs of the community

- ❖ Look for efficiencies, reduce duplication while maintaining quality Fire and Police services

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1. Manage the Burlingame-developed countywide Saturation Traffic Enforcement Program (STEP)

❖ Develop better ways to communicate and engage with all residents

1. Expand e-newsletter subscriptions and the use of social media, including Nextdoor, Nixle, SMCAAlert, Rapid Notify, Facebook, Twitter, Instagram, NextReads and/or other new technology and software, as appropriate

DEPARTMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	10,489,973	10,348,662	(141,311)	-1.3%
Non-Personnel Costs	3,058,215	3,008,749	(49,466)	-1.6%
Internal Services	647,713	578,127	(69,586)	-10.7%
Capital Outlay	0	0	0	0.0%
Total Appropriation	14,195,901	13,935,538	(260,363)	-1.8%
Sources of Funds				
General Fund	11,828,038	11,693,061	(134,977)	-1.1%
Parking Citations	750,000	930,000	180,000	24.0%
Charges for Svc - General Fund	70,963	67,500	(3,463)	-4.9%
State Grants	100,000	100,000	0	0.0%
Monthly Parking Permits	280,000	322,000	42,000	15.0%
Other Revenue	16,000	50,000	34,000	212.5%
Parking Fees	2,223,557	2,268,000	44,443	2.0%
Water Enterprise	10,200	10,200	0	0.0%
Sewer Enterprise	10,200	10,200	0	0.0%
Total Funding	15,288,958	15,450,961	162,003	1.1%

DEPARTMENT STAFF

	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant II	1.00	2.00	1.00
Police Services Manager	1.00	1.00	0.00
Communications Dispatcher I	3.00	1.00	(2.00)

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	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Communications Dispatcher II	4.00	6.00	2.00
Parking Enforcement Officers	4.00	4.00	0.00
Parking System Technician	2.00	2.00	0.00
Police Captain	1.00	1.00	0.00
Police Chief	1.00	1.00	0.00
Police Clerk II	4.00	4.00	0.00
Police Lieutenant	2.00	2.00	0.00
Police Officer	27.00	27.00	0.00
Police Sergeant	6.00	6.00	0.00
Transportation Engineer	0.25	0.00	(0.25)
Total FTE	56.25	57.00	0.75

DEPARTMENT STATISTICS

*Calendar Year	2011	2012	2013	2014
Calls for service	29,355	28,756	27,646	28,988
Total crimes reported	1,917	1,879	1,799	1,787
Total arrests	348	508	560	634
Total vehicle accidents	370	451	425	339
Moving citations issued	3,700	3,911	5,688	5,824
Average calls per officer	793	777	747	783
Average calls per dispatcher	4,893	5,283	3,923	4,141
Five year average calls for service	27,912	28,996	29,061	28,446
Five year average annual calls per officer	694	741	765	769
Five year average annual calls per dispatcher	2,645	4,564	3,736	4,466
Traffic stops	4,971	5,692	8,057	13,993
Incident reports	1,581	1,308	1,421	1,379

POLICE DEPARTMENT - POLICE DIVISION

The Police program includes Patrol, Traffic, Investigations, Records, and Property and Evidence.

Patrol provides core law enforcement functions, including uniform patrol, crime prevention, traffic enforcement, preliminary criminal investigations, special weapons and tactics, and overall public safety, through enforcement of state laws and local ordinances. Officers



respond to calls for service, provide self-initiated activity, and interact with citizens on respective beats.



The Traffic Unit is responsible for traffic enforcement, investigations of traffic collisions, Driving Under the Influence (DUI) enforcement, parking enforcement, vehicle abatement, and supervision of the crossing guard program. The Traffic program promotes the safe and orderly flow of traffic throughout Burlingame, and ensures compliance with the City's posted speed limits, truck routes, and traffic safety signs. The Traffic Unit also oversees grants from the Office of Traffic Safety.

The Investigation Unit works with other divisions in the Police Department to provide quality service to Burlingame's residents and business community by conducting follow-up investigations designed to identify persons involved in committing crimes. The Investigations Unit also spearheads the Department's efforts against human trafficking.

The Records Unit is responsible for maintaining custody of official police records and reports, including making the appropriate entries into the Records databases. The unit provides public access to police records according to State law and administers the clerical functions relative to updating arrest warrant status and recording and responding to civil and criminal subpoenas and Subpoena Duces Tecum (production of evidence). The Unit also provides crime analysis and telephone operator functions for the Department.

The Property and Evidence Section is responsible for all items the Department holds as evidence or seized property. This unit ensures that property and evidence is returned to its rightful owner or is auctioned as required by law.

KEY POLICE DIVISION BUDGET CHANGES

The personnel budget in the Police Division has increased by \$123,000, or 1.5%. Approximately \$175,000 in reductions were made to the budget for compensated absences, payments attributable to separating employees, and compensatory time for current employees, based upon historical experience. Offsetting this amount were adjustments to salaries for an expected 2.00% base pay increase per the Police Officers Association and Association of Police Administrators memorandums of understanding effective January 1, 2014, and modest adjustments for employee benefits such as health care and retirement (inclusive of employee contributions to pension costs).

The non-personnel budget in the Police Division has declined by \$76,000, or 3.1%, due primarily to cost control measures in the Division, and adjustments to the contractual services, non-capital (small equipment) purchases and telecommunications budget to reflect anticipated needs for the forthcoming year.

The internal services budget is \$55,000, or 9.8%, lower than the prior year. This is due to a lower allocation for information technology services and general liability insurance.

POLICE DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	8,363,369	8,486,558	123,189	1.5%
Non-Personnel Costs	2,492,284	2,416,073	(76,211)	-3.1%
Internal Services	563,872	508,751	(55,121)	-9.8%
Capital Outlay	0	0	0	0.0%
Total Appropriation	11,419,525	11,411,382	(8,143)	-0.1%
Sources of Funds				
General Fund	10,498,562	10,313,882	(184,680)	-1.8%
Charges for Svc - General Fund	70,963	67,500	(3,463)	-4.9%
State Grants	100,000	100,000	0	0.0%
Total Funding	10,669,525	10,481,382	(188,143)	-1.8%

POLICE DEPARTMENT - COMMUNICATIONS

The Communications program is responsible for all functions related to receiving, prioritizing, monitoring, and facilitating the response to externally generated emergency and non-emergency calls for public safety services. Communications personnel utilize a computer-aided dispatch-based system to enter, categorize, and dispatch all Department calls for service and record keeping activities and to store pertinent law enforcement information. Other Communications Center functions include data entry into appropriate National Crime Information Center (NCIC) and California Law Enforcement Telecommunications System (CLETS) based systems used for tracking wanted or missing persons, stolen property, warrant verification, and local databases related to court orders. Communications Center personnel are also responsible for activating the Rapid Notify emergency notification system and SMCAAlert.

KEY COMMUNICATIONS BUDGET CHANGES

There are no major changes proposed in the Communications division.

COMMUNICATIONS BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,112,923	1,155,795	42,872	3.9%

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	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Non-Personnel Costs	224,800	236,845	12,045	5.4%
Internal Services	12,153	6,939	(5,214)	-42.9%
Capital Outlay	0	0	0	0.0%
Total Appropriation	1,349,876	1,399,579	49,703	3.7%

Sources of Funds

General Fund	1,329,476	1,379,179	49,703	3.7%
Water Enterprise	10,200	10,200	0	0.0%
Sewer Enterprise	10,200	10,200	0	0.0%
Total Funding	1,349,876	1,399,579	49,703	3.7%

POLICE DEPARTMENT – PARKING

Parking Enforcement Officers provide enforcement for all parking-related issues such as permit parking, parking for the disabled, and fire lane violations as well as respond to requests for services. The Parking Enforcement personnel help ensure safe and orderly parking around schools, in commercial districts, and on all city streets. Removal of abandoned vehicles is also a primary responsibility of the Parking Enforcement Officers.

The Parking Enterprise however, relates to the maintenance and upkeep of the City’s parking lots, metering equipment, and collection of metered parking and pay-by-space revenue. Any excess revenues accumulated in the fund are used to provide funding for future parking facilities and parking meter replacement and upgrades.

KEY PARKING ENFORCEMENT BUDGET CHANGES

To provide a more appropriate matching of revenue and expenses, the cost of the City’s parking enforcement activities was moved to the General Fund in the proposed fiscal year 2015-16 budget. Metering and parking meter collection activities were retained by the Parking Enterprise Fund. Aside from this change in accounting, the Parking Enforcement budget remains unchanged.

PARKING ENFORCEMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	0	462,784	462,784	-
Non-Personnel Costs	0	142,344	142,344	-

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	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Internal Services	0	9,574	9,574	-
Capital Outlay	0	0	0	-
Total Appropriation	0	614,702	614,702	-

Sources of Funds

Parking Citations	750,000	930,000	180,000	24.0%
Total Funding	750,000	930,000	180,000	24.0%

PARKING ENTERPRISE BUDGET SUMMARY

To provide a more appropriate matching of revenue and expenses, the cost of the City's parking enforcement activities was migrated to the General Fund in the proposed fiscal year 2015-16 budget, while metering and parking meter collection activities were retained by the Parking Enterprise. Aside from this change in accounting, the Parking Enterprise's non-personnel budget has been reduced by a combined \$35,000 for armored car services, utilities costs, property taxes, and materials and supplies; these expenses were over-budgeted in the prior year. This is offset by a \$22,000 charge for water service from the Water Enterprise. The remaining difference relates to the transfer of costs to the Parking Enforcement division, which now resides in the General Fund.

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,013,681	243,525	(770,156)	-76.0%
Non-Personnel Costs	341,131	213,487	(127,644)	-37.4%
Internal Services	71,688	52,863	(18,825)	-26.3%
Capital Outlay	0	0	0	0.0%
Total Appropriation	1,426,500	509,875	(916,625)	-64.3%

Sources of Funds

Monthly Parking Permits	280,000	322,000	42,000	15.0%
Parking Fees	2,223,557	2,268,000	44,443	2.0%
Other Revenue	16,000	50,000	34,000	212.5%
Total Funding	2,519,557	2,640,000	120,443	4.8%

PUBLIC WORKS DEPARTMENT

DEPARTMENT MISSION

The Public Works Department's mission is to provide quality services with commitment, courtesy and pride. In partnership with the Burlingame community, the Department strives to offer cost-effective and environmentally responsible services in the areas of design, construction, operation, and maintenance of public works infrastructure critical to the health and safety of the community and to making Burlingame a beautiful and vibrant city in which to live and work.

DEPARTMENT OVERVIEW

The Public Works Department is composed of seven major divisions: Engineering; Facilities; Sewer; Streets and Storm Drainage; Vehicle and Equipment; Water; and Wastewater Treatment Plant.

The primary function of the Department is to provide essential public health and safety services to the community including:

- High-quality drinking water
- Sewer collection system maintenance
- Wastewater treatment
- Safe roads and sidewalks
- Storm drainage improvements and flood protection
- Traffic signals maintenance
- Street lights maintenance
- Parking facilities maintenance
- Building facilities maintenance
- Fleet maintenance



The Public Works Department is responsible for implementing the City's Capital Improvement Program including upgrades to aging infrastructure. In addition, the Department reviews plans and inspects construction of public improvements to serve new private residential, commercial, and industrial developments. The Department also reviews and processes encroachment permits for work done in the City right-of-way by private contractors and utility companies.

INITIATIVES FOR FISCAL YEAR 2015-2016

The City Council assigned the following tasks to the Public Works Department as part of the City's FY 2015-16 Implementation Action Plan.

GOAL I - Ensure that Burlingame is an attractive, safe and resilient residential community that honors its history and community character

- ❖ Prepare for large and small emergencies
 1. Continue monitoring and reporting to PG&E on power reliability, and engaging PG&E on the issue of safety of underground pipes

- ❖ 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
 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)
 3. Work with Caltrans on structural and legal issues concerning El Camino Real
 4. Convene a study session to discuss and develop a short-term and long-term El Camino Real strategy on street safety, trees, sidewalks and storm drains while preserving its historic character. Key topics to include: (a) establishment of a task force; (b) establishment of a fund to test, remove and replant unhealthy or unsafe trees; (c) best ways to engage Caltrans; and, (d) understanding risks to the City for assuming additional responsibility along El Camino Real

- ❖ Make Burlingame more attractive and bike and pedestrian friendly
 1. Coordinate with the Burlingame Bicycle Pedestrian Advisory Committee (BPAC) and Transportation Safety and Parking Commission (TSPC) to obtain input regarding the implementation of the City's bicycle plan
 2. Undertake a Project Study Report (PSR) to explore the feasibility of a protected bike lane along California Drive between the Millbrae BART Station and Broadway. The PSR should identify any grants or alternative funding sources
 3. Provide an update to the City Council regarding ongoing maintenance efforts related to the upkeep of the Burlingame Ave streetscape
 4. Prepare recommendations on how to make Bayshore Blvd and other Bayfront streets more attractive, including the addition of trees
 5. Make efforts to improve the Bay Trail

GOAL II - Sustain long-term financial strength with increased and diverse revenue sources, greater expenditure controls, and strong reserve policies

- ❖ Prioritize capital improvement projects
 1. Prepare a 5-year CIP schedule

GOAL III - Enhance and promote Burlingame's downtown and commercial sectors

- ❖ Establish a comprehensive and improved sign program
 1. Analyze options for enhancing gateway signage at the City's entrances

- ❖ Address Downtown parking needs
 1. Present the findings of the Parking Structure Location study to the City Council and obtain direction
 2. Work with TSPC to explore options regarding incentivizing employee parking in outer City parking lots Explore options to increase the use of parking lots located

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out of the core Downtown area, including the use of incentives to promote employee parking in these lots

- ❖ Promote vitality of the Downtown and Broadway commercial districts and the Bayfront
 1. Analyze costs and benefits of different options for expanding broadband access to downtown Burlingame
 2. Conduct a shuttle demand study to determine the current and projected demand, infrastructure needs, service plans, frequency and associated costs to run a shuttle program; present the study findings to the City Council to obtain direction regarding implementation

GOAL IV - Maintain and enhance Burlingame's high quality services that meet the needs of the community

- ❖ Attract and retain good staff
 1. Explore options for relocation of, or renovations to City Hall
- ❖ Expand and improve City playing fields and parks
 1. Improve the existing Bayside Dog Park
- ❖ Develop better ways to communicate and engage with all residents
 1. Communicate better with residents who rent and may not receive water bill mailings, etc that go to landlords

GOAL V - Strive to promote more environmentally sustainable policies and outcomes

- ❖ Make City facilities, practices, and emissions more sustainable
 1. Work with the California Energy Commission on energy audit for the City's facilities and explore options to make the City more energy efficient
 2. Present options to the City Council for approval to move forward
 3. Explore and recommend options on how to improve water conservation

DEPARTMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	9,542,641	9,639,134	96,493	1.0%
Non-Personnel Costs	16,822,600	16,535,143	(287,457)	-1.7%
Debt Service	4,616,691	4,628,691	12,000	0.3%
Internal Services	2,746,682	2,094,698	(651,984)	-23.7%
Capital Outlay	787,000	979,520	192,520	24.5%
Total Appropriation	34,515,614	33,877,186	(638,428)	-1.8%

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	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Capital Projects Fund	900,000	900,000	0	0.0%
Charges for Svc - General Fund	391,694	423,000	31,306	8.0%
Charges for Svc - ISF	2,390,084	2,428,181	38,097	1.6%
Charges for Svc - Landfill	434,000	434,000	0	0.0%
Charges for Svc - Sewer	15,410,500	15,300,000	(110,500)	-0.7%
Charges for Svc - Solid Waste	821,900	772,700	(49,200)	-6.0%
Charges for Svc - Water	16,815,568	16,820,000	4,432	0.0%
Charges for Svc - Outside Agencies	1,431,256	1,433,341	2,085	0.1%
General Fund	4,874,253	4,512,858	(361,395)	-7.4%
Grants & Contributions	62,000	62,000	0	0.0%
Interest Income	242,000	436,000	194,000	80.2%
Other Revenue	214,500	214,500	0	0.0%
Parking Fund	64,377	64,377	0	0.0%
Reserves	57,492	265,357	207,865	361.6%
Landfill Fund	57,600	48,119	(9,481)	-16.5%
Total Funding	44,167,224	44,114,433	(52,791)	-0.1%

DEPARTMENT STAFF

	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant I	2.00	2.00	0.00
Administrative Assistant II	1.00	0.00	(1.00)
Asst Facilities Superintendent	1.00	1.00	0.00
Asst Public Works Director	1.00	1.00	0.00
Asst Street & Sewer Superintendent	1.00	1.00	0.00
Asst Water Operations Superintendent	1.00	1.00	0.00
Assistant Civil Engineer	1.00	1.00	0.00
Associate Civil Engineer	1.00	1.00	0.00
Automotive Mechanic	2.00	2.00	0.00
CCTV Leadworker	1.00	1.00	0.00
Director of Public Works	1.00	1.00	0.00
Environmental Regulatory Compliance Coordinator	1.00	1.00	0.00
Facilities Leadworker	1.00	1.00	0.00
Facilities Maintenance Worker	2.00	2.00	0.00

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	FY2015 Actual FTE	FY2016 Budget Request	+ / - Change in FTE
Fleet Manager	1.00	1.00	0.00
Maintenance Electrician	1.00	1.00	0.00
Management Analyst	1.00	1.00	0.00
Management Assistant	0.00	1.00	1.00
Office Assistant I/II	1.00	1.00	0.00
Program Manager (Engineering)	1.25	1.25	0.00
Public Works Inspector	1.00	1.00	0.00
Public Works Superintendent	1.00	1.00	0.00
Pump Station Leadworker	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
Street & Sewer Leadworker	3.00	3.00	0.00
Street & Sewer Maintenance Worker	13.00	13.00	0.00
Street & Sewer Supervisor	2.00	2.00	0.00
Traffic Sign & Paint Leadworker	1.00	1.00	0.00
Transportation Engineer	0.75	1.00	0.25
Water Maintenance Leadworker	2.00	3.00	1.00
Water Maintenance Worker	7.00	7.00	0.00
Water Meter Reader	1.00	1.00	0.00
Water Quality & Meter Technician	1.00	0.00	(1.00)
Water Quality Supervisor	1.00	1.00	0.00
Water Service & Operations Technician	1.00	1.00	0.00
Water Supervisor	1.00	1.00	0.00
Total FTE	63.00	63.25	0.25

DEPARTMENT STATISTICS

	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Engineering				
Major studies conducted	14	15	14	16
Streets, sidewalks, and storm drainage projects undertaken	11	14	14	14
Sewer projects undertaken	6	8	9	10
Water projects undertaken	4	5	7	9
Parks projects undertaken	2	2	2	2
Miscellaneous projects undertaken	9	6	5	6

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	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Private development projects reviewed	100	110	125	125
Facilities				
Buildings maintained	19	19	21	21
Help desk tickets addressed	555	460	505	550
Square footage of buildings painted	13,703	10,000	8,870	5,000
Sewer				
Customer service calls	370	344	243	468
Mains cleaned (non-easement in feet)	203,706	249,908	210,000	194,949
Mains cleaned (easement in feet)	95,506	80,678	60,000	60,607
Laterals repaired and replaced	380	58	96	175
Mains repaired and replaced (feet)	3,990	5,789	5,289	1,205
Pumps repaired	1	3	5	5
Private laterals inspected	170	180	175	231
Closed circuit television (miles of mains)	29	28	28	23
Manholes replaced	54	24	40	33
Lateral maintenance completed (each)	4,061	3,973	4,939	3,401
Lateral maintenance completed (feet)	123,639	119,190	148,170	84,377
Root foaming completed (mains in feet)	33,151	34,554	33,571	31,002
Streets & Storm Drainage				
Streets swept (miles)	9,683	7,800	7,750	9,243
Debris removed (cubic yards)	4,069	4,000	3,800	6,636
Streets repaired (square feet)	10,678	15,560	12,600	13,650
Regulatory signs repaired and replaced	1,146	551	550	1081
Striping (feet)	36,938	5,501	5,500	5,290
Pavement markings	1,668	1,340	1,600	1,750
Sidewalk and curbs repaired (concrete in square feet)	2,539	1,985	2,100	3,789

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	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Temporary sidewalks repaired (asphalt in square feet)	2,929	2,723	2,400	2,383
Storm drain pipes cleaned (feet)	2,000	3,200	3,000	3,200
Catch basins cleaned	2,500	2,140	2,000	1,085
Crack sealing (feet)	40,000	59,523	58,000	58,000
Creeks cleaned and debris removed (each/tons)	6 / 646.41	6 / 480	6 / 496	5 / 360
Vehicle & Equipment				
Vehicles serviced (preventive maintenance)	393	393	400	396
Miscellaneous repairs made (minor repairs)	379	379	390	416
Vehicles smog tested	24	24	26	17
Vehicles and equipment maintained	260	260	268	317
Emergency road service calls	30	30	30	25
Water				
Water purchased (in billion gallons)	1.19	1.519	1.497	1.35
Customer service calls made	773	1250	1203	1244
Meters replaced	953	966	891	1000
Main and valves repaired	19	15	17	15
Valves exercised	666	680	761	500
Services repaired	6	43	18	20
New services installed	20	10	21	20
Fire hydrants serviced or repaired	391	16	15	12
Fire hydrants replaced	1	2	6	8
Water quality tests conducted	556	556	619	650
Water mains flushed (miles)	26.1	16.7	17.3	8
Backflow devices tested	35	35	35	35
Fire flow test performed	20	52	70	50
Wastewater Treatment Plant				
Minimum flows - million gallons day (MGD)	2.6	2.6	2.6	2.8
Average flows - (MGD)	3.25	3.28	3.28	3.0
Maximum flows - (MGD)	11	11	13	14

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	FY 11-12	FY 12-13	FY 13-14	FY 14-15 Estimated
Biological oxygen demand (BOD) – average lbs/day	8,126	8,489	8,500	8,349
Total suspended solids (TSS) – avg lbs/day	6,911	7,224	7,300	8,030

DEPARTMENT PERFORMANCE MEASURES

	FY 11-12	FY 12-13	FY 13-14	FY 14-15 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)	91%	100%	100%	100%
Maintain a citywide average PCI (Pavement Condition Index) score of at least 65	75	76	76	76
Complete 70% of Facilities Help Desk tickets within 3 days of receipt, excluding requests that require ordering specialty parts	97%	97%	100%	96%
Make initial response to Streets/Sewer/Water service calls within an average of 30 minutes or less	21 mins	21 mins	21 mins	25 mins
Make initial response to investigate and prioritize pothole and sidewalk complaints within 48 hours 90% of the time	100%	100%	100%	100%
Complete 95% of the vehicle services and minor repairs within one working day	96%	96%	96%	96%
Complete 90% of scheduled preventative maintenance for vehicles in the month they are due	97%	97%	97%	97%
Complete 95% of the water service installation requests within 10 working days	95%	100%	100%	100%
Meet State and Federal regulatory water quality standards for drinking water by attaining a minimal of 95% of samples free from total coliform	100%	100%	99%	99%

PUBLIC WORKS DEPARTMENT- ENGINEERING DIVISION

The Engineering Division is responsible for providing engineering services and implementing the following key programs: Capital Improvement Program (CIP), Development Review for Impacts on City Infrastructure, Traffic Safety, and Administration.

The Engineering Division is responsible for developing and implementing the CIP. The Division ensures that CIP projects are planned, designed and constructed in a timely, safe, functional, aesthetic and economical manner for the following infrastructure areas: water system, sanitary sewer system, storm drainage system, street resurfacing program, sidewalk/ADA ramp program, street lighting system, traffic signal, signage and pavement markings, facility improvements, and the Wastewater Treatment Plant.

The Engineering Division works closely with the Community Development Department to perform plan-checking services for private development projects that impact City infrastructure to ensure compliance with codes and regulations. The Division reviews plans and processes encroachment permits for work within the public right-of-way. The Division is also responsible for reviewing and processing subdivision and parcel maps.

The Engineering Division serves as liaison to the Traffic Safety and Parking Commission and the Bicycle Pedestrian Advisory Committee to address traffic safety and parking-related matters. The Division also performs traffic studies and analyses to address traffic-related problems and is also responsible for applying for and administering grant funding for transportation-related projects.

The Division provides general engineering services to the City Council, City departments and Commissions as needed. The Division coordinates with the Peninsula Congestion Relief Alliance to manage the City shuttle program; maintains City maps and utility records; and coordinates work performed by Caltrain, Caltrans, and the San Mateo County Transportation Authority within the City's jurisdiction to ensure compliance with City requirements.

KEY ENGINEERING DIVISION BUDGET CHANGES

Personnel costs in the Engineering Division have increased by \$54,000, or 2.5%. The proposed budget includes a reclassification of the Administrative Assistant II position to a Management Assistant position (an increase of \$9,000), in order to better reflect the department's need for a higher level of analytical work. The remaining increase relates to modest increases in overall personnel costs, including salary adjustments and changes to employee benefits (such as retirement and health care), offset by a reduced allocation for compensated absences based upon historical experience (separation payouts to former employees and compensatory time).

Non-personnel costs have been adjusted for the C/CAG (City/County Association of Governments) proposed membership fee and the Congestion Relief Program assessment, as well as for materials and supplies based upon expected needs for the upcoming year.

Internal services allocations have declined by \$16,000, or 7.7%, as a result of a lower allocation for administrative and information technology support.

ENGINEERING DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,121,342	2,175,352	54,010	2.5%
Non-Personnel Costs	737,379	739,094	1,715	0.2%
Internal Services	204,537	188,882	(15,655)	-7.7%
Capital Outlay	0	0	0	0.0%
Total Appropriation	3,063,258	3,103,328	40,070	1.3%
Sources of Funds				
General Fund	1,713,964	1,780,328	66,364	3.9%
Charges for Svc - General Fund	391,694	423,000	31,306	8.0%
Capital Projects Fund	900,000	900,000	0	0.0%
Landfill Fund	57,600	48,119	(9,481)	-16.5%
Total Funding	3,063,258	3,151,447	88,189	2.9%

PUBLIC WORKS – FACILITIES MAINTENANCE DIVISION

The Facilities Division is responsible for providing maintenance services to City building facilities, including City Hall, Fire Stations, Libraries, the Parks Yard, the Police Station, the Public Works Corporation Yard, and the Recreation Center. The Division is also responsible for the oversight and administration of the custodial services contract.

The Division operates as an internal service fund. The Division manager is a resource on facilities remodeling, rehabilitation, and new construction projects and helps determine the need for and recommend capital improvements for City facilities. The Division performs preventive maintenance on major building systems on a regular, predetermined schedule. The maintenance components include heating, ventilation, and air conditioning systems (HVAC), electrical distribution for lighting and control systems, security and fire systems, building pumps, and building generators.

KEY FACILITIES MAINTENANCE DIVISION BUDGET CHANGES

Personnel costs in the Facilities Division are increasing by \$8,000, or 1.1%. This is due to salary adjustments and changes in employee benefits as a whole, such as retirement and health care, offset by a decline in the division’s allocation for compensated absences (payments attributable to separating employees and compensatory time for current employees), based upon historical experience.

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Non-personnel costs have risen by \$61,000, or 10.3%. Included in the proposed budget is a \$64,000 increase to the City's janitorial contract, attributable to a prevailing wage increase approved by the State Department of Industrial Relations and required under state law. Offsetting this increase is a \$15,000 decline for the electric and gas utilities. The budget also includes a charge of \$11,000 from the Water and Sewer Enterprises relating to utility services received by City facilities.

Included in the division's capital outlay request is funding to replace a heating coil at City Hall and re-carpet Fire Station 36. Minor remodeling at the Parks Yard is also planned, which includes replacement of a dated garage door as well as the addition of a utility sink for washing out tools and cleaning equipment. The Police station will also remodel an existing training room in order to more efficiently utilize limited space for staff. The Facilities division also plans to replace the exterior staircase and drywall the interior of the garage at Carriage House.

FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	724,378	732,367	7,989	1.1%
Non-Personnel Costs	594,175	655,347	61,172	10.3%
Internal Services	46,646	36,276	(10,370)	-22.2%
Capital Outlay	0	132,000	132,000	0.0%
Total Appropriation	1,365,199	1,555,990	190,791	14.0%
Sources of Funds				
Charges for Services - ISF	1,280,251	1,274,140	(6,111)	-0.5%
Charges for Svc - Outside Agencies	86,256	88,341	2,085	2.4%
Interest Income	4,000	4,000	0	0.0%
Reserves	0	189,509	189,509	0.0%
Total Funding	1,370,507	1,555,990	185,483	13.5%

PUBLIC WORKS – SEWER MAINTENANCE DIVISION

The Sewer Maintenance Division is responsible for providing operation and maintenance services related to the sewer collection system. The sewer collection system consists of 100 miles of gravity sewers, 31 miles of lower laterals, five miles of force mains and seven lift stations. The Division also provides services to convey sewage from Hillsborough to the Wastewater Treatment Plant for its treatment and disposal.

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The Sewer Division crew responds to complaints in connection with sewer problems and attempts to address the problems as required. This includes emergency response related to the sewer main and lower lateral blockage relief.

The Sewer Division performs preventative cleaning of the entire collection system on a regular basis every three years to prevent line blockages due to grease, roots and other debris. The Division performs regular inspections of the sewer system using Closed Circuit Television (CCTV) cameras. Data captured from CCTV inspection is entered into a Computerized Maintenance Management System and is evaluated for maintenance needs and Capital Improvement Projects.

The Sewer Division is responsible for performing repairs of broken sewer mains and lower laterals as part of the Sewer System Overflows Reduction Program. The Division also performs rehabilitation of manholes and cleanouts in order to prevent storm water infiltration into the system.

The Sewer Division performs daily checks of pump stations and performs preventative maintenance as required. This includes replacing damaged parts and performing repairs. In addition, the Division cleans the pump wet wells by utilizing bacteria cultures for dissolving grease deposits in wet wells and connecting pipe systems.

The Sewer Division is also responsible for the oversight and certification of Sewer Lateral Tests involved in the sale of private properties or remodel of residential and commercial properties. The Division also inspects underground sewer lateral installations, main connections, and cleanout installations by private contractors for residential, commercial and industrial properties.

KEY SEWER MAINTENANCE DIVISION BUDGET CHANGES

Personnel costs in the Sewer Maintenance Division have increased slightly due to salary adjustments and changes in employee benefits as a whole, such as retirement and health care. These increases are offset by a decline in the division’s allocation for workers’ compensation insurance and compensated absences (payments attributable to separating employees and compensatory time for current employees), based upon historical experience.

The internal services allocation has declined by \$135,000, or 19.7%, primarily as a result of a reduced charge for general liability insurance from the General Liability internal services fund.

SEWER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,275,794	2,288,114	12,320	0.5%

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Non-Personnel Costs	1,022,279	1,015,146	(7,133)	-0.7%
Debt Service	2,542,660	2,550,210	7,550	0.3%
Internal Services	687,254	552,162	(135,092)	-19.7%
Capital Outlay	56,500	60,840	4,340	7.7%
Total Appropriation	6,584,487	6,466,472	(118,015)	-1.8%

Sources of Funds

Charges for Svc - Sewer	12,737,373	12,631,056	(106,317)	-0.8%
Interest Income	63,000	150,000	87,000	138.1%
Other Revenue	25,000	25,000	0	0.0%
Total Funding	12,825,373	12,806,056	(19,317)	-0.2%

PUBLIC WORKS – SHUTTLE BUS PROGRAM

The Burlingame Shuttle Bus Program provides public transportation services to reduce traffic congestion during the peak commute hours. The City coordinates with regional transportation agencies to provide shuttle services. The Shuttle Program consists of four shuttles and is administered by the Public Works Department’s Engineering Division. As part of a regional traffic congestion management effort for San Mateo County, the Peninsula Traffic Congestion Relief Alliance provides management and contract administration services. A summary of the four shuttles follows.

The Bayside Commuter Shuttle serves employers in the Rollins Road and Bayshore-Airport Boulevard areas, connecting them with the BART Intermodal Station in Millbrae during peak commute hours. The Bayside Commuter Shuttle is funded 75% by the San Mateo County Transportation Authority and 25% by City funds.

The North Burlingame Shuttle connects residents in the north Burlingame area, the Sisters of Mercy, and Mills-Peninsula Hospital to the Millbrae BART station during peak commute hours. The North Burlingame Shuttle is funded 50% by a City/County Association of Governments grant and 50% by the Sisters of Mercy and Mills-Peninsula Hospital.

The Hotel/Downtown Shuttle provides daily service to Burlingame hotels during lunch and dinner hours by transporting hotel patrons to the Burlingame Avenue and Broadway commercial areas for dining and shopping, and back to the hotels. The shuttle is funded by contributions from hotels, the Business Improvement Districts, and the City. The shuttle is managed by the San Mateo County/Silicon Valley Convention and Visitors Bureau.

The Broadway Train Station Shuttle provides service to commuters between the Broadway Train Station and the Millbrae BART station during peak commute hours and is funded by the Peninsula Corridor Joint Powers Board.

KEY SHUTTLE PROGRAM BUDGET CHANGES

No significant changes are proposed in the Shuttle Division budget.

SHUTTLE PROGRAM BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	147,500	147,500	0	0.0%
Total Appropriation	147,500	147,500	0	0.0%
Sources of Funds				
General Fund	85,500	85,500	0	0.0%
Grants & Contributions	62,000	62,000	0	0.0%
Total Funding	147,500	147,500	0	0.0%

PUBLIC WORKS – SOLID WASTE AND LANDFILL FUNDS

The City of Burlingame is a member of the South Bayside Waste Management Authority (SBWMA), a joint powers authority that contracts with Recology and South Bay Recycling for solid waste collection and disposal, inert recyclable materials collection, and yard and organic waste collection and composting of the City of Burlingame customer accounts (over 6,600). A Councilmember represents the City on the SBWMA Board, while the Finance Director serves on the Technical Advisory Committee. Door-to-door hazardous waste pickup is a program funded by the Solid Waste Fund. The Solid Waste Fund also covers the cost of cleaning downtown sidewalks, parking lots, and public trash receptacles. A portion of the fees charged for garbage collection and disposal is used to fund the Solid Waste Fund.

The Landfill Fund finances the costs associated with the long-term monitoring requirements of the closed City landfill located on Airport Boulevard. The State requires that a dedicated fund be set aside for the purposes of landfill monitoring and maintenance. The Regional Water Quality Control Board and the Bay Area Air Quality Management District require regular sampling and analysis of ground water and monitoring of methane gas around the landfill site. The Public Works Department’s Engineering Division provides the oversight and management of landfill post closure monitoring services. A portion of the solid waste franchise fees is transferred into this fund to pay for state-required testing and monitoring of water quality and volatile gases from the landfill.

KEY SOLID WASTE AND LANDFILL FUNDS BUDGET CHANGES

No significant personnel changes in the Solid Waste and Landfill Divisions have been proposed.

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The proposed non-personnel budget for the Solid Waste Division has declined by \$54,000, or 35.1%. The decline largely relates to a reduction to the household hazardous waste pickup contract with Recology: direct service revenues are retained now by the SBWMA, who pays for these services.

SOLID WASTE AND LANDFILL FUNDS BUDGETS SUMMARY

Solid Waste Enterprise

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	345,374	357,223	11,849	3.4%
Non-Personnel Costs	152,569	98,964	(53,605)	-35.1%
Internal Services	110,831	98,474	(12,357)	-11.1%
Capital Outlay	0	0	0	0.0%
Total Appropriation	608,774	554,661	(54,113)	-8.9%
Sources of Funds				
Charges for Svc - Solid Waste	821,900	772,700	(49,200)	-6.0%
Interest Income	17,000	40,000	23,000	135.3%
Total Funding	838,900	812,700	(26,200)	-3.1%

Landfill Post-Closure Maintenance Fund

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	46,891	48,119	1,228	2.6%
Non-Personnel Costs	194,673	194,771	98	0.1%
Internal Services	0	1,121	1,121	0.0%
Capital Outlay	0	0	0	0.0%
Total Appropriation	241,564	244,011	2,447	1.0%
Sources of Funds				
Charges for Svc - Landfill	434,000	434,000	0	0.0%
Total Funding	434,000	434,000	0	0.0%

PUBLIC WORKS – STREETS AND STORM DRAINAGE DIVISION

The Streets and Storm Drainage Division is responsible for providing operation and maintenance services related to the streets and storm drainage system, which includes 84 lane miles of streets, 116 miles of sidewalks, 50 miles of storm drain systems and creeks, and five pump station facilities.

The Division performs street repair services including excavations, backfills, restorations and pothole repairs. The Division also performs regularly scheduled crack sealing street repairs in order to increase infrastructure longevity prior to resurfacing. The Division works closely with the Engineering Division to identify sidewalk, curb, and gutter problems to be addressed as part of the Capital Improvement Program. The Division performs temporary sidewalk repairs using asphalt patching and grinding of uneven surfaces to prevent tripping hazards.

The Division also works closely with Engineering Division to install street signage, striping and pavement markings as required by regulations. The Division coordinates with City of San Mateo Public Works Department for traffic signal services.

The Division maintains and performs regular cleaning of creeks, channels, catch basins, trash capture devices and pipe systems. In addition, the Division performs maintenance services to pump stations to ensure proper functioning during rain storms to prevent flooding.

The Division also performs street sweeping services for all residential, commercial and industrial areas. The street sweeping is performed six days a week in the Downtown and commercial areas. The street sweeping in the residential areas is performed once a week during the winter (leaf) season, and every other week during the summer season. The Division also cleans City-owned parking lots in the Downtown and Broadway commercial areas and power washes sidewalks in the Downtown and Broadway districts.

KEY STREETS AND STORM DRAINAGE DIVISION BUDGET CHANGES

Overall, the proposed personnel budget in the Streets and Storm Drainage Division will remain fairly flat compared to the prior year budget. The most significant change in the personnel proposed budget includes an additional \$21,000 for part-time salaries to fund a part-time intern to collect and verify data related to the City's National Pollutant Discharge Elimination System (NPDES) permit for the storm drain collection system. An offsetting \$17,000 reduction has been made to the division's allocation for workers' compensation insurance and compensated absences, (payments attributable to separating employees and compensatory time for current employees), based upon historical experience.

The internal services budget has declined by \$475,000, or 35.9%, as a result of a reduction in the division's allocation for general liability insurance, due to a leveling off of claims incidental to streets and storm drainage activity.

STREETS AND STORM DRAINAGE DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,003,277	1,007,228	3,951	0.4%
Non-Personnel Costs	795,436	804,886	9,450	1.2%
Internal Services	1,324,453	849,613	(474,840)	-35.9%
Capital Outlay	16,000	49,680	33,680	210.5%
Total Appropriation	3,139,166	2,711,407	(427,759)	-13.6%
Sources of Funds				
General Fund	3,074,789	2,647,030	(427,759)	-13.9%
Parking Fund	64,377	64,377	0	0.0%
Total Funding	3,139,166	2,711,407	(427,759)	-13.6%

PUBLIC WORKS – VEHICLE AND EQUIPMENT MAINTENANCE DIVISION

The Vehicle and Equipment Maintenance Division is responsible for providing vehicle maintenance services to the City fleet system. The City fleet consists of a total of 118 vehicles and trucks and 132 pieces of equipment operated by the Public Works, Parks, Police, Library, and Community Development Departments.

The Division is also responsible for managing the City fleet of vehicles and rolling stock. The Division purchases vehicles and rolling equipment based on replacement criteria and schedules. Vehicle and Equipment Maintenance is operated as an internal service fund.

The Division also provides vehicle maintenance services to the Central County Fire Department and Town of Hillsborough Public Works Department fleet, which consists of 43 vehicles.

KEY VEHICLE AND EQUIPMENT MAINTENANCE BUDGET CHANGES

The proposed budget for personnel costs has declined by \$17,000, or 3.9%. This is due to a vacancy for a position that was filled at a lower cost than originally anticipated in the prior year budget.

The proposed budget for non-personnel costs has increased by \$29,000, or 9.3%, attributable to the funding needed for GPS systems used to monitor the use of and location of the City fleet.

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The division’s internal services budget has increased by \$41,000 due to an increase in the division’s allocation for insurance, which is required to adequately cover the replacement value of City vehicles in the event of a loss.

Capital outlays proposed in the budget are increasing by \$10,000. Scheduled replacements relate to the Police and Public Works departments for service trucks, police pursuit, and parking enforcement vehicles, and are fairly consistent with the current year’s budget.

VEHICLE & EQUIPMENT MAINTENANCE BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	437,361	420,367	(16,994)	-3.9%
Non-Personnel Costs	307,736	336,322	28,586	9.3%
Internal Services	20,228	61,200	40,972	202.6%
Capital Outlay	489,000	499,000	10,000	2.0%
Total Appropriation	1,254,325	1,316,889	62,564	5.0%
Sources of Funds				
Charges for Svc - ISF	1,109,833	1,154,041	44,208	4.0%
Interest Income	42,000	42,000	0	0.0%
Charges for Svc - Outside Agencies	45,000	45,000	0	0.0%
Reserves	57,492	75,848	18,356	31.9%
Total Funding	1,254,325	1,316,889	62,564	5.0%

PUBLIC WORKS – WATER MAINTENANCE DIVISION

The Water Maintenance Division is responsible for providing services related to the operations and maintenance of the City’s drinking water distribution system. The drinking water distribution system consists of 100 miles of pipes, six metered connections with the San Francisco Public Utilities Commission, four pump stations, and seven storage reservoirs and appurtenances. The City receives its drinking water from the Hetch Hetchy Regional Water System and distributes it to the Burlingame community through the local distribution system. The City also provides drinking water to a portion of unincorporated San Mateo County known as Burlingame Hills.

In compliance with California Department of Health Services regulations, the Water Division regularly collects and analyzes water quality samples and ensures that the City’s water meets or exceeds State and Federal water quality standards. The Division also coordinates with the San

Mateo County Health Department to manage the Backflow Prevention Testing Program and ensures that the City-owned backflow devices meet the County Department of Health standards.

The Water Division conducts a bi-annual program to clean the water distribution system to remove sediment from the water mains and improve water quality. The Division performs inspections and repairs of fire hydrants, makes repairs as a result of water main leaks, and replaces pipes as needed. The Division exercises and indexes all water main valves and installs larger residential services for new development projects.

The Division performs daily pump station inspections, checks water leaks on public and private properties, rechecks meter readings, and performs turn-offs, turn-ons and other related investigations. The Division is also responsible for performing water-meter reads in the city every two months, and performs tests of water meters and calibrates them every other year to ensure accurate meter readings.

The Division inspects the pump systems, pressure reducing valves (PRVs) and pump control valves to ensure they are properly functioning, and performs maintenance as needed.

KEY WATER MAINTENANCE DIVISION BUDGET CHANGES

The proposed personnel budget has increased by \$22,000, or 0.9%, since the prior year. Included in the proposed budget is the reclassification of a Water Quality & Meter Technician to a Water Maintenance Leadworker, which results in an additional \$9,300 in salaries and benefits. The reclassification is needed to address water sampling requirements under the Safe Drinking Water Act (such as the greater frequency of sampling and testing for specific contaminants), citywide customer service needs (such as meter upgrades and processing of meter repair tags), and the conversion of existing water meters to AMR (automated meter reading) infrastructure. Approximately \$62,000 of the year-over-year change relates to modest adjustments in salaries and certain employee benefits for existing staff, which has been offset by \$50,000 in reductions pertaining to a lower allocation for compensated absences (separation leave and compensatory time payouts to employees) and workers' compensation program costs.

The proposed non-personnel budget includes a 28% increase in the cost of wholesale water charged by the SFPUC, and assumes that consumption levels will continue to be low to account for the emergency water conservation measures set forth by the State Water Resources Control Board. As such, the cost of wholesale water is anticipated to decline by \$369,000, assuming that water conservation measures are in effect through June 2016. This has been offset by an increase in fees to other agencies. The City's membership in the Bay Area Water Supply and Conservation Agency is increasing by \$20,000. The cost of small equipment outlays total \$48,000 and include: an electric generator, pipe locator, oxygen analyzers, work order system tools for field staff, data loggers for leak detection, a vehicle transceiver unit, and a trash pump for the removal of water.

CITY OF BURLINGAME | FISCAL YEAR 2015-16

The proposed internal services budget has declined by \$46,000, or 13.0%, and is primarily attributable to a decline in the division’s allocation for general liability insurance, which has declined city-wide.

WATER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,588,224	2,610,364	22,140	0.9%
Non-Personnel Costs	9,113,226	8,792,169	(321,057)	-3.5%
Debt Service	2,074,031	2,078,481	4,450	0.2%
Internal Services	352,733	306,970	(45,763)	-13.0%
Capital Outlay	10,000	20,000	10,000	100.0%
Total Appropriation	14,138,214	13,807,984	(330,230)	-2.3%
Sources of Funds				
Charges for Svc - Water	16,815,568	16,820,000	4,432	0.0%
Interest Income	116,000	200,000	84,000	72.4%
Other Revenue	189,500	189,500	0	0.0%
Total Funding	17,121,068	17,209,500	88,432	0.5%

PUBLIC WORKS – WASTEWATER TREATMENT

The City’s Wastewater 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 treats wastewater discharged by all City customers including residential, commercial and industrial properties. The Wastewater Treatment Plant also treats the Town of Hillsborough wastewater conveyed through the Burlingame sewer collection system.

The Wastewater Treatment plant 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 NPDES permit was issued in May 2013. The plant is operated through a contract with Veolia Water North America Operating Services, Inc. After treatment, the effluent is pumped to a sub-regional, de-chlorination plant in South San Francisco and released into the San Francisco Bay using a deep water outfall located north of San Francisco International Airport. The dewatered sludge is trucked off site to a sanitary landfill or a land application.

KEY WASTEWATER TREATMENT BUDGET CHANGES

There are no significant changes proposed in the Wastewater Treatment Division. The City’s Wastewater Treatment Plant is managed by Veolia under contract, which expires in June 2018. The proposed budget continues funding to the City of South San Francisco for NBSU (North Bayside System Unit) outfall operations and maintenance (Joint Powers Authority), and includes fees paid to the State Water Resources Control Board, as well as the Bay Area Air Quality Control Board.

WASTEWATER TREATMENT BUDGET SUMMARY

	FY2015 Adopted Budget	FY2016 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	3,757,627	3,750,944	(6,683)	-0.2%
Internal Services	0	0	0	0.0%
Capital Outlay	215,500	218,000	2,500	1.2%
Total Appropriation	3,973,127	3,968,944	(4,183)	-0.1%
Sources of Funds				
Charges for Svc - Sewer	2,673,127	2,668,944	(4,183)	-0.2%
Charges for Svc - Outside Agencies	1,300,000	1,300,000	0	0.0%
Total Funding	3,973,127	3,968,944	(4,183)	-0.1%



Capital Improvement Program – Five Year Capital Plan

Capital Improvement Plan Definitions

Citywide Five Year Summary Plan by Major and Minor Program

Facilities Capital Improvement Plan

Parks and Trees Capital Improvement Plan

Parking and Garages Capital Improvement Plan

Sewer Capital Improvement Plan

Storm Drain Capital Improvement Plan

Streets Capital Improvement Plan

Water Capital Improvement Plan

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

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

The Parks and Trees Capital Improvement Program ensures the safety and quality of 18 parks, 4,640 park trees, and 16,000 street trees. The program includes major repair and replacement of all playground equipment, sports fields, lighting, fencing, and paving.

PARKING AND GARAGES

The City maintains approximately 26 parking lots, which includes 1 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 (both owned by the City and Pacific Gas & Electric) and 17 City-owned 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 also part of this program.

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 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 AND OTHER MULTI-YEAR PROJECTS

The City maintains 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 and Recreation Building, the Public Works Corporation Yard, the Police Station and City libraries. The Facilities Capital Improvement Program focuses on both minor and major repair and replacement of these significant City owned buildings.

From time to time, the City will embark on projects that may span multiple years, such as the update of the City's General Plan. Appropriations and multi-year budget needs are also accounted for in this program.

5 YEAR CIP PLAN

FACILITIES CAPITAL IMPROVEMENT PROGRAM							5 YEAR CIP PLAN						
	General Fund	Total New FY16 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY16 Need (Existing + New)	FY17 Need	FY18 Need	FY19 Need	FY20 Need	FY16-20 Need Total	FY20+ Need	Total FY16-20+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. IMPROVEMENTS													
a-1 Community Center Master Planning	170	170	304	0	304	474	0	0	0	0	474	3,000	3,474
a-2 City Hall Seismic Upgrade & Modifications	0	0	0	0	0	0	0	0	0	0	0	8,000	8,000
a-3 Police Building	0	0	0	0	0	0	0	0	0	0	0	1,600	1,600
a-4 Recreation Center Seismic	0	0	0	0	0	0	0	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	2,900	2,900
a-6 Parks Corporation Yard	0	0	0	0	0	0	0	0	0	0	0	3,400	3,400
a-7 Aquatic Center	0	0	0	0	0	0	0	0	0	0	0	250	250
a-8 Citywide Facility Master Plan	0	0	0	0	0	0	0	0	0	0	0	0	0
a-9 Citywide Minor Building Facilities	0	0	63	16	79	79	216	310	266	490	1,361	1,898	3,259
SUBTOTAL	170	170	367	16	383	553	216	2,010	266	490	3,535	51,048	54,583
B. MINOR UPGRADES													
b-1 Police Portable Radio Replacement and Upgrade	0	0	234	0	234	234	0	0	0	0	234	0	234
b-2 Police Antenna	0	0	6	0	6	6	0	0	0	0	6	0	6
b-3 Library RFID	0	0	40	0	40	40	0	0	0	0	40	0	40
b-4 Communications and IT Modernization	0	0	85	0	85	85	0	0	0	0	85	0	85
b-5 ADA Improvements at Police Station	0	0	0	0	0	0	0	0	0	0	0	0	0
b-6 Fire Station 34 and 36 Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
b-7 City Hall Boiler	0	0	54	0	54	54	0	0	0	0	54	0	54
b-8 City Hall HVAC / Asbestos / Seismic Upgrade Study	0	0	0	0	0	0	0	0	0	0	0	0	0
b-9 Library PLP	0	0	6	0	6	6	0	0	0	0	6	0	6
b-10 Library Millenium Project	0	0	1,794	0	1,794	1,794	0	0	0	0	1,794	0	1,794
b-11 Police Records Management System	0	0	93	0	93	93	0	0	0	0	93	0	93
b-12 Police Station Card Access Security System	0	0	2	0	2	2	0	0	0	0	2	0	2
b-13 Library Lighting Control System Upgrade	0	0	157	0	157	157	0	0	0	0	157	0	157
b-14 Parks Yard Emergency Generator	0	0	9	(9)	0	0	0	0	0	0	0	0	0
b-15 Recreation Center Improvements	0	0	16	0	16	16	0	0	0	0	16	0	16
b-16 Washington Park Grandstand Retrofit	0	0	7	(7)	0	0	0	0	0	0	0	0	0
b-17 City Council Chambers Video Upgrade	0	0	0	0	0	0	0	0	0	0	0	0	0
b-18 ADA Assessment Studies	0	0	50	0	50	50	0	0	0	0	50	0	50
b-19 Fire Stations Painting, Auto Gate Operator and Garage Floor	0	0	47	0	47	47	0	0	0	0	47	0	47
b-20 Police Station and Corp Yard Painting	0	0	79	0	79	79	0	0	0	0	79	0	79
b-21 City Buildings Energy Efficiency	0	0	45	0	45	45	0	0	0	0	45	0	45
b-22 IT Servers Upgrade	0	0	50	0	50	50	0	0	0	0	50	0	50
b-23 Electric Vehicle (EV) Charging Stations	0	0	71	0	71	71	0	0	0	0	71	0	71
b-24 Police Station HVAC Improvements	650	650	0	0	650	650	0	0	0	0	650	0	650
b-25 Fire Station 35 Rehabilitation and HVAC System Upgrade	500	500	0	0	500	500	0	0	0	0	500	0	500
b-26 Building Facilities Condition Assessment & CIP Master Plan	200	200	0	0	200	200	0	0	0	0	200	0	200
b-27 Donnelly Parking Garage Roof Deck Resurfacing	70	70	0	0	70	70	0	0	0	0	70	0	70
b-28 Parks Yard Roof Replacement	60	60	0	0	60	60	0	0	0	0	60	0	60
b-29 Engineering Division Remodel	50	50	0	0	50	50	0	0	0	0	50	0	50
b-30 ADA Improvements at Recreation Center and PW Corp Yard	50	50	0	0	50	50	0	0	0	0	50	0	50
b-31 Backup / Recovery Server for City Information System	70	70	0	0	70	70	0	0	0	0	70	0	70
b-32 Library Security Camera System Update	50	50	0	0	50	50	0	0	0	0	50	0	50

FACILITIES CAPITAL IMPROVEMENT PROGRAM	5 YEAR CIP PLAN												
	General Fund	Total New FY16 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY16 Need (Existing + New)	FY17 Need	FY18 Need	FY19 Need	FY20 Need	FY16-20 Need Total	FY20+ Need	Total FY16-20+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
SUBTOTAL	1,700	1,700	2,845	(16)	2,829	4,529	0	0	0	0	4,529	0	4,529
C. MISCELLANEOUS													
c-1 General Plan Update	0	0	500	0	500	500	0	0	0	0	500	0	500
SUBTOTAL	0	0	500	0	500	500	0	0	0	0	500	0	500
TOTAL, FACILITIES CAPITAL IMPROVEMENT PROGRAM	\$1,870	\$1,870	\$3,712	\$0	\$3,712	\$5,582	\$216	\$2,010	\$266	\$490	\$8,564	\$51,048	\$59,612

5 YEAR CIP PLAN

PARKS & TREES CAPITAL IMPROV PROGRAM							5 YEAR CIP PLAN						
	General Fund	Total New FY16 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY16 Need (Existing + New)	FY17 Need	FY18 Need	FY19 Need	FY20 Need	FY16-20 Need Total	FY20+ Need	Total FY16-20+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. TREE MANAGEMENT AND REPLACEMENT													
a-1 Large Tree Management	0	0	109	0	109	109	55	55	55	55	329	0	329
a-2 ECR Tree Management	50	50	0	0	0	50	0	0	0	0	50	0	50
SUBTOTAL	50	50	109	0	109	159	55	55	55	55	379	0	379
B. CITYWIDE PARKS PAVING, COURTS, PATHWAYS													
b-1 Washington Park Tennis Court	0	0	26	(26)	0	0	0	20	0	0	20	0	20
b-2 Citywide Parks Pathways Improvements and Repairs	100	100	180	0	180	280	55	55	55	55	500	0	500
b-3 Citywide Court Resurfacing	0	0	0	0	0	0	50	50	50	50	200	0	200
SUBTOTAL	100	100	206	(26)	180	280	105	125	105	105	720	0	720
C. CITYWIDE PLAYGROUNDS AND RESILIENT RESURFACING													
c-1 Village (Deferred since 2009)	350	350	0	0	0	350	0	0	0	0	350	0	350
c-2 Ray (Deferred since 2009)	105	105	0	0	0	105	350	0	0	0	455	0	455
c-9 Playgrount Resilient Resurfacing	0	0	50	0	50	50	0	0	0	0	50	0	50
SUBTOTAL	455	455	50	0	50	505	350	1,010	0	350	2,215	0	2,215
D. CITYWIDE PARKS FENCING													
d-1 Parks Yard Fencing	0	0	50	0	50	50	0	0	0	0	50	0	50
d-2 City Parks Fencing	0	0	0	0	0	0	60	60	60	60	240	0	240
SUBTOTAL	0	0	50	0	50	50	60	60	60	60	290	0	290
E. CITYWIDE PARKS LIGHTING													
e-1 Murray Lights Retrofits	250	250	18	0	18	268	0	200	0	0	468	0	468
e-2 Washington Small Ball Field Lighting	0	0	210	0	210	210	0	0	0	0	210	0	210
SUBTOTAL	250	250	228	0	228	478	0	200	0	0	678	0	678
F. PARK SAFETY, MAINTENANCE AND IMPROVEMENTS													
f-1 Park Safety Maintenance and Improvements	50	50	161	0	161	211	50	50	50	50	411	0	411
f-2 Washington Park Bocce Ball Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
f-3 Parks Picnic Tables, Benches and Fountains	50	50	60	0	60	110	50	50	50	50	310	0	310
f-4 Central Irrigation Controller	50	50	3	0	3	53	6	0	6	0	65	0	65
f-5 Dog Park Improvements (83800)	0	0	41	0	41	41	0	0	0	0	41	0	41
f-6 Washington Park Restrooms	0	0	0	0	0	0	150	0	0	0	150	0	150
f-7 Murray Field Renovations (84130)	0	0	97	26	123	123	60	0	0	0	183	0	183
f-8 Open Space Fire Hazard Mitigation Plan	0	0	50	0	50	50	0	0	0	0	50	0	50
f-9 Cuernavaca Park Improvements	50	50	0	0	0	50	0	0	0	0	50	0	50
SUBTOTAL	200	200	412	26	438	638	316	100	106	100	1,260	0	1,260
G. AQUATICS FACILITY													
g-1 Aquatic Boiler Replacement	0	0	60	0	60	60	0	0	0	0	60	0	60
SUBTOTAL	0	0	60	0	60	60	0	0	0	0	60	0	60
H. MAJOR IMPROVEMENTS													
h-1 Village Park Restroom	0	0	145	0	145	145	0	0	0	0	145	0	145
h-2 Bayview Park Improvements (State Lands)	100	100	61	0	61	161	0	0	0	3,880	4,041	0	4,041
h-3 Parks Yard and Murray Field Storage	0	0	100	0	100	100	0	0	0	0	100	0	100
SUBTOTAL	100	100	306	0	306	406	0	0	0	3,880	4,286	0	4,286
TOTAL, PARKS & TREES CAPITAL IMPROVEMENT PROGRAM	\$1,155	\$1,155	\$1,421	\$0	\$1,421	\$2,576	\$886	\$1,550	\$326	\$4,550	\$9,888	\$0	\$9,888

5 YEAR CIP PLAN

PARKING & GARAGES CAPITAL IMPROV PROGRAM

	General Fund	Parking Fund	Total New FY16 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY16 Need (Existing + New)	FY17 Need	FY18 Need	FY19 Need	FY20 Need	FY16-20 Need Total	FY20+ Need	Total FY16-20+ 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	0	0	0	700	0	700	700	100	100	100	100	1,100	0	1,100
a-2 Lot O Re-Configuration	0	0	0	72	0	72	72	0	0	0	0	72	0	72
a-3 Wayfinding Signage Improvements	0	0	0	50	0	50	50	0	0	0	0	50	0	50
a-4 Downtown Smart Parking Meters	0	475	475	0	0	0	475	0	0	0	0	475	0	475
SUBTOTAL	0	475	475	822	0	822	1,297	100	100	100	100	1,697	0	1,697
TOTAL, PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM	\$0	\$475	\$475	\$822	\$0	\$822	\$1,297	\$100	\$100	\$100	\$100	\$1,697	\$0	\$1,697

5 YEAR CIP PLAN

SEWER CAPITAL IMPROV PROGRAM

	Sewer Rates	Sewer Rates	Total New FY16	Available Existing	Transfers	Total Available	Total FY16 Need	5 YEAR CIP PLAN							
	(City)	(Other Districts)	Appropriations	Funding		Existing, Net of	(Existing + New)	FY17	FY18	FY19	FY20	FY16-20	FY20+	Total FY16-20+	
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
A. STUDIES															
a-1	CIP Administrative Services	0	0	0	95	(95)	0	0	0	0	0	0	0	0	0
a-2	Mitten Force Main & Pump Station	400	0	400	50	47	97	497	0	0	0	0	497	0	497
a-3	Geo Based Information System	0	0	0	65	0	65	65	0	50	0	50	165	0	165
a-4	Sewer Model & Study	0	0	0	34	0	34	34	100	50	50	50	284	0	284
a-5	Force Main Sewer Study	0	0	0	45	0	45	45	0	0	0	0	45	0	45
a-6	Vancouver Bernal Sewer Study & Design	0	0	0	19	(19)	0	0	0	0	0	0	0	0	0
a-7	Carolan, Toyon, Carmelita & Sanchez Areas Study	0	0	0	100	(100)	0	0	50	0	50	0	100	0	100
SUBTOTAL		400	0	400	408	(167)	241	641	150	100	100	100	1,091	0	1,091
B. SEWER MAIN REHABILITATION															
b-1	Broadway & Rollins Interchange Sewer System Improvement	1,000	0	1,000	643	0	643	1,643	0	0	0	0	1,643	0	1,643
b-2	2013 Sanchez Area Sewer Rehabilitation Project, Phase 3	0	0	0	656	(500)	156	156	0	0	0	0	156	0	156
b-3	Easton Addition, Ray Park, Neighborhood Sewer Rehab Phase 1	1,715	0	1,715	0	777	777	2,492	0	0	0	0	2,492	0	2,492
b-4	2014 Sanchez Area Sewer Rehabilitation Project, Phase 4	0	0	0	3,991	0	3,991	3,991	0	0	0	0	3,991	0	3,991
b-5	Burlingame Streetscape Sewer Improvement	0	0	0	136	0	136	136	0	0	0	0	136	0	136
b-6	Hillsborough Sewer Joint Project	0	0	0	400	0	400	400	0	0	0	0	400	0	400
b-7	Annual Citywide Sewer Master Plan Improvements	0	0	0	0	0	0	0	3,195	3,125	3,195	3,395	12,910	45,000	57,910
b-8	Airport Blvd. Force Main and Carolan Ave Utility Improvement	0	0	0	0	700	700	700	0	0	0	0	700	0	700
SUBTOTAL		2,715	0	2,715	5,826	977	6,803	9,518	3,195	3,125	3,195	3,395	22,428	45,000	67,428
C. MISCELLANEOUS SEWER REPAIRS															
c-1	Miscellaneous Sewer Rehabilitation	0	0	0	0	0	0	0	50	0	50	0	100	500	600
c-2	Sewer Manhole Rehabilitation	0	0	0	50	(50)	0	0	0	50	0	50	100	500	600
c-3	Miscellaneous Sewer Root Forming & Sewer Repair	50	0	50	54	0	54	104	50	50	50	50	304	500	804
SUBTOTAL		50	0	50	104	(50)	54	104	100	100	100	100	504	1,500	2,004
D. PUMP STATIONS															
d-1	Mitten Pump Station and Force Main	0	0	0	47	(47)	0	0	0	0	0	0	0	0	0
d-2	Airport and Hyatt Pump Station Upgrade	250	0	250	0	0	0	250	0	0	0	0	250	0	250
d-3	Rollins Pump Station Upgrade	100	0	100	0	0	0	100	0	0	200	0	300	0	300
SUBTOTAL		350	0	350	47	(47)	0	350	0	0	200	0	550	0	550
E. TREATMENT															
e-1	Install Secondary Drive Turntable "A"	75	0	75	0	0	0	75	0	0	0	0	75	0	75
e-2	Power Control System Upgrade	0	0	0	140	0	140	140	0	0	0	0	140	0	140
e-3	Final Clarifiers Catwalk	50	0	50	0	0	0	50	0	0	0	0	50	0	50
e-4	Rehab Solids Building MCC & Annunciator Panel	0	0	0	60	0	60	60	0	0	0	0	60	750	810
e-5	Emergency Generator Electrical Panel	0	0	0	(3)	3	0	0	0	0	0	0	0	0	0
e-6	Secondary Clarifier Weir Rehabilitation	0	0	0	13	(13)	0	0	0	0	0	0	0	0	0
e-7	City Vac Truck Dumping & Washing Station	60	0	60	0	0	0	60	0	0	0	0	60	0	60
e-8	GBT Overhaul	0	0	0	7	(7)	0	0	0	0	0	0	0	0	0
e-9	Rollins Rd. Gen-set Replacement	0	0	0	(1)	1	0	0	0	0	0	0	0	0	0
e-10	Secondary Clarifier Turntable Replacement B	0	0	0	0	0	0	0	0	170	0	0	170	180	350
e-11	New Weissman Barscreen System #1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
e-12	New Weissman Barscreen System #2	0	0	0	0	0	0	0	150	0	0	0	150	0	150
e-13	Liftstation Pump Replacement @ 6	0	0	0	0	0	0	0	55	55	55	55	220	0	220
e-14	Digester #1 Roof and Dome Engineer Review	0	0	0	0	0	0	0	0	100	0	0	100	0	100

SEWER CAPITAL IMPROV PROGRAM	5 YEAR CIP PLAN													
	Sewer Rates (City)	Sewer Rates (Other Districts)	Total New FY16 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY16 Need (Existing + New)	FY17 Need	FY18 Need	FY19 Need	FY20 Need	FY16-20 Need Total	FY20+ Need	Total FY16-20+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
e-15 WWTP Master Plan and Improvements	500	0	500	1,918	(1,097)	821	1,321	1,000	1,000	1,000	1,000	5,321	20,000	25,321
e-16 WWTP Master Plan Study	0	0	0	0	400	400	400	0	0	0	0	400	0	400
SUBTOTAL	685	0	685	2,134	(713)	1,421	2,106	1,205	1,325	1,055	1,055	6,746	20,930	27,676
F. MISCELLANEOUS														
f-1 Large Main CCTV	0	0	0	14	0	14	14	0	0	0	0	14	0	14
f-2 Sewer Force Main CCTV	0	0	0	0	0	0	0	50	50	50	50	200	0	200
SUBTOTAL	0	0	0	14	0	14	14	50	50	50	50	214	0	214
TOTAL, SEWER CAPITAL IMPROVEMENT PROGRAM	\$4,200	\$0	\$4,200	\$8,533	\$0	\$8,533	\$12,733	\$4,700	\$4,700	\$4,700	\$4,700	\$31,533	\$67,430	\$98,963

5 YEAR CIP PLAN

STORM DRAIN CAPITAL IMPROVEMENT PROGRAM

	Storm Drain Bonds	Storm Drain Fee	Total New FY16 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY16 Need (Existing + New)	FY17 Need	FY18 Need	FY19 Need	FY20 Need	FY16-20 Need Total	FY20+ Need	Total FY16-20+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES														
a-1 Program Management 2013	0	0	0	11	(11)	0	0	0	0	0	0	0	0	0
a-2 Program Management 2014	0	0	0	100	11	111	111	50	50	50	50	322	200	522
SUBTOTAL	0	0	0	111	0	111	111	50	50	50	50	322	200	522
B. CAPACITY IMPROVEMENTS - EASTON CREEK														
b-1 Marsten Pump Station Improvements	0	0	0	315	(315)	0	0	0	0	0	0	0	0	0
b-2 Outfall Pipeline, Marsten PS to SF Bay	0	0	0	47	0	47	47	0	0	0	0	47	0	47
SUBTOTAL	0	0	0	362	(315)	47	47	0	0	0	0	47	0	47
C. CAPACITY IMPROVEMENTS - MILLS CREEK														
c-1 Mills Creek Improvements	0	0	0	200	0	200	200	0	0	0	200	400	600	1,000
SUBTOTAL	0	0	0	200	0	200	200	0	0	0	200	400	600	1,000
D. CAPACITY IMPROVEMENTS - BURLINGAME CREEK														
d-1 Burlingame Creek Bypass	0	200	200	0	0	0	200	500	5,300	0	0	6,000	0	6,000
d-2 Ralston Creek Improvements	0	0	0	0	0	0	0	0	0	1,500	0	1,500	0	1,500
d-3 Rollins/US 101 - Crossing	0	0	0	3,939	315	4,254	4,254	0	0	0	0	4,254	0	4,254
d-4 Rollins Area Collection System	0	0	0	346	0	346	346	2,900	0	0	0	3,246	0	3,246
d-5 New Rollins Pump Station	0	0	0	3,275	0	3,275	3,275	0	0	0	0	3,275	0	3,275
SUBTOTAL	0	200	200	7,560	315	7,875	8,075	3,400	5,300	1,500	0	18,275	0	18,275
E. CAPACITY IMPROVEMENTS - SANCHEZ CREEK, TERRACE & LAGUNA														
e-1 Terrace Creek Improvements	0	0	0	0	0	0	0	0	0	1,800	0	1,800	0	1,800
e-2 Laguna Area Improvements	0	0	0	731	0	731	731	0	0	0	0	731	0	731
SUBTOTAL	0	0	0	731	0	731	731	0	0	1,800	0	2,531	0	2,531
F. CAPACITY IMPROVEMENTS - EL PORTAL CREEK, TROUSDAL & GILBREATH														
f-1 El Portal Creek, Trousdale Channel, Gilbreth Creek Improvements	0	0	0	89	0	89	89	0	545	0	0	634	0	634
SUBTOTAL	0	0	0	89	0	89	89	0	545	0	0	634	0	634
G. NEIGHBORHOOD AREA														
g-1 Citywide Neighborhood Storm Drain Improvements	0	1,200	1,200	715	0	715	1,915	700	700	700	700	4,715	722	5,437
g-2 Downtown Burlingame Avenue Streetscape Storm Drain Improvements	0	0	0	264	0	264	264	0	0	0	0	264	0	264
SUBTOTAL	0	1,200	1,200	979	0	979	2,179	700	700	700	700	4,979	722	5,701
H. BRIDGE & STORM CULVERT IMPROVEMENTS														
h-1 Bridge and Culvert Facilities Improvements	0	0	0	360	0	360	360	200	0	0	0	560	0	560
SUBTOTAL	0	0	0	360	0	360	360	200	0	0	0	560	0	560
I. PUMP STATIONS														
i-1 Pump Station Improvements / 1740 Rollins & Cowan PS	0	0	0	520	0	520	520	100	100	100	100	920	500	1,420
SUBTOTAL	0	0	0	520	0	520	520	100	100	100	100	920	500	1,420
TOTAL, STORM DRAIN CAPITAL IMPROVEMENT PROGRAM	\$0	\$1,400	\$1,400	\$10,912	\$0	\$10,912	\$12,312	\$4,450	\$6,695	\$4,150	\$1,050	\$28,668	\$2,022	\$30,690

5 YEAR CIP PLAN

STREETS CAPITAL IMPROVEMENT PROGRAM										5 YEAR CIP PLAN						
	General Fund	Other Revenue & Grants	Gas Tax	Measure A and M	Total New FY16 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY16 Need (Existing + New)	FY17 Need	FY18 Need	FY19 Need	FY20 Need	FY16-20 Need Total	FY20+ Need	Total FY16-20+ 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	13	(13)	0	0	0	0	0	50	50	0	50
a-2 Traffic & Transportation Studies	0	0	0	0	0	63	(20)	43	43	50	0	50	0	143	0	143
a-3 City Monument Master Plan	0	0	75	0	75	0	0	0	75	50	50	50	50	275	0	275
a-4 California Dr. Class 1 Bike Route - Study Report and Feasibility Study	200	0	0	0	200	0	0	0	200	0	0	0	0	200	0	200
a-5 Traffic Calming Studies	80	0	0	0	80	0	0	0	80	50	50	50	50	280	500	780
a-6 Shuttle Demand Study	80	0	0	0	80	0	0	0	80	0	0	0	0	80	0	80
SUBTOTAL	360	0	75	0	435	76	(33)	43	478	150	100	150	150	1,028	500	1,528
B. PAVING & RECONSTRUCTION																
b-1 Annual Street Resurfacing Program 2015	0	0	473	670	1,143	0	436	436	1,579	0	0	0	0	1,579	0	1,579
b-2 Annual Street Resurfacing Program 2014	0	0	0	0	0	299	(177)	122	122	0	0	0	0	122	0	122
b-3 Annual Street SLPP Resurfacing Program 2013	0	0	0	0	0	226	(226)	0	0	0	0	0	0	0	0	0
b-4 Annual Street Resurfacing Program	0	0	0	0	0	0	0	0	0	1,400	1,400	1,400	1,400	5,600	20,000	25,600
b-5 Pavement Management System	0	0	0	0	0	28	0	28	28	0	20	0	20	68	0	68
b-6 Carolan Avenue Complete Street Improvement	0	0	0	0	0	1,149	0	1,149	1,149	0	0	0	0	1,149	150	1,299
b-7 Thermoplastic Pavement Marking - Citywide	80	0	0	0	80	144	0	144	224	0	0	0	0	224	0	224
b-8 U.S. 101 - Broadway Interchange	0	0	0	0	0	4,912	0	4,912	4,912	0	0	0	0	4,912	65,000	69,912
SUBTOTAL	80	0	473	670	1,223	6,758	33	6,791	8,014	1,400	1,420	1,400	1,420	13,654	85,150	98,804
C. TRAFFIC SIGNALS																
c-1 City-Wide Traffic Signal Upgrade	0	0	0	0	0	48	0	48	48	0	0	0	0	48	500	548
c-2 Traffic Signal Interconnect System Software Upgrade	0	0	0	0	0	38	0	38	38	50	0	50	0	138	0	138
c-3 Gateway Signs (El Camino Real)	0	0	0	0	0	80	40	120	120	0	0	0	0	120	0	120
c-4 Street Intersection Signage	0	0	0	0	0	2	0	2	2	50	0	50	0	102	0	102
c-5 Bayshore Signal Pole & Mastarm Replacement	0	0	0	0	0	200	0	200	200	0	0	0	0	200	0	200
c-6 Traffic Circle at Larkspur/Linden Intersection	0	0	0	0	0	113	0	113	113	0	0	0	0	113	0	113
SUBTOTAL	0	0	0	0	0	481	40	521	521	100	0	100	0	721	500	1,221
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 Railroad Grade Separation at Broadway	0	0	0	0	0	1,070	0	1,070	1,070	0	0	0	0	1,070	220,000	221,070
d-3 High Speed Rail	0	0	0	0	0	61	0	61	61	0	0	0	0	61	0	61
SUBTOTAL	0	0	0	0	0	1,256	0	1,256	1,256	0	0	0	0	1,256	220,000	221,256
E. DOWNTOWN IMPROVEMENTS																
e-1 Burlingame Avenue Streetscape	0	0	0	0	0	1,210	0	1,210	1,210	0	0	0	0	1,210	0	1,210
e-2 Burlingame Avenue District Parking Improvements/Studies	0	0	0	0	0	360	0	360	360	300	0	0	0	660	0	660
SUBTOTAL	0	0	0	0	0	1,570	0	1,570	1,570	300	0	0	0	1,870	0	1,870
F. BICYCLE & 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	0	0	0	0	0	15	0	15	15	0	0	0	0	15	0	15
f-3 Bike Route Improvements - West	0	0	0	0	0	178	(63)	115	115	0	0	0	0	115	0	115
f-4 California Drive Roundabout	0	0	0	0	0	1,200	53	1,253	1,253	0	0	0	0	1,253	5,000	6,253
f-5 Rollins and Bloomfield Radar Speed Warning Signs	0	0	0	0	0	60	0	60	60	0	0	0	0	60	0	60
f-6 Bike Route Improvements - East	0	0	0	0	0	62	(30)	32	32	0	0	0	0	32	0	32
SUBTOTAL	0	0	0	0	0	1,687	(40)	1,647	1,647	0	0	0	0	1,647	5,000	6,647
G. LIGHTING & POLES																
g-1 Citywide Streetlight Improvements/Masterplan	0	0	0	0	0	372	0	372	372	0	200	200	200	972	3,000	3,972
SUBTOTAL	0	0	0	0	0	372	0	372	372	0	200	200	200	972	3,000	3,972
H. SIDEWALKS, CURBS & GUTTERS																
h-1 2011-12 Annual Sidewalk, Curb & Gutter, ADA Program	0	0	0	0	0	197	(197)	0	0	0	0	0	0	0	0	0

5 YEAR CIP PLAN

STREETS CAPITAL IMPROVEMENT PROGRAM										5 YEAR CIP PLAN						
	General Fund	Other Revenue & Grants	Gas Tax	Measure A and M	Total New FY16 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY16 Need (Existing + New)	FY17 Need	FY18 Need	FY19 Need	FY20 Need	FY16-20 Need Total	FY20+ Need	Total FY16-20+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
h-2 2012-13 Annual Sidewalk Program	0	0	0	0	0	580	0	580	580	0	0	0	0	580	0	580
h-3 2014-15 Annual Sidewalk Program	0	0	0	0	0	800	0	800	800	0	0	0	0	800	0	800
h-4 Bayfront ADA Improvements	0	0	0	0	0	200	0	200	200	0	0	0	0	200	0	200
h-5 2015-16 Annual Curb & Gutter Program	0	0	100	0	100	0	197	197	297	100	100	100	100	697	0	697
h-6 2015-16 Annual ADA Ramp Program	100	0	0	0	100	0	0	0	100	100	100	100	100	500	0	500
h-7 2015-16 Annual Sidewalk Program	400	200	0	0	600	0	0	0	600	0	0	0	0	600	0	600
h-8 Annual Sidewalk Program	0	0	0	0	0	0	0	0	0	400	400	400	400	1,600	0	1,600
SUBTOTAL	500	200	100	0	800	1,777	0	1,777	2,577	600	600	600	600	4,977	0	4,977
TOTAL, STREETS CAPITAL IMPROVEMENT PROGRAM	\$940	\$200	\$648	\$670	\$2,458	\$13,977	\$0	\$13,977	\$16,435	\$2,550	\$2,320	\$2,450	\$2,370	\$26,125	\$314,150	\$340,275

5 YEAR CIP PLAN

WATER CAPITAL IMPROVEMENT PROGRAM

	Water Rates (City)	Total New FY16 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY16 Need (Existing + New)	FY17 Need	FY18 Need	FY19 Need	FY20 Need	FY16-20 Need Total	FY20+ Need	Total FY16-20+ Need	
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
A. PLANNING														
a-1	CIP Administrative Services	0	0	37	(37)	0	0	0	0	0	0	0	0	
a-2	Recycled Water and Well Water Distribution Planning	100	100	50	0	50	150	0	0	0	150	0	150	
a-3	Geo Base Information System	50	50	20	0	20	70	0	50	0	170	720	890	
a-4	Regional Water Supply Studies/Modeling	125	125	(8)	0	(8)	117	50	50	50	317	0	317	
SUBTOTAL		275	275	99	(37)	62	337	50	100	50	100	637	720	1,357
B. STORAGE														
b-1	Emergency Storage Tank Expansion	0	0	102	0	102	102	350	550	900	500	2,402	7,250	9,652
b-2	Roof Repair - Hillside Storage Tank	0	0	338	(138)	200	200	0	0	0	200	17,500	17,700	
SUBTOTAL		0	0	440	(138)	302	302	350	550	900	500	2,602	24,750	27,352
C. TRANSMISSION PIPELINES														
c-1	Howard - Primrose to Carolan	0	0	0	0	0	0	0	0	0	0	2,520	2,520	
c-2	Train Track Xings (4)	0	0	0	0	0	0	0	0	0	0	2,500	2,500	
c-3	Easton Turnout to Easton Pump Station	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	7,530	7,530	
D. PIPELINES REHABILITATION														
d-1	Emergency Water Main Replacement	300	300	448	0	448	748	100	200	320	200	1,568	3,900	5,468
d-2	Burlingame Avenue Streetscape Improvement	0	0	154	0	154	154	0	0	0	0	154	0	154
d-3	Adeline Drive and Peninsula Ave Water Main Replacement	0	0	895	(600)	295	295	0	0	0	0	295	0	295
d-4	Burlingame Ave and Broadway (West) Water Replacement	0	0	296	(100)	196	196	0	0	0	0	196	0	196
d-5	El Camino Real Water Main Replacement	0	0	1,606	0	1,606	1,606	0	0	0	0	1,606	0	1,606
d-6	South Rollins Road and Neighborhood Water Improvements, Phase 1	1,000	1,000	305	737	1,042	2,042	0	0	0	0	2,042	0	2,042
d-7	South Rollins Road and Neighborhood Water, Phase 2	0	0	0	0	0	0	1,500	0	0	0	1,500	0	1,500
d-8	South Rollins Road and Neighborhood Water, Phase 3	0	0	0	0	0	0	0	1,650	0	0	1,650	0	1,650
d-9	US101/Broadway - Airport Blvd Water Main Improvements	0	0	190	0	190	190	0	0	0	100	290	0	290
d-10	Kenmar Water Main Improvement	100	100	0	0	0	100	0	0	0	0	100	0	100
d-11	ECR - Sanchez to Barriolhet	0	0	0	0	0	0	0	0	1,230	1,000	2,230	3,060	5,290
d-12	Glenwood/Burlingame Height/Burlingame Park Subdivisions Study/Design	0	0	0	0	0	0	0	0	0	300	300	5,000	5,300
d-13	Villa Park and Corbitt Subdivision Water Improvements	0	0	0	0	0	0	0	0	0	0	0	1,450	1,450
d-14	Riveted Steel Replacement on Loma Vista	0	0	0	0	0	0	0	0	0	100	100	0	100
d-15	Oakgrove to Burlingame/Washington Park to Rollins Road	0	0	0	0	0	0	0	0	0	0	0	8,370	8,370
d-16	Broadway from ECR to Chula Vista	0	0	0	0	0	0	0	0	0	0	0	740	740
d-17	Ray Park/Easton Fire Flow Improvement	0	0	0	0	0	0	0	0	0	100	100	4,730	4,830
d-18	2100 Block of Trousdale	0	0	0	0	0	0	0	0	0	0	0	100	100
d-19	Industrial Area (Steel Valves) Prevention Program	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-20	Mills Canyon Crossing	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-21	El Prado Road (Canyon to Summit)	0	0	0	0	0	0	0	0	0	0	0	750	750
d-22	Burlingame Terrance Subdivision	0	0	0	0	0	0	0	0	0	0	0	4,000	4,000
d-23	Unincorporated Areas	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
SUBTOTAL		1,400	1,400	3,894	37	3,931	5,331	1,600	1,850	1,550	1,800	12,131	36,100	48,231

5 YEAR CIP PLAN

WATER CAPITAL IMPROVEMENT PROGRAM

	Water Rates (City)	Total New FY16 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY16 Need (Existing + New)	FY17 Need	FY18 Need	FY19 Need	FY20 Need	FY16-20 Need Total	FY20+ Need	Total FY16-20+ Need	
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
E. PUMP STATIONS														
e-1	Pump Station Planning/Improvements	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	
F. WATER QUALITY & CHLORAMINATION														
f-1	Unidirectional Flushing Program	50	50	0	0	50	0	0	0	0	50	0	50	
SUBTOTAL		50	50	0	0	50	0	0	0	0	50	0	50	
G. SUPERVISORY CONTROL & DATA ACQUISITION (SCADA)														
g-1	SCADA & RTU's for turnouts	0	0	157	0	157	0	0	0	0	157	0	157	
g-2	SCADA Central Computer System Upgrade	0	0	0	0	0	0	0	0	0	0	140	140	
SUBTOTAL		0	0	157	0	157	0	0	0	0	157	140	297	
H. MISCELLANEOUS IMPROVEMENTS														
h-2	Water Meter Replacement	300	300	5	0	305	300	0	0	0	605	920	1,525	
h-3	Urban Water Management Plan Update	0	0	0	0	0	0	0	0	100	100	90	190	
h-4	Hillside Reservoir Electrical Building (MCC) Relocation	0	0	108	(108)	0	100	0	0	0	100	0	100	
h-5	Miscellaneous Reservoir and Pump Station Improvement	475	475	0	246	721	100	0	0	0	821	0	821	
SUBTOTAL		775	775	113	138	251	500	0	0	100	1,626	1,010	2,636	
TOTAL, WATER CAPITAL IMPROVEMENT PROGRAM		\$2,500	\$2,500	\$4,703	\$0	\$4,703	\$7,203	\$2,500	\$2,500	\$2,500	\$2,500	\$17,203	\$70,250	\$87,453



Appendix

Summary of Community Funding Awards

**CITY OF BURLINGAME
COMMUNITY GROUP FUNDING
FISCAL YEAR 2015-16**

Community Group	Award \$
Burlingame Historical Society	\$ 1,120
Burlingame Neighborhood Network	\$ 1,625
CALL Primrose Center	\$ 6,010
Citizens Environmental Council - Burlingame	\$ 1,375
Community Gatepath	\$ 4,000
Community Overcoming Relationship Abuse	\$ 3,625
Hillbarn Theatre, Inc.	\$ 200
HIP Housing - Human Investment Project	\$ 3,900
InnVision (Shelter Network)	\$ 5,600
Legal Aid Society of San Mateo County	\$ 830
Life Steps Foundation, Inc.	\$ 300
Ombudsman Program of San Mateo	\$ 680
PARCA	\$ 1,460
Peninsula Museum of Art	\$ 1,300
Samaritan House Core Services	\$ 3,300
Samaritan House Safe Harbor-Winter Shelter	\$ 5,000
San Mateo County Jobs for Youth	\$ 1,400
Star Vista	\$ 1,520
Sustainable San Mateo County	\$ 1,180
Totals:	\$ 44,425

