



FISCAL YEAR 2016-17

ADOPTED BUDGET

City of Burlingame, CA



On June 20, 2016, the Proposed Fiscal Year 2016-17 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 2016-17

ADOPTED OPERATING AND CAPITAL BUDGET

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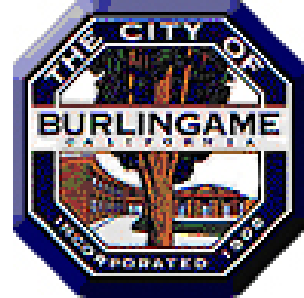
CITY MANAGER'S TRANSMITTAL LETTER

Date: June 20, 2016

To: Mayor Ann Keighran & the Burlingame City Council

From: Lisa K. Goldman, City Manager

Subject: Budget Transmittal Letter for Fiscal Year 2016-17



In accordance with the City of Burlingame Municipal Code, I am pleased to transmit to you the recommended budget for fiscal year 2016-17. 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, 2016), the City has made significant progress on the goals established by the City Council in January 2015 and revised and reconfirmed in April 2015. Most notably, the first comprehensive update of the City's General Plan and Zoning Ordinance in more than 30 years has commenced; the City continues to seek community input through a dedicated website, www.envisionburlingame.org, stakeholder meetings, surveys, and open houses. The 30-month planning project will result in the development of long-term strategies for preserving and improving the quality of life associated with living and working in Burlingame. The General Plan and Zoning Ordinance are the two documents that regulate all land use, environmental, and transportation decisions made by City leaders. Meanwhile, 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 and tested through preparation and participation in events such as Super Bowl 50 in February and the California Republican Party National Convention at the end of April. The City launched its first mobile app, [accessBurlingame](#), in August 2015. The app allows users to access City information, sign up for classes, and report issues. The City also introduced an online utility bill payment system for water and sewer bills and improved the bills to show consumption data to assist customers in understanding their water usage. Economic Development staff developed a "welcome packet" of information for new businesses to promote continued business vitality and economic development, while the City's Sustainability Coordinator and Economic Development Specialist promoted sustainability and energy efficiency opportunities for local businesses. The City also undertook a number of physical improvements with the resurfacing of 13 streets, the replacement of 46,000 square feet of sidewalk, park improvements, field lighting, and other enhancements to the City's infrastructure.

On the fiscal front, the City completed a Cost Allocation and User Fee Study, enabling it to better cost services and set fees that, to the extent desired, cover the cost of the related municipal services. The third series of Storm Drainage Revenue Bonds were issued in February, providing \$10 million in proceeds that will be put to work in continued improvements in the storm drainage system in the City's five-year Capital Improvement Program. 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 2016-17 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 2016-17. On January 30, 2016, the City Council and staff held the City's annual public goal-setting session, in which the focus was on developing high-level goals, then articulating strategies to support those goals. 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 infrastructure and 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 April 4, 2016 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 a cornerstone of the budget process, the Mid-Year Budget Review was presented in March. Staff 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 11, 2016 for a high-level review and further direction. The fiscal year 2016-17 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 yet broken past the 2 - 2.5 percent pace. Through the ups and downs of data that measure overall economic activity, the reality is that the U.S economic expansion continues to move along at a

steady, if mediocre, pace. The single largest driver in the recovering economy has been significant improvements in the job sector: in March 2016, the national unemployment rate dropped to 4.9 percent (from 5.5 percent in March 2015), reflecting a healthy addition of 2.5 million jobs.

At the statewide level, California continues to be a leader in the nation's employment recovery. After reaching a peak of 12.4 percent in 2010, California's unemployment rate has dropped to 5.4 percent as of March 2016. Tech-related sectors lead the state in job growth, but gains have been broad-based and include lower-wage sectors such as retail and leisure/hospitality, middle-wage sectors such as construction, and higher wage sectors such as professional, scientific and technical services. California's job growth will continue to exceed the nation's pace of growth in 2016 and 2017, sustaining increases in consumer spending and business activity and improving government finances.

The San Francisco Metropolitan District (MD), which includes Burlingame, continues to lead the state in job growth, with an annual 4% increase in employment as of March 2016. The San Francisco MD added 41,900 new nonfarm positions to its jobs base from March 2015 to March 2016, representing 10% of all jobs gains in the state but also a 3.8% decline from job gains the year prior, according to the California Employment Development Department. The region's labor market is showing signs of saturation, however, with an unemployment rate of 3.2%, a 0.5 percentage point decrease since March 2015. San Francisco's strong growth in recent years is starting to display signs of winding down.

Although employment growth has not been limited to the high-tech industries, the Professional, Scientific and Technical Services sector continued to see the most growth. The Construction sector also increased its employment base, by 12.5% between March 2015 and March 2016, with non-residential construction permit values that were 33.7% higher than in 2014. Transportation projects and hospital expansions accounted for much of the increased recent activity, in addition to large-scale housing projects intended to address the region's surging population. Other industries with strong showings include Education and Health. While the growth trends are expected to continue in future years, with the maturation of the Technology sector, employment growth in the region will likely settle into steadier and more predictable patterns.

Nearly six 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 sign that the economy is continuing to expand. 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.

Even with the positive economic trends of the last three years, the fiscal year 2016-17 budget has been developed with a relatively conservative approach. The recession brought home the

realization that some of the City's largest sources of revenue are highly volatile, inexorably linked to the health of the general economy and events that cannot be anticipated in the short term.

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 (the California Public Employees' Retirement System) also continue to increase. Though pension benefits have been reduced for employees hired after December 31, 2012 who are new to the CalPERS system, 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.

Current capital projects are adequately funded through a mix of capital reserves, debt financing, and 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 \$29.8 million in General Fund reserves as of the end of fiscal year 2015-16. 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. For example, in February, the City issued its third series of Storm Drainage Revenue Bonds. Although storm drain bonds are typically a very difficult credit, the City obtained an A+ rating from Standard & Poor's Ratings Services. The Council has authorized the refinancing of the City's Water and Wastewater Revenue Bonds, Series 2007, and has obtained an AA+ rating on these refunding bonds, to be issued in July.

BUDGET OVERVIEW – ALL FUNDS

The recommended City budget and capital improvements plan for the City of Burlingame for fiscal year 2016-17 totals \$108,025,768. A breakdown by major funds is as follows:

CITY OF BURLINGAME, CA BUDGET SUMMARY BY FUND		
	FY15-16 Adjusted Budget	FY16-17 Budget
General Fund	\$ 49,804,642	52,131,328
Capital Projects	14,308,000	19,135,000
Financing Authority	7,819,410	8,008,965
Building Enterprise	1,654,006	1,697,026
Landfill Fund	244,011	244,607
Parking Enterprise	509,875	563,037
Sewer Enterprise	10,435,416	10,572,671
Solid Waste Enterprise	554,661	564,405
Water Enterprise	13,807,984	14,528,578
Special Revenue Funds	203,000	60,000
Other Funds	537,595	520,151
Total	\$ 99,878,600	\$ 108,025,768

Overall, the City's budget increased by \$8,060,129, or 8.1 percent, in the new fiscal year, when compared with the prior year *adjusted* budget. This variation reflects a myriad of funding changes taking place. General Fund appropriations are \$2.3 million higher than in the prior year, a 4.7 percent increase. The increase was largely the result of higher personnel costs – a combination of 3.45 added full-time equivalent positions (FTEs), wage increases negotiated with labor groups, and increases in the cost of pension and health benefits. The appropriation to the Capital Projects Fund grew by \$4.8 million due primarily to increased funding for storm drain projects, enabled with the third issuance of Storm Drain Bonds earlier this year. The bond issuance, funded by storm drainage fees, also increased expenditures of the Financing Authority, despite the maturity of the City's Lease Revenue Refunding Bonds, Series 2004. The 5.2 percent rise in the Water Enterprise Fund reflects continued increases in the cost of wholesale water. Special Revenue Funds have decreased due to the contraction of federal and state grants, though staff continues to pursue such funds that would effectively forward the goals and strategies established by the City Council. 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.

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Revenue Highlights

As indicated in the table below, General Fund revenues for the current fiscal year will surpass the actual revenues reported in the 2014-15 fiscal year by approximately \$3.6 million, or 5.8%, with total collections of nearly \$65.5 million. Although General Fund revenues are projected to be only ½% higher in the FY 2016-17 budget, the increase reflects strong growth when adjusted for the current year's \$1 million one-time sales tax revenue, due to the end (and true-up) of the State's "triple flip" revenue swap. In addition, the FY 2016-17 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 \$65.8 million. Note that the top three sources – Property Tax, Sales and Use Tax, and Transient Occupancy Tax – comprise 85% of the City's General Fund Revenue.

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND REVENUES				
	FY13-14 Actual	FY14-15 Actual	FY15-16 Adjusted Budget	FY16-17 Projection
Property Tax	\$15,496,548	\$16,677,381	\$17,716,400	\$18,026,000
Sales and Use Tax	10,196,123	11,100,900	13,244,000	11,969,000
Transient Occupancy Tax	21,357,066	23,698,396	25,200,000	26,000,000
Other Taxes				
Franchise Tax	1,575,521	1,579,976	1,602,000	1,598,000
Business Tax	981,821	966,675	973,000	990,000
State HOPTR	64,968	64,810	66,000	66,000
Real Property Transfer Tax	347,855	436,853	472,000	477,000
Licenses & Permits	111,712	83,840	87,000	88,000
Fines, Forfeitures and Penalties	788,772	837,704	836,000	942,000
Use of Money & Property	203,451	207,951	220,500	206,000
Charges for Services	3,942,937	4,480,746	4,544,200	4,795,200
Other Revenue	165,628	1,047,384	46,500	30,500
State Subventions	170,146	465,725	157,000	254,000
Interest Income	225,080	260,740	323,000	389,000
Total, General Fund Revenue	\$55,627,628	\$61,909,081	\$65,487,600	\$65,830,700

Property Taxes

Burlingame has 8,699 taxable parcels, with a net assessed value in the secured property roll of \$9.5 billion. The total assessed value subject to taxes increased by 6.83% in fiscal year 2014-15, and then by 6.80% 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 7.73% 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

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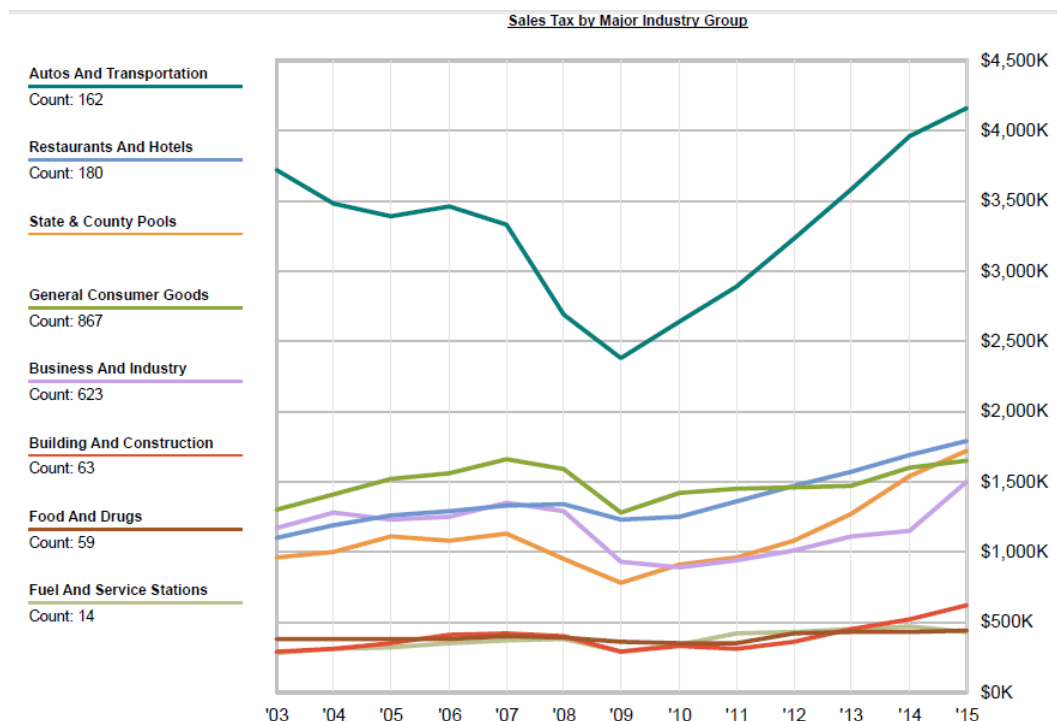
2016-17 to be approximately 6.6% higher than in the current fiscal year. However, given that the future of refunds from the County's ERAF is very uncertain, a downward adjustment of \$700,000 has been made to the property tax projection, so that this revenue category shows only moderate growth when compared 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 27.4% of General Fund revenues in the FY 2015-16 proposed budget.

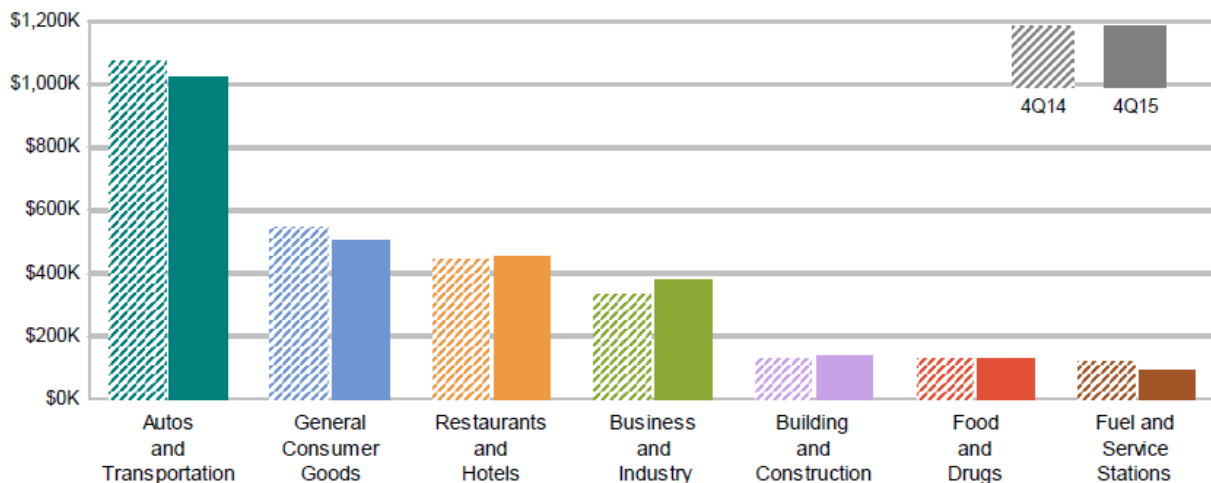
Sales and Use Taxes

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 surpass pre-recessionary levels in the 2013-14 fiscal year, with nearly \$10.2 million in receipts, a 10.8% growth for the year. This was followed by an 8.9% increase in fiscal year 2014-15. The projected growth in sales and use tax revenues for the current fiscal year is 5.8%, but an upward adjustment of nearly \$1 million is attributable to the unwinding of the State's "triple flip" mechanism, a revenue swapping procedure used to allocate sales taxes since 2004. In this 2016-17 fiscal year budget, sales taxes are projected to flatten somewhat after these years of strong growth.



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's Auto Row and near Broadway. Although historically low interest rates have supported substantial car sales gains in the past three years, pent-up demand for automobiles (from the recession) has eased somewhat, and is expected to taper off in the upcoming fiscal year.

Sales Tax by Major Industry Groups



The next largest segment of taxable transactions is in general consumer goods, which has also experienced 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 grow moderately in the coming fiscal year. However, 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, and are anticipated to remain healthy in fiscal year 2016-17.

Sales and use taxes account for 18.2% of General Fund revenue in the forecast for fiscal year 2016-17.

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

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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 \$25.2 million, as compared to the \$13.4 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 3.1% growth in fiscal year 2016-17.

TOT constitutes 39.5% of total General Fund revenue projected for fiscal year 2016-17. 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 \$65.8 million in revenue will finance \$59.7 million in General Fund expenditures in FY 2016-17. The appropriations include over \$52.1 million in departmental expenditures, \$3.5 million in net debt service payments, and nearly \$4.7 million in transfers to the Capital Projects Fund for specific projects in fiscal year 2016-17. These expenditures are partially offset by a net \$700,000 of transfers in from other funds to cover the cost of direct and indirect services provided by the General Fund. The remaining (net) operating revenue allows for a \$3 million transfer to the Capital Projects Fund's Renewal and Replacement Reserve.

General Fund departmental operating expenditures of \$52.1 million in the new fiscal year represent an increase of \$2.3 million, or 4.7%, from the prior year's budget. Note that the departmental budgets have included the full cost of retiree medical benefits, or OPEB (Other Post-Employment Benefits), since fiscal year 2014-15. Since that time, the City has contributed to an irrevocable OPEB Trust Fund, and now records the actuarially-determined trust fund contributions as operating expenditures.

CITY OF BURLINGAME, CA					
SUMMARY OF GENERAL FUND EXPENDITURES BY TYPE					
Description	FY14-15 Actuals	FY15-16 Adjusted Budget	FY16-17 Proposed	\$ Change from Prior Year	% Change from Prior Year
Personnel Costs	\$ 22,273,437	\$ 25,206,845	\$ 27,247,053	\$ 2,040,208	8.1%
Non-Personnel Costs	18,176,243	21,177,845	21,068,541	(109,304)	-0.5%
Internal Services	3,861,235	3,299,720	3,586,234	286,514	8.7%
Capital Outlay	94,165	120,232	229,500	109,268	90.9%
Total Expenditures	\$ 44,405,080	\$ 49,804,642	\$ 52,131,328	\$2,326,686	4.7%

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As explained in the Key Budgetary Changes noted throughout the document, increases in the FY16-17 General Fund appropriations were partially due to a strategic increase in City-wide FTE (full-time equivalent) staff positions, as well as an increase in certain personnel hours needed to carry out the City's priorities. These staffing increases (3.45 FTE plus increased use of several part-time positions) are explained in the related departmental summaries. The proposed budget also reflects the cost of certain premium payments, which most heavily impacted the budget for Police Department personnel. Finally, anticipated increases in the cost of pension and health benefits also necessitated increases in personnel budgets city-wide.

Charges to Departments to pay the cost of Internal Services have also increased over the prior year, in particular to allocate increased expenditures anticipated in the Admin/IT and Facility Services internal services funds (ISFs). The Admin/IT budget includes a 2.5% increase in the contract for IT services with Redwood City and the addition of a 0.25 FTE for assistance with development and ongoing oversight of the City's website.

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 \$1.0 million for the General Fund in the 2016-17 fiscal year budget. The amortization of the accrued liability for obligations incurred in all prior years is recorded as non-personnel costs, amounting to \$2.8 million for the General Fund.

Debt Service

The chart below shows only those debt service obligations with General Fund support.

CITY OF BURLINGAME, CA GENERAL FUND DEBT SERVICE OBLIGATIONS					
Description	Maturity	FY15-16 Adopted	FY16-17 Proposed	\$ Change from Prior Year	% Change from Prior Year
2004 Library Lease Refunding Bonds	FY2016	748,250	0	(748,250)	-100.0%
2006 Pension Obligation Bonds	FY2036	3,617,057	3,734,042	116,985	3.2%
2010 Corp Yard Lease Refunding Bonds	FY2021	1,167,175	1,163,975	(3,200)	-0.3%
2011 Master Equipment Lease Purchase	FY2018	240,646	240,646	0	0.0%
2011 CEC LED Streetlight Loan	FY2021	54,595	54,594	(1)	0.0%
2012 Lease Revenue Bond*	FY2042	551,888	548,488	(3,400)	-0.6%
Debt Administration Costs		25,120	15,000	(10,120)	-40.3%
Subtotal, Principal and Interest		\$6,404,731	\$5,756,745	(\$647,986)	-10.1%
Contributions from Other Funds		(\$2,238,410)	(\$2,267,169)	(28,759)	1.3%
Net General Fund Debt Service		\$4,166,321	\$3,489,576	(\$676,745)	-16.2%

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

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 General Fund debt was issued in fiscal year 2015-16, the only changes in the City's outflows for debt service relate to the various bond

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payment schedules, including the final payoff of the 2004 Library Lease Refunding Bonds in the current fiscal year. In addition, the cost of bond disclosure and trustee services was overstated in the current year's budget, and therefore shows a marked decrease in the fiscal year 2016-17 budget.

Central County Fire

Burlingame's cost of fire services provided by the Central County Fire Department (CCFD) decreased 3.1% (\$288,000) as compared to 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 and emergency medical services to partner cities. Beginning in December 2014, CCFD entered into an agreement with the City of Millbrae to provide fire and emergency medical services to that community. Millbrae is responsible for 30% of CCFD's operational budget; the remaining 70% is split between the City of Burlingame and the Town of Hillsborough based on the 60/40 cost allocation formula that was in place prior to the contract with the City of Millbrae.

Burlingame's budget for fire protection services includes the contributions to CCFD, certain retained Workers' Compensation program costs, Emergency Preparedness activities, and fleet maintenance of City-owned fire vehicles and equipment. 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 2016-17 includes \$45,000 to fund the City's traditional Community Group Funding Program, plus a one-time additional appropriation of \$45,000 to fund organizations that focus on providing housing and other safety net services to low-income residents.

The City's annual Community Group Funding Program provides grants to 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. The Finance Department compiled and tabulated each Councilmember's preferences for allocation of the program's initial \$45,000 appropriation and presented the resulting funding recommendation to the City Council for approval on June 6th. As a result of this process, 20 organizations will be granted a total of \$45,000 with the approval of the fiscal year 2016-17 budget. Payments for this program will be available at the beginning of the new fiscal year in July. The additional \$45,000 appropriation requested by the City Council for the Community Group Funding program at the May 11, 2016 budget study session will be allocated via a separate process.

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 2016-17 through fiscal year 2021-22. 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 -2.7% to 10.0%, 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 were 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 Renewal and Replacement Reserve within the Capital Projects Fund. The reserve, established with the FY 2014-15 mid-year review, 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

In accordance with 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.

In fiscal year 2014-15, 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

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reserve will prevent further accumulation of the unfunded liabilities that aging facilities represent.

As of June 30, 2016, a fund balance of approximately \$26.7 million represents 51.1 percent of the 2016-17 fiscal year's General Fund operating expenditures of \$52.3 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 fiscal year 2016-17 General Fund's projected surplus will be used largely to increase reserve levels to those 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 million, and a \$500,000 Contingency Reserve. Increased General Fund revenues projected in FY 2016-17 result in an increase in reserves of \$100,000. Any remaining fund balance will be reported as "unassigned fund balance". The General Fund will have approximately \$8.5 million in unassigned fund balance as of June 30, 2016. The current assignments (projected as of June 30, 2017) 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 stagnation (when General Fund revenues diminish). This reserve has been increased to \$15.8 million in the FY 2016-17 budget, based on projected revenues for the fiscal year.

CITY OF BURLINGAME, CA GENERAL FUND BALANCE ASSIGNMENTS			
	FY14-15 Actual Results	FY15-16 Adjusted Budget	FY16-17 Projected
Economic Stability Reserve	\$ 13,300,000	\$ 15,700,000	\$ 15,800,000
Catastrophic Reserve	4,500,000	2,000,000	2,000,000
General Plan Reserve	0	0	0
Contingency Reserve	500,000	500,000	500,000
Subtotal, Assigned Fund Balance	18,300,000	18,200,000	18,300,000
Add: Unassigned Fund Balance	10,937,630	8,527,615	11,552,060
Total, Ending Fund Balance	\$ 29,237,630	\$ 26,727,615	\$ 29,852,060

Catastrophic Reserve: This reserve is available to make initial repairs and begin reconstruction of City buildings and facilities that may be damaged by natural disasters or acts of war and terrorism. The Catastrophic Reserve, which was originally targeted to be a percentage of General Fund Revenues, is now set at a target of \$2 million in the FY 2016-17 budget.

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 of 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 2016-17 Budget document.

Water and Sewer Enterprise Funds

The City's *Water and Sewer Enterprise Funds* remain healthy, despite a challenging climate of environmental change and increasing regulation. Since the Governor's emergency drought measures announced in April of last year, staff has worked to ensure that Burlingame meets the State's drought mandates. As a result, City residents achieved a 29% reduction in water use city-wide - well beyond the state's mandate of 16% - in the period June 15 to February 16 compared to the same months in 2013. The reduction in consumption served to somewhat offset the impact of the most recent 7.8 percent rate increase in January 2015, which was required to meet ongoing operations, maintenance, capital, and debt service needs. While no rate increase was enacted this past January, the City is currently undergoing a rate study to determine the impact on the Water Enterprise Fund of continued conservation efforts, the San Francisco Public Utilities Commission (SFPUC) wholesale water rates, the applicability of the City's tiered rates structures to Proposition 218, and ongoing capital needs.

At mid-year, staff did not alter the \$15.8 million revenue budget for the water fund, keeping it in line with prior year actual revenues. The 2016-17 fiscal year budget currently reflects the same revenues for water sales, as the impact of rate changes, recent spring storms, and water conservation habits by customers is currently unknown. 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 fall of 2016, 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. The Water Enterprise Fund budget has increased by approximately 5 percent, and the Sewer Enterprise Fund by 1 percent. 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. The Sewer Fund will contribute \$4.2 million to fund capital improvements, 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.

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 2016. (All annual increases are based on the CPI for the San Francisco-Oakland-San Jose area, but are capped at 2%.) The City will collect approximately \$2.8 million in storm drainage fee revenue in FY 2016-17. Expenditures for the year include \$2.2 million in debt service. Storm Drain capital improvements will draw on proceeds from the Storm Drainage Revenue Bonds, Series 2016, issued earlier this year.

Internal Service Funds

The City has several funds that, through interdepartmental charges, allocate the cost of certain city-wide activities to other funds, departments, or agencies.

Two of the City's internal service funds (ISFs) are used to allocate the cost of insurance-type activities. Both the City's *Workers' Compensation* and *General Liability* ISFs allocate the cost these programs to the various departments and divisions based on frequency and severity of claims. 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. Last year, the City was able to report that General Liability claim developments had levelled off after several years of increased liability valuations, and as a result, charges to departments for the General Liability Internal Service Fund were decreased considerably. After a \$700,000 reduction in FY 2015-16, charges to department have been increased \$45,000 (3.0%) in the 2016-17 fiscal year to cover insurance premiums, claims, and settlements, while continuing to appropriately fund claim reserves. Recent changes in the City's Workers' Compensation Program have also brought the cost of this internal service fund down in recent years. Though costs of the fund are anticipated to decrease \$32,000 (3.9%), the charges to departments for workers' compensation activities proposed for FY 2016-17 have been held even with those in the current fiscal year to improve the fund's reserve levels.

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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 \$4.7 million in fiscal year 2016-17. Expenses of the fund include payments of actual retiree medical premiums and costs of the program's third party administrator (approximately \$2.9 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 2025-26), the trust fund will be drawn upon to cover the excess premium payments. The liability is anticipated to be fully funded in 2037.

FY 2016-17 Capital Improvement Program

The proposed Capital Projects budget for fiscal year 2016-17 is approximately \$19.1 million, an increase of approximately \$5 million from the FY 2015-16 Capital Projects budget. The proposed Capital Projects budget assumes a total of nearly \$4.7 million in funding from the General Fund, including nearly \$1.6 million for park and recreation improvements, over \$1.3 million for building facility improvements, \$900,000 for traffic safety improvements, and \$800,000 for sidewalk repair and (curb) ADA compliance projects.

In addition to \$1.7 million in General Fund support, the Streets CIP program will also receive \$1.1 million each in Measure A/M and Gas Tax funding. The remaining general government improvements are being funded from storm drainage fees (\$5.05 million). Water projects are being funded at \$2.5 million from the Water Enterprise Fund, and sewer projects will receive \$4.7 million from the Sewer Enterprise Fund.

CITY OF BURLINGAME			
CAPITAL IMPROVEMENT PROGRAM	General Fund	Other Funds/ Sources	FY16-17 Total
Facilities CIP	\$1,410,000	0	\$1,410,000
Parking & Garages CIP	0	0	\$0
Parks & Trees CIP	1,575,000	0	\$1,575,000
Sewer CIP	0	4,700,000	\$4,700,000
Storm Drain CIP	0	5,050,000	\$5,050,000
Streets CIP	1,700,000	2,200,000	\$3,900,000
Water CIP	0	2,500,000	\$2,500,000
All CIP Funding Sources, FY2016-17	\$4,685,000	\$14,450,000	\$19,135,000

A detailed listing of the projects and their funding sources is included in the budget document; major projects are outlined later in this transmittal letter.

CITYWIDE BUDGET ISSUES**Controlling the Increasing Costs of Employee Benefits**

The rising cost of employee benefits has been a focus of the City's for many years. The funding of prior year liabilities for retiree health insurance was addressed through the establishment of the OPEB trust fund in FY 2013-14. Placing the funds in a qualified trust significantly decreased both the City's unfunded liability and its ongoing normal (annual) costs by increasing the yield assumption earned with the fund. 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. In addition, the growth of future liabilities has been limited by significant reductions in retiree health benefits for newer employees (hired after 2012, dependent on bargaining unit.)

In compliance with Governmental Accounting Standards Board Statement #68, the City reflected city-wide net pension liabilities of nearly \$41.8 million in its Statement of Net Position as of June 30, 2015. As an employer contracting with the California Public Employees' Retirement System (CalPERS), the City has grappled for many years with rate increases that resulted from poor investment returns on the CalPERS portfolio in 2008. Decreased funding and increasing liabilities since the recession continue to put pressure on employers' contribution rates. The Public Employees' Pension Reform Act (PEPRA), which was effective January 1, 2013 and primarily affects new participants by providing lower benefits, was intended to control further growth in pension liabilities. The impact of these reforms on employer rates, however, will not be felt for many years to come.

CalPERS has responded to the rising liabilities by adopting more realistic actuarial assumptions - including a lower discount rate and higher (age) mortality rates - and changes to its smoothing and amortization policies. Most recently, the CalPERS board adopted a funding "risk mitigation" policy aimed at incrementally lowering the discount rate in years of good investment returns, paying down the pension fund's unfunded liability, and providing less volatility in contribution rates for employers. While these strategies will hopefully stabilize contribution rates over the long run and ensure the long-term sustainability of the fund, it will no doubt send employer contribution rates even higher in the years to come. In the meanwhile, Burlingame employees hired prior to the implementation of PEPRA continue to contribute a portion of their base salary toward the *employer* share of the CalPERS retirement contribution. The additional employee contribution for non-sworn employees is 1.5% , while the employee contribution for sworn Police personnel is 2%. By law, both sworn and non-sworn PEPRA employees (those hired on or after January 1, 2013) contribute 50% of the "normal" cost of their pensions.

The continued rise in health care premiums will also make it difficult to keep the costs of employee benefits at bay. Included in the FY 2016-17 budget is an average premium increase of 8% for the health care coverage of active employees. Note that effective January 2015, non-

safety employees contribute 7.5% of the cost of the medical premium for the plan in which they have enrolled.

Personnel costs are expected to be approximately \$35.9 million in the new fiscal year, representing 33.2% of the overall expenditures (net of recoveries) from all funds. The City's main operating fund (the General Fund) provides \$28.1 million in appropriations for personnel expenditures, approximately 54% of the fund's budget. Therefore, it is prudent for the City to be ever vigilant in controlling personnel costs going forward.

Unfunded Infrastructure Replacement Needs

The continued existence of critical yet unfunded capital projects also presents a challenge in developing a budget that is sustainable for the long term. Many of the unfunded projects that were identified and prioritized in recent years 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 consistent with the City's General Fund Reserve Policy, the City continues to fund 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 is not appropriated to a specific project. Rather, the reserve will accumulate funds for capital projects as prioritized by the City Council, to be initiated when timing is optimal and sufficient other funding is identified. The FY 2016-17 budget provides funding of \$3 million for an increase to this reserve.

A top priority for the current fiscal year that will continue into fiscal year 2016-17 is to develop potential funding options for each of these projects that the Council wishes to initiate in the near future. Even though the General Fund budget presented here for the 2016-17 fiscal year provides an operating surplus of over \$3.1 million, the City's work force is now at a manageable level, and future increases in operating costs have been somewhat contained, the funding of these capital needs is key to a truly sustainable budget.

The Economy

The City's General Fund reserve levels are currently funded at targeted levels, and the recovering economy has allowed for operating surpluses in recent years. The budget for FY 2016-17 also anticipates a healthy surplus, as well as the ability to fund the Capital Projects Fund's Renewal and Replacement Reserve. However, that reserve is still young, and the demands resulting from past deferred maintenance are in excess of \$100 million. Given the inevitable contraction of business cycles, the ability to save for these capital needs is dependent on a growing economy. As intended in the City's risk-based General Fund Reserve Policy, reserves will enable the City to meet operational demands during an economic downturn. But the funding of infrastructure needs will necessarily be cut. Depending on the duration of the next economic cycle, deferred maintenance is apt to be the necessary response, which would further aggravate capital conditions and ultimately impact the City's fiscal health.

To maintain fiscal flexibility through all economic conditions, the City must be vigilant in controlling operating costs, recovering the costs of discretionary municipal services, promoting responsible economic development, finding innovative ways to partner with private interests to achieve infrastructure renewal, and continue a pattern of saving for and leveraging investments in the City's infrastructure.

MAJOR CAPITAL PROJECTS

Annual Street Resurfacing, Curb and Gutter Replacement Program (\$2.7 million)

The annual street resurfacing and curb and gutter replacement program will utilize funding from Gas Tax, Measure A and Measure M revenues. The project consists of resurfacing these high priority streets: El Camino Real frontage road, Clarendon Road, Laguna Avenue, Maple Avenue, Ogden Avenue, Paloma Avenue, Sanchez Avenue, Sebastian Avenue, Sequoia Avenue and Peninsula Avenue, Vernon Way, Park Road and Bayshore Highway. Additionally, the program includes funding for the resurfacing of Carolan Avenue as part of the Complete Streets Improvements Project. Approximately \$200,000 will be spent to replace curbs and gutters in areas where needed to address public health and safety concerns.

Sidewalk Repair and ADA Ramp Improvements

As part of the annual sidewalk Repair Program, sidewalk tripping hazards will be addressed in several areas throughout the city. Funding from the General Fund of \$500,000 is available for these improvements. Per Council direction, an additional \$100,000 of funding will be used to upgrade intersection curb ramps at several locations throughout the city to comply with Americans with Disability Act (ADA) standards, and \$200,000 will be directed to the Bayfront ADA Improvements project.

Traffic Safety Improvements (\$900,000)

In addition to \$100,000 of funding for annual traffic studies, the FY 2016-17 budget provides for several traffic safety improvement projects, including traffic signal improvements at the intersection of Oak Grove and Carolan Avenues. The estimated cost for the design development and construction at this often congested intersection is approximately \$500,000. The budget sets aside \$200,000 to construct improvements to address traffic calming and pedestrian safety issues around City Hall. And a stakeholder process to review, explore and identify mutually agreeable solutions to address issues of the El Camino Real Corridor is anticipated to cost approximately \$150,000.

Parks and Recreation Improvements (\$1,575,000)

The development of the Community Center Project is currently progressing, with the assistance of a Community Advisory Committee. A conceptual design will be presented to the City Council in the fall of 2016. The next phase of work involves performing environmental studies

and developing the Environmental Impact Report (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. Although prior year budgets have provided appropriations for the conceptual design, public outreach, and EIR, the City continues to examine options of future funding for construction of the new Community Center, including the potential of asking the voters to support a tax measure at a future election.

Many of the athletic fields throughout the city need to be completely renovated due to age, overuse, and (in recent years) water restrictions. Staff has prioritized Washington Park and Ray Park fields for fiscal year 2016-17. In addition, the Murray soccer field is in need of renovation. The proposed budget provides \$500,000 for design development and preparation of construction documents. In order to provide for year-round play and a reduction in water usage, synthetic turf will be pursued for this project.

The projected budget also provides for resurfacing of many of the City's playgrounds. \$60,000 is budgeted for work on the Cuernavaca, Pershing and Washington playgrounds, and replacement of the surfacing at the Trenton playground. The Ray Park Playground does not meet current safety standards and needs to be completely upgraded (\$350,000). In addition, a Playground Replacement Fund is being initiated with a General Fund appropriation \$55,000. Such annual contributions are needed to fund the systematic replacement of playground equipment over the next five years, along with the annual tree replacement. Similarly, \$60,000 will fund parks fencing repairs and replacement. Staff intends to address these fencing needs on an ongoing annual basis as well. And \$50,000 annually will fund a systematic installation of a centralized water wise irrigation system throughout all city parks. The project entails replacing water controllers and adding flow meters that can shut down automatically or remotely.

Funding for Parks and Recreation improvement projects also includes \$100,000 to develop engineering design for reconstruction of Victoria Park once the new Storm Water Pump Station project construction is complete. And \$200,000 is added to fund engineering design and construction documents for the Southern Pacific Circle Plaza - the plaza in front of the Burlingame Avenue Train Station. Construction is anticipated to begin in fiscal year 2017-18.

Sewer Program (\$4.7 million)

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:

- Citywide Sewer Pipeline Rehabilitation - The project scope includes continuation of the rehabilitation of approximately 5,800 linear feet of sanitary sewer mains within the Easton Addition and Ray Park Subdivisions, as well as other neighborhood projects. The capital budget includes \$2,680,000 in fiscal year 2016-17 to fund these efforts. The sewer system in these subdivisions is over 100 years old.

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- **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. The recently completed Master Plan identified \$22 million in improvements necessary to extend the life of the infrastructure and to comply with state regulatory requirements. The budget for the 2016-17 fiscal year will provide \$1,170,000 for additional detail studies for the plant's main infrastructure, as well as implementation of near-term projects identified in the Master Plan, including improvements to the digester gas piping and mixing system replacement.
- **Mitten Force Main & Pump Station Improvements** - The FY 2016-17 budget provides \$300,000 to replace an existing deteriorated force main from the Mitten Pump Station underneath U.S. Hwy 101.
- **Rollins Road Sewer Rehabilitation between Channing Road and Humbolt Avenue** - The mains in this area are under sized and need to be upgraded to increase capacity (\$500,000).
- **Miscellaneous Sewer Repairs and Sewer Root Control** - The budget provides \$500,000 to fund an annual program to rehabilitate sewer manholes and mains to control intrusion of tree root infestation. The project helps alleviate capacity problems and minimize sewer backups.

Building Facilities Improvements (\$1,350,000)

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 beyond their intended design life and need to be upgraded. Drawing on the Building Facilities Conditions Assessment Study and Master Plan (expected to be completed by fall 2016), the 2016-17 budget includes \$100,000 in funding to undertake general facilities upgrades as identified in the plan.

Replacement of lighting fixtures (\$300,000) was identified as one of the top priorities in the recently completed Energy Efficiency Study for City facilities. Storm Water Pollution Prevention Plans are needed for public works facilities to be compliant with water quality regulations; such plans are funded (\$50,000) in the 2016-17 fiscal year budget. \$50,000 is also included to address ADA improvements at the Public Works Corporation Yard.

Other major building facilities projects funded in the upcoming fiscal year include Police Station Fuel Tanks Removal and Replacement (\$500,000) and Parking Lots Resurfacing (\$250,000).

Storm Drain Program (\$5,050,000)

The capital budget for storm drain projects is over \$3.6 million higher than appropriated in fiscal year 2015-16. Proceeds of \$10 million from the third issuance of storm drainage bonds earlier this year provide funding for a continuation of neighborhood drainage improvements

that have been ranked by priority based on the severity and magnitude of the drainage issues. The projects are designed to alleviate local area flooding and ponding water, and increase the storm drainage capacity of the system. \$2.9 million is budgeted for the Rollins Area Collection System, which consists of a storm drain collection system for the Rollins Road neighborhood that will tie into the storm pump station at Victoria Park and then discharge to the Bay. Channels that have cracked and buckled within the El Portal/Trousdale watershed area need to be repaired in order to prevent flooding and maintain normal flow of storm water to the Bay; the project is estimated to cost \$900,000. The budget also includes \$500,000 for the replacement of nine storm water flap gates (tide control valves) at the Sanchez Lagoon. These flap gates prevent bay water from entering the storm drain culverts and inundating the low lying areas along Rollins Road during high-tide events.

ACKNOWLEDGEMENTS

I wish to thank Mayor Keighran and the City Council for their leadership and support during the FY 2016-17 goal-setting process and the development of this budget. The budget for the 2016-17 fiscal year represents a spending plan of over \$108 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 Fariba Ghahremani, the City's Deputy Finance Director, for her work on the operating and capital budgets, and the updated 2016-17 Infographic included with this fiscal year budget. Finally, I commend Public Works Director Syed Murtuza and Assistant Public Works Director Art Morimoto for their assistance on the capital budget and long-term capital plan.

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

Respectfully submitted,



Lisa K. Goldman
City Manager



General Information

Organizational Compass

About the City of Burlingame

City Organization by Critical Service Area

Roster of Elected Officials and Appointees

Executive Team

FY 2016-17 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: 29,724

Area: 6.1 square miles on 3,517 acres

Persons per Household: 2.21

Median Household Income: \$132,210

Housing Units: More than 13,000

Street Miles: 84 centerline miles

Sidewalk Miles: 116 miles

Sanitary Sewer: Approximately 130 miles; 7 sewer stations

Water: Approximately 105 miles; 9,208 connections; 6 pump stations; 7 storage tanks

Streetlights: 1,700 total

Street Trees: 17,146

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: 720,000

Library Print & Non-Print Volumes: Approx. 220,690

Sources: Census 2014; California Department of Finance; City data (2016)

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

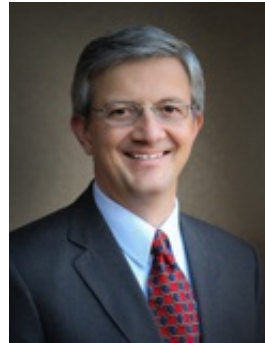
Planning

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

ROSTER OF ELECTED OFFICIALS AND APPOINTEES



Mayor
Ann Keighran



Vice Mayor
Ricardo Ortiz



Council Member
Emily Beach



Council Member
Michael Brownrigg



Council Member
Donna Colson



City Manager
Lisa K. Goldman



City Attorney
Kathleen Kane

EXECUTIVE TEAM



City Clerk
Meaghan Hassel-Shearer



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 2016-2017 City of Burlingame Goals, Strategies and Tasks		Dept.(s)	Anticipated Completion Date	Action Taken 2015?
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	Yes
	5. 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	4/2016	yes
	2. Conduct a comprehensive review of the City's sign ordinance and make changes necessary to address legal weaknesses and community interests.	CA, CD	12/2017	
C. Make El Camino Real safer and more attractive				
	1. Work with Caltrans and stakeholder task force to develop a vision for El Camino Real that preserves and enhances its functionality, character, beauty and safety. Continue to encourage Caltrans' efforts to develop and implement a plan for trees along El Camino Real.	CM, PW, PR	2/2018	Yes
	2. Research and report back to the City Council on the possibility of undergrounding utilities along El Camino Real.	CM, PW, PR	9/2017	Yes
	3. Work with Caltrans on structural and legal issues concerning El Camino Real.	CA, CM, PW, PR	2/2018	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	4/2017	
	2. Work with the Historical Society to create a beautification award for best residential and commercial restoration projects.	CD	4/2016	
	3. Support the Library and Historical Society partnership that videotapes longtime residents for inclusion in the library kiosk, which the public can access.	LIB	Ongoing	Yes
	4. Coordinate with the Historical Society to create a voluntary standardized historic plaque program paid for by building/homeowner.	CD	12/2017	
	5. Support Heritage Tourism through the San Mateo County Silicon Valley Convention and Visitors Bureau (SMCVCB).	CD	4/2017	
	6. Explore participation in National Trust's Main Street program that provides grants for facade/building improvements.	CD	12/2017	
	7. Provide information kiosks with downtown historic properties delineated on a map (already on Google Earth).	CD	12/2017	

Implementation Action Plan FY 2016-2017 City of Burlingame Goals, Strategies and Tasks		Dept.(s)	Anticipated Completion Date	Action Taken 2015?
<i>E. Make Burlingame safer for bikes and pedestrians</i>				
	1. Coordinate with the Burlingame Bicycle Pedestrian Advisory Committee (BPAC) and Traffic, Safety and Parking Commission (TSPC) to obtain input regarding the implementation of the City's bicycle and pedestrian safety improvements.	PW	Ongoing	Yes
	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.	PW	12/2016	Yes
	3. Initiate efforts to develop a plan to improve the Bay Trail.	CA, CD, PW	2/2018	
	4. Ensure continued integration with California's Complete Streets Program to provide safe mobility for all users, including bicyclists, pedestrians, transit vehicles, and motorists.	PW	Ongoing	
<i>F. Explore options for making Burlingame more attractive and increasing public art</i>				
	1. Develop a public art policy for the City Council's consideration.	CD	4/2017	
	2. Prepare recommendations on how to make Bayshore Blvd and other Bayfront streets more attractive, including the addition of trees. (This may be undertaken after the completion of the General Plan Update.)	CD, PR, PW	12/2017	
	3. Develop and adopt a tree ordinance (Study Session on April 4, 2016; ordinance to follow).	CA, PR	12/2016	
<i>G. Develop policies to enhance the quality of life in the City</i>				
	1. Develop revisions to the City's noise ordinance and the City's construction hour restrictions to help enhance peace and quiet in the City's neighborhoods.	CA, CD	4/2017	
	2. Explore requiring performance bonds for construction projects to guarantee completion.	CA, CD	4/2017	
	3. Expand community building opportunities, e.g. Sunday Streets.	PR	Ongoing	Yes
	4. Work with elected officials, Caltrain and City staff to investigate options for mitigating train noise.	PW	Ongoing	
<i>H. Promote more diverse housing in the City</i>				
	1. Review and revise, as necessary, zoning and design guidelines to ensure a variety of architectural styles in residential neighborhoods.	CD	12/2017	
	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	12/2017	
GOAL II - Sustain long-term financial strength with increased and diverse revenue sources, greater expenditure controls, and strong reserve policies				
<i>A. Develop a plan for addressing unfunded liabilities</i>				
	1. Explore ways to further manage employee/retiree medical costs and associated long-term liabilities.	HR	Ongoing	Yes
<i>B. Institute cost-control measures and recover more costs</i>				
	1. Review general and employer liability self-insurance programs to limit the City's exposure to loss in a cost-effective manner.	CA, FIN	Ongoing	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

Implementation Action Plan FY 2016-2017 City of Burlingame Goals, Strategies and Tasks		Dept.(s)	Anticipated Completion Date	Action Taken 2015?
	3. Update the City's Cost Allocation Plan to inform the establishment of fees for all City services; begin development of a Cost Recovery Policy.	FIN	4/2016	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	10/2016	Yes
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, specific program areas, and projects.	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 encourage the redevelopment and/or renovation of underutilized commercial properties.	CD	12/2017	
	2. Continue to increase the number of public, state and federal grant opportunities applied for to augment the Library budget.	LIB	Ongoing	Yes
GOAL III - Enhance and promote Burlingame's downtown and commercial sectors				
A. Establish a comprehensive and improved sign program				
	1. Meet with local hotels, automobile dealerships, and the business districts to discuss their interests regarding signage for improved visibility.	CD	12/2017	
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	12/2017	
	2. Review the Bayfront Specific Plan and make revisions to reflect the current community vision for this area.	CD	12/2017	
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

Implementation Action Plan FY 2016-2017 City of Burlingame Goals, Strategies and Tasks		Dept.(s)	Anticipated Completion Date	Action Taken 2015?
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	
	4. Increase awareness of the current downtown shuttle service among various community populations (e.g. seniors, youth, downtown business employees, etc.) through the use of City's social media outlets and more traditional forms of advertising (e.g. local newspapers	PW, PR	1/2017	
	5. Apply for a grant to expand shuttle services to serve the employment centers; explore the feasibility of connecting it to the downtown areas and update the City Council.	PW	10/2016	Yes
	6. Explore the feasibility of extending shuttle service into residential areas.	PW	6/2018	
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	4/2017	
F. Continue efforts to attract and retain businesses				
	1. With the City Council's Economic Development Subcommittee, explore means of promoting and/or branding the various commercial sectors within the City to enhance their vitality.	CD	Ongoing	Yes
	2. Support 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	Ongoing	Yes
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	4/2017	Yes
	2. Publish economic development materials, such as business brochures, in Spanish and Chinese.	CD	4/2017	Yes
GOAL IV - Maintain and enhance Burlingame's infrastructure and 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,	6/2018	Yes

Implementation Action Plan FY 2016-2017 City of Burlingame Goals, Strategies and Tasks		Dept.(s)	Anticipated Completion Date	Action Taken 2015?
	4. Create a formal Library interdepartmental cross-training program for staff development and reduction of job stress.	LIB	7/2016	
	<i>B. Develop new agreement with San Mateo Union High School District (SMUHSD) for the Burlingame Aquatic Center</i>			
	1. Negotiate a new agreement and bring it to the City Council for approval.	CA, CM, PR	9/2016	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
	<i>C. Expand and improve City playing fields and parks</i>			
	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	Yes
	<i>D. Maintain positive relationships with all schools serving City students</i>			
	1. Coordinate with Burlingame School District staff to provide after school opportunities for students at the new Hoover Elementary School.	PR	Ongoing	
	2. Partner with the Burlingame School District to improve after-school enrichment and sports offerings at the elementary and middle schools.	PR	Ongoing	Yes
	3. Collaborate 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
	4. Partner with Mercy High School to provide recreational summer programming to benefit the wider community.	PR	Ongoing	Yes
	5. Work with the Peninsula Library System to present an enhanced and extended Summer Learning Program to help mitigate "summer slide" in youth literacy.	LIB	Ongoing	
	<i>E. Look for efficiencies, reduce duplication while maintaining quality Fire and Police services</i>			
	1. Manage the Burlingame-developed countywide Saturation Traffic Enforcement Program (STEP).	PD	Ongoing	Yes
	<i>F. Explore technology to enhance efficiency and communications</i>			
	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	Yes
	3. Research and purchase software to facilitate sign-ups for new study rooms, meeting rooms and passport reservations at the Library.	LIB	7/2016	
	<i>G. Develop better ways to communicate and engage with members of the community</i>			
	1. Strengthen community engagement with residents and business owners by improving both traditional and social media outreach and communication efforts.	CM, CC, PR, PD, LIB	Ongoing	Yes
	2. Improve marketing and enhance awareness of all of the City's communication channels and tools - print and social media.	CM	Ongoing	

Implementation Action Plan FY 2016-2017 City of Burlingame Goals, Strategies and Tasks		Dept.(s)	Anticipated Completion Date	Action Taken 2015?
	3. Determine the cost and feasibility of taping and streaming additional public meetings and prepare a recommendation for the City Council.	CC, CM	1/2017	
	4. 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	1/2017	Yes
	5. Work with Library Board of Trustees to increase number of diverse/multicultural resources and programming.	LIB	7/2017	
	6. Expand the children's world language collections to increase book materials in Spanish, Chinese, Japanese, Korean, Italian, and French.	LIB	Ongoing	Yes
	7. Re-evaluate and implement new ways of providing computer and technology classes for seniors with new Tech/Media Lab.	LIB	12/2016	
	8. Craft a new, three-year Library strategic plan to better target community needs and service areas.	LIB	1/2017	
	9. Increase the number of Burlingame and Hillsborough Library card-holders by 10% by the end of 2018 through targeted outreach.	LIB	12/2018	
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	4/2017	
B. Make City facilities, practices, and emissions more sustainable				
	1. Identify and recommend options to enhance energy efficiency in existing buildings.	CM, CD	Ongoing	Yes
	2. Research and recommend options to enhance green building practices in new buildings and renovations.	CM, CD	12/2017	
	3. 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	Yes
	4. Explore and recommend options on how to improve water conservation.	CM, PW	Ongoing	Yes
	5. Expand bicycle parking at the Library.	LIB	12/2016	Yes
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	Ongoing	Yes
	2. Partner with the Chamber of Commerce and existing businesses to reduce greenhouse gas emissions.	CD, CM	Ongoing	Yes
	3. Collaborate with the City's Sustainability Coordinator to organize the "green business" component of Small Business classes provided by Phase2Careers.	LIB	Ongoing	Yes
	4. Engage with the Citizens Environmental Council to provide timely and relevant environmental lectures and movies to the community.	LIB	Ongoing	Yes

Implementation Action Plan FY 2016-2017 City of Burlingame Goals, Strategies and Tasks			Dept.(s)	Anticipated Completion Date	Action Taken 2015?
		<i>D. Understand the threat of sea level rise on the City</i>			
		1. Include discussion on sea level rise in annual climate change report	CM	12/2016	
		2. Follow the County's sea level rise study	CD	Ongoing	
		<i>E. Enhance recycling efforts</i>			
		1. Promote greater hotel recycling.	CM, FIN	Ongoing	
		2. Expand composting in the City by multi-family homes and businesses, especially hotels.	CM, FIN	Ongoing	



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 and the City Council.

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 Capital Improvements Program 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 a Fire Board consisting of two Councilmembers 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 every two years.

On December 29, 2014, CCFD entered into a contract for fire services with the City of Millbrae. Burlingame now provides approximately 44% of CCFD's budgetary

CITY OF BURLINGAME | FISCAL YEAR 2016-17

support (based upon the adopted 2016-17
CCFD budget).

The CCFD budget is separately adopted by
the Fire Board.

A copy of the Fiscal Year 2016-17 Adopted Budget for Central County Fire Department may be
obtained at:

1399 Rollins Road,
Burlingame, CA 94010

GUIDE TO UNDERSTANDING THE BUDGET

BUDGET PRESENTATION

The City of Burlingame employs a formal budget as a management control device during the year. 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 Measure A, Gas Tax, Public TV Access, Train Shuttle, 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 or Enterprise fund, 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 Building, Parking, Landfill, Sewer, Solid Waste, and Water.

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 are adopted on an annual basis. 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

2015-16 Appropriation Limit - Restated	69,609,238
State of California Inflation Factor	1.053700
Percentage Change City Population	0.616072
State of California Population Factor	1.006161
Total Allowable Adjustment	1.060192
2016-17 Appropriation Limit	73,799,126
Proceeds of Taxes	58,570,383
Exclusions:	
Qualified Capital Projects and Debt	-17,376,803
Appropriation Subject to Limit	41,193,580
2016-17 Appropriation Limit	73,799,126
Appropriation Subject to Limit	41,193,580
Over/(Under) Limit	-32,605,546



Budget Summaries, Charts & Graphs

Key Budgetary Assumptions

Chart – Proposed FY 2016-17 Citywide Revenue by Type

Budget Summary - Estimated Revenues and Interfund Transfers

Chart – General Fund Revenues from FY 2007 - 2017

Chart – Property Tax Revenues from FY 2007 - 2017

Chart – Where Do Your Burlingame Property Tax Dollars Go?

Chart – Transient Occupancy Tax Revenues from FY 2007 - 2017

Chart – Sales and Use Tax Revenues from FY 2007 –2017

Chart – Proposed FY 2016-17 Expenses by Type

Budget Summary – Expenses by Department and Type

Chart – Proposed FY 2016-17 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

While growth at the state and local levels has moderated in the current period, California and the Bay Area continue to outperform the rest of the country. The Bay Area's economy is expected to grow faster than nearly all other large metropolitan areas in the country. Regional unemployment has continued to decline, and job growth reflects gains in high-wage sectors such as Technical, Scientific and Professional Services. Consumer spending is increasing, and a higher level of tourism is driving traffic through SFO and hotels located within the city. Auto sales and activity at local restaurants have been strong. These very positive trends are tempered by rising housing and commercial lease costs. Managing the effects of strong economic growth along with constrained resources will be an ongoing challenge for the City. Still, the effects of the severe economic downturn in 2008 remain an important reminder to continue to monitor, and prepare for, changing conditions and the development of unfavorable revenue trends.

Economic Indicator	Projected 2015-16	Forecast 2016-17
U.S. Real GDP Growth	2.4%	2.6%
U.S. CPI Inflation	2.0%	2.0%
U.S. Unemployment Rate	4.9%	4.8%
California Non-Farm Employment Growth	2.9%	2.6%
California Unemployment Rate	5.8%	5.2%
California Median Existing Home Price Growth	5.5%	8.2%
California Existing Home Sales	422,100	456,800

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.

CITY OF BURLINGAME | FISCAL YEAR 2016-17

At the State level, data from the California Department of Finance shows that the median sales price of single-family homes rose by 3.8%, year-over-year, in February 2016 following a 5.5% rise in the prior year. This growth reflects a slowing from particularly high growth rates in 2013 and 2014, but Beacon Economics projects that because the supply of homes is lean, prices will be driven higher this year, roughly 8.2% by mid-2017. Either a slowing of growth in sales prices or a decrease in the volume of existing homes would normally constrain property tax revenue. However, all sales of property, both residential and commercial, reset the taxable assessed valuation of the properties to current price levels, providing growth to the property tax rolls.

A continuation of the housing market trends suggests a positive, but moderating, property tax outlook statewide. However, economic growth and the performance of the housing market in the San Francisco Bay Area, particularly in San Mateo County, have been stronger than the state average over the last several years. Despite a persistent lack of housing inventory, assessed property valuations within Burlingame continue to show significant growth, and this suggests stability and a positive trend in property tax receipts.

Adjustments in the County's ERAF (Educational Revenue Augmentation Fund) distributions add a major complexity to the projection of the City's property tax revenues. Due to growing demands on the ERAF funds, these distributions are declining and could be eliminated in the near 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 San Mateo County's ERAF 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 \$1.46 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 2016-17 assumes a much decreased amount when compared to the current year's actual distribution.

- **The proposed budget assumes that the City will continue to collect \$800,000 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. However, the revenue swapping procedures ("triple flip") employed by the State since 2004 ends in June 2016, and a "true up" adjustment of approximately \$1 million will accrue to the City in the current fiscal year.

- **The City's sales and use tax revenue projection assumes that taxable sales transactions will actually level off in fiscal year 2016-17. This assumption is independent of the positive one-time "triple flip" adjustment anticipated for the current fiscal year.**

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 indicate that hotel occupancy rates are trending at 84.7%. As of March, collections compared to the same time last year were up 5.4%, and ADR was up 11.8%. So it appears 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 higher than the current average and/or ADR's will grow indeterminately

CITY OF BURLINGAME | FISCAL YEAR 2016-17

without discouraging demand. Although the number of Burlingame hotel rooms is not increasing, the average daily room rate (ADR) is anticipated to rise moderately given the competition for lodging in the area.

- **The proposed budget of \$26.0 million assumes a 3.2% increase in TOT revenues from the current fiscal year anticipated receipts of \$25.2 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 included 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 impressively exceeded this mandate by conserving approximately 29% of water use compared to the baseline period, further reductions are not anticipated due to recent storms that gave area reservoirs a much-needed boost. As water consumption has decreased, revenue to the City from water charges has also decreased, but this has been partially offset by the reduction in the total cost of wholesale water purchased from the San Francisco Public Utilities Commission (SFPUC). The SFPUC projects that wholesale water rates will continue to increase to fund their ongoing \$4.6 billion Water System Improvement Project, and has already announced a 9.3% increase in the wholesale water rates for the 2016-17 fiscal year. While no water or sewer rate increase was enacted for January 2016, the City is currently undergoing a rate study to determine the impact of continued conservation efforts, the SFPUC wholesale water rates, the establishment of appropriate reserve levels, the applicability of the City's tiered rates structures to Proposition 218, and ongoing capital needs.

- **The proposed budget assumes revenue of approximately \$16.5 million for the Water Enterprise and \$15.9 million for the Sewer Enterprise. The assumption is based on currently enacted rates, pressures on rates from the cost of wholesale water, and conservative consumption forecasts.**

STORM DRAIN FEE

In April 2016, 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 3.0% as published by the U.S. Department of Labor, Bureau of Labor Statistics in February 2016. 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%.

Revenues from the storm drain fees fund the capital improvements necessary to modernize the City's aged storm drain infrastructure, either through debt service or current revenues of the

CITY OF BURLINGAME | FISCAL YEAR 2016-17

fund. The third issuance of Storm Drain Revenue Bonds, issued in February 2016, provided \$9,855,000 of bond proceeds for storm drainage improvements

- **The proposed budget of \$2.9 million assumes a 2% increase in the storm drain fee.**

WAGES AND BENEFITS OTHER THAN RETIREMENT BENEFITS

The FY 2016-17 budget expenditures include an additional 3.70 full time equivalent (FTE) positions, which are needed to carry out the City's priorities, as well as several reclassifications. The reclassifications were needed to more accurately align the individuals' daily responsibilities with the higher level of performance required of the position.

The budget for part-time personnel increased, not only due to increased workloads in some areas, but also to reflect wage increases and benefit improvements approved for part-time employees as a whole. In addition, adjustments were made to include the cost of military leave coverage and certain benefits that were not funded adequately in previous budgets.

In general, wages have increased based on the negotiated MOU's for each bargaining unit (1-3%), and health insurance costs are anticipated to increase by 8%, along with other benefit increases.

- **The proposed General Fund budget assumes a \$1.4 million increase in wages and benefits (other than retirement) of full time, part-time, and seasonal employees.**

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. The employer rates for the City's classic employees (hired prior to January 1, 2013) for the upcoming fiscal year are 32.10% for Safety personnel and 22.90% for Miscellaneous personnel, up from the 30.10% and 21.17%, respectively, charged in the 2015-16 fiscal year. In addition, growth in the unfunded liability (UAL) of the pooled plan for Safety employees (which is charged separately by CalPERS) alone resulted in an increase of \$180,000 to the City's pension expense anticipated for fiscal year 2016-17.

- **The proposed General Fund budget assumes that increased employer rates and required lump-sum payments to CalPERS will increase pension costs by \$625,000 in the upcoming fiscal year.**

INTERNAL SERVICE FUND CHARGES

Funded through charges to City departments, the Admin/IT Services Internal Service Fund (ISF) is used to account mainly for the City's information technology and printing services,

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which reflect an allocation of the City-wide costs of various activities. Although the budget for the Administrative/ Information Technology Services ISF includes only a moderate increase of 2.5% in the contract for IT services with Redwood City, several other costs increases are reflected in the fund's budget for FY2016-17, which will push allocations to all City departments (charges for services) higher. For example, the cost of a five-year extension for the Shoretel/Packet Fusion City-wide phone system and the cost of a records management system consultant have been included in the proposed budget. In addition, a 0.25 FTE increase was added to the proposed budget to assist with development and ongoing oversight of a new City website.

The Facility Service Fund budget increased due to an increase in operating costs, such as janitorial expenses. Also included in the proposed budget is funding for the services of a contract project manager due to the increase in the higher number of facilities projects to be pursued in the 2016-17 fiscal year.

- **The proposed budget assumes increases to the internal service funds for Admin/IT Services and Facilities in the amounts of 16.8% and 6.5%, or \$143,000 and \$82,000, respectively.**

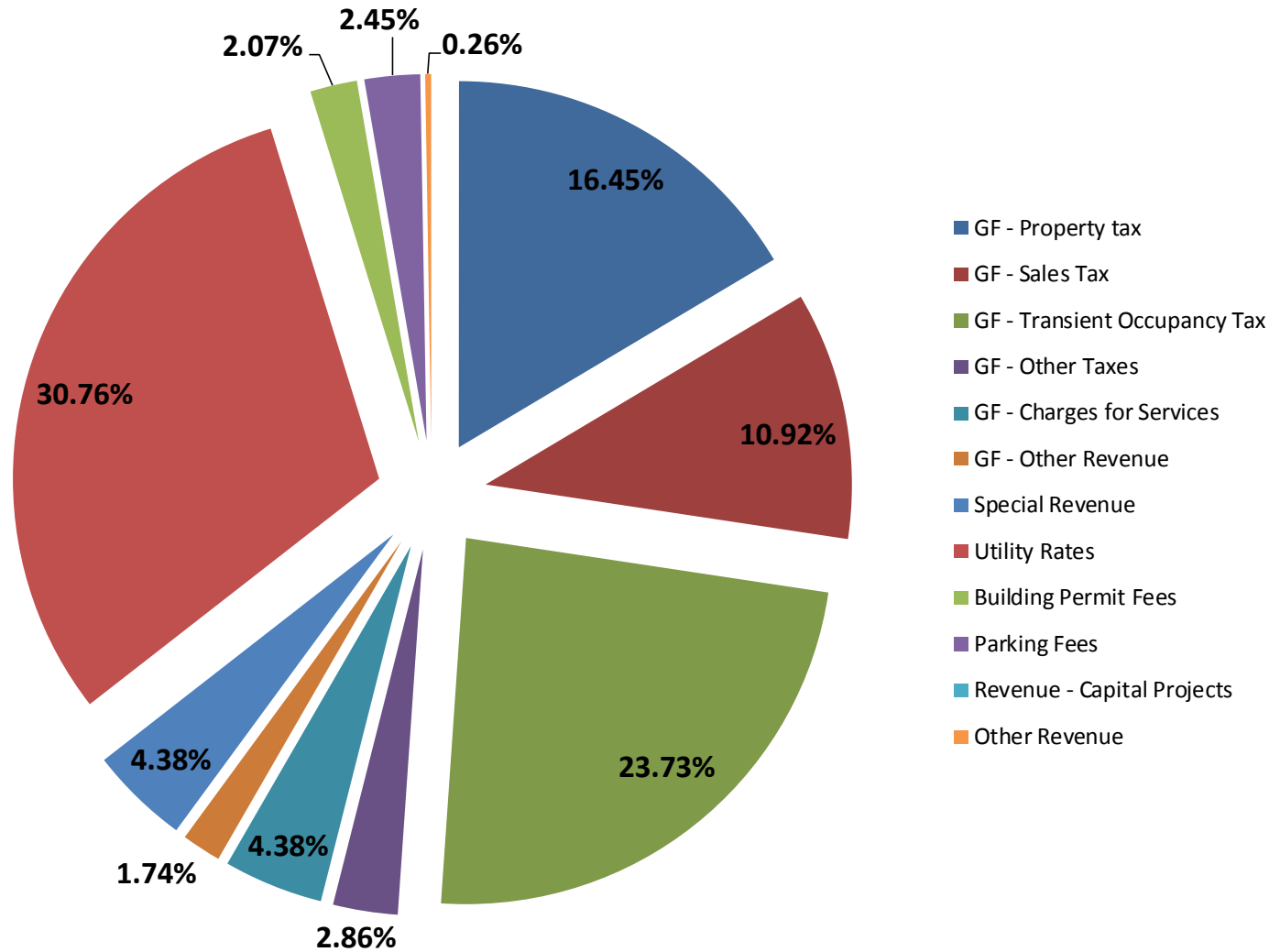
CENTRAL COUNTY FIRE DEPARTMENT BUDGET PRESENTATION

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 City owned fire vehicles and facilities as well as 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. In December 2014, CCFD entered into a contract to provide fire protection services to the City of Millbrae.

Although CCFD's FY 2016-17 operating budget as approved in April reflects an increase of approximately 2.6% from the FY 2015-16 adopted budget, Burlingame's share of the budget decreased by \$323,000 (3.1%). This is the result of CCFD's contract for services with the City of Millbrae, which now pays for 30% of CCFD expenses. As Millbrae is now sharing in the cost of personnel, fire inspection services and operating costs, per capita costs have decreased approximately 4.5%.

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

Proposed FY 2016-17 Citywide Revenue by Type



**CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2016-17
ESTIMATED REVENUES AND INTERFUND TRANSFERS**

FUND AND DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 EST. ACTUAL	2016-2017 PROPOSED
GENERAL FUND				
Current Secured Property Tax	11,214,778	11,900,000	12,000,000	12,717,000
Secured Supplemental Property Tax (SB 813)	346,666	340,000	472,000	500,000
Current Unsecured Property Tax	635,300	620,000	665,000	705,000
Unsecured Personal Property Tax	(16,802)	-	(14,900)	(16,000)
Secured Supplemental Property Tax (SB 813)-Prior	-	-	-	-
Property Tax in-lieu of VLF	2,668,277	2,820,000	2,849,000	3,019,000
Unitary Tax	265,091	260,000	284,000	301,000
ERAF Refund	1,564,072	960,000	1,461,300	800,000
Subtotal - Property Taxes	16,677,381	16,900,000	17,716,400	18,026,000
Sales & Use Tax	8,359,661	10,065,000	11,000,000	11,825,000
Sales Tax Compensation Fund (Triple Flip)	2,592,107	1,370,000	2,100,000	-
Prop 172 Public Safety Fund (Sales Tax)	149,133	150,000	144,000	144,000
Subtotal - Sales and Use Tax	11,100,900	11,585,000	13,244,000	11,969,000
Subtotal - Transient Occupancy Taxes	23,698,396	23,100,000	25,200,000	26,000,000
Real Property Transfer Tax	436,853	360,000	472,000	477,000
State Homeowner Property Tax Reimbursement	64,810	66,000	66,000	66,000
Business License Tax	966,675	1,000,000	973,000	990,000
PG&E - Franchise Tax -- Natural Gas	89,217	92,000	92,000	93,000
PG&E - Franchise Tax -- Surcharge (SB278)	16,165	17,000	17,000	17,000
PG&E - Franchise Tax -- Electricity	190,896	200,000	200,000	202,000
PG&E - Franchise Tax -- Surcharge-Prior Year	22,551	20,000	20,000	20,000
Franchise Tax -- Solid Waste	711,918	710,000	710,000	717,000
Comcast - Franchise Tax -- Cable Television (5%)	420,593	420,000	434,000	424,000
Astound - Franchise Tax -- Cable Television (5%)	24,008	24,000	24,000	24,000
AT&T Video Service Franchise Tax	104,630	100,000	105,000	101,000
Subtotal - Other Taxes	3,048,314	3,009,000	3,113,000	3,131,000
TOTAL TAXES	54,524,992	54,594,000	59,273,400	59,126,000
Overnight Parking Permits	12,938	13,000	13,000	14,000
Taxi Licenses	13,703	12,000	14,000	14,000
Alarm Permit Fees	57,199	60,000	60,000	60,000
TOTAL LICENSES & PERMITS	83,840	85,000	87,000	88,000
Parking Citations	801,780	930,000	810,000	820,000
Vehicle Code Fines	35,924	35,000	26,000	122,000
TOTAL FINES, FORFEITURES AND PENALTIES	837,704	965,000	836,000	942,000
Interest Income	260,740	400,000	323,000	389,000
Lease Payments	120,590	120,000	121,000	127,000
Golf Center Lease Payments	87,362	86,000	99,500	79,000
TOTAL USE OF MONEY AND PROPERTY	468,692	606,000	543,500	595,000
False Alarm Charges	23,692	26,000	13,000	13,000
Falses Alarm Charges - Collections	3,744	-	1,000	1,000
Special Police Services	8,441	9,200	9,400	1,500
Livescan Fees	3,880	3,100	4,000	4,000
Police Booking Fees - County	(3,212)	5,100	5,100	5,100
Police Booking Fees - City	(1,620)	2,100	1,000	2,100
Vehicle Release Charges	25,363	22,000	22,000	36,000
State Highway Maintenance	21,226	25,500	35,000	35,000
Public Works Fees and Services	379,243	400,000	325,000	405,000
Library Fees and Services	72,397	120,000	85,000	78,000
Passport Intake	-	-	-	60,000
Library Service to Town of Hillsborough	541,482	550,000	532,000	550,000
Recreation Fees and Services	2,599,758	2,520,000	2,688,000	2,602,000
Aquatics Reimbursement	-	-	-	176,000
Parks Special Services	94,579	80,000	115,000	120,000
Arborist Plan Check & Inspections	27,857	33,000	18,000	18,000
Arborist Planning Fees	18,900	17,500	17,500	17,500
Protected Tree Application Fee	17,139	11,000	14,000	17,000
Filing and Certification Fees	306	500	500	500
Special Event Permit Fee	1,120	-	-	-
Amusement/Entertainment Permit Fee	96	-	200	-
Zoning & Plan Check Services	183,989	190,000	170,000	190,000
Use Permit Fees	36,500	36,500	36,500	36,500
Planning Fees	396,798	325,000	425,000	400,000
Plan Check Fees - Engineering	25,064	23,000	23,000	23,000
SMCCVB Processing Fee	4,000	4,000	4,000	4,000
Leaf Blower Certification Fee	5	-	-	-
TOTAL CHARGES FOR SERVICES	4,480,746	4,403,500	4,544,200	4,795,200

**CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2016-17
ESTIMATED REVENUES AND INTERFUND TRANSFERS**

FUND AND DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 EST. ACTUAL	2016-2017 PROPOSED
Police Officer Standards/Training Reimbursement	9,971	25,000	10,000	10,000
SLESF COPS Grant	-	-	-	100,000
State Motor Vehicle in Lieu of Tax	12,165	-	12,000	-
State Mandated Cost Reimbursements	313,433	25,000	10,000	10,000
AB 1546 C/CAG Vehicle Registration Fees & Measure M	130,156	125,000	125,000	134,000
TOTAL FEDERAL & STATE SUBVENTIONS	465,725	175,000	157,000	254,000
Abandoned Vehicle Abatement Charges	872	30,000	30,000	30,000
Utility Reimbursements	454	-	500	500
Miscellaneous Revenue	1,046,057	-	16,000	-
TOTAL OTHER REVENUE	1,047,384	30,000	46,500	30,500
GENERAL FUND, BEFORE TRANSFERS	\$ 61,909,081	\$ 60,858,500	\$ 65,487,600	\$ 65,830,700
Transfer In (Out) from Sewer Fund	1,050,764	1,031,524	1,031,524	1,048,354
Transfer In (Out) from Water Fund	1,280,975	1,167,108	1,167,108	1,183,938
Transfer In (Out) from Traffic Safety Fund	87,000	133,700	133,700	-
Transfer In (Out) from Gas Tax Fund	6,000	6,000	6,000	6,000
Transfer In (Out) from Parking Fund	395,263	355,394	355,394	319,531
Transfer In (Out) from Solid Waste Fund	130,923	115,200	115,200	115,200
Transfer In (Out) from Storm Drain Fund	15,000	15,000	15,000	15,000
Transfer In (Out) from Building Fund	142,790	91,800	91,800	91,800
Transfer In (Out) from Shuttle Bus Fund	(85,500)	(85,500)	(85,500)	(120,500)
Transfer In (Out) from Burlingame Finance Authority	(6,283,924)	(6,404,731)	(6,404,731)	(5,756,745)
Transfer In (Out) from Equipment Services Fund	-	(102,512)	(102,512)	(102,512)
Transfer In (Out) from Local Grants & Donations Fund	(5,000)	(10,000)	(10,000)	-
Transfer In (Out) from Special Assessment District	278,044	279,044	279,044	310,007
Transfer In (Out) from CIP Renewal & Replacement Reserve	-	(3,000,000)	(10,500,000)	(3,000,000)
Transfer In (Out) from Capital Projects Fund	(7,940,209)	(4,035,000)	(4,285,000)	(4,685,000)
TOTAL INTERFUND TRANSFERS	(10,927,874)	(10,442,973)	(18,192,973)	(10,574,927)
GENERAL FUND REVENUE, NET OF TRANSFERS	\$ 50,981,207	\$ 50,415,527	\$ 47,294,627	\$ 55,255,773
SPECIAL REVENUE FUNDS				
TRAFFIC SAFETY FUND				
Vehicle Code Fines	83,454	96,000	96,000	-
Transfer In (Out) from General Fund	(87,000)	(133,700)	(133,700)	-
TRAFFIC SAFETY FUND, NET OF TRANSFERS	\$ (3,546)	\$ (37,700)	\$ (37,700)	\$ -
BURLINGAME AVENUE SPECIAL ASSESSMENT DISTRICT				
Special Assessment Revenue	310,097	310,157	310,157	294,000
Interest Income	3,676	4,000	4,000	4,000
SPECIAL ASSESSMENT, BEFORE TRANSFERS	313,773	314,157	314,157	298,000
Transfer In (Out) to Burlingame Financing Authority	-	-	-	-
Transfer In (Out) to General Fund	(278,044)	(279,044)	(279,044)	(310,007)
SPECIAL ASSESSMENT, NET OF TRANSFERS	\$ 35,729	\$ 35,113	\$ 35,113	\$ (12,007)
FEDERAL & STATE GRANTS				
SLESF COPS Grant	112,433	100,000	100,000	-
Sobriety Checkpoint Program	23,616	-	-	-
CA Office of Traffic Safety STEP Grant (DUI)	114,669	-	-	-
CA Office of Traffic Safety STEP Grant (Traffic Safety)	120,774	-	-	-
BULLETPROOF VEST PARTNERSHIP GRANT	2,044	-	-	10,000
FEDERAL & STATE GRANTS	\$ 373,536	\$ 100,000	\$ 100,000	\$ 10,000
MEASURE A & GAS TAX FUND				
Measure A Sales Tax	789,049	800,000	824,000	824,000
Section 2103 -- Excise Tax	314,099	135,000	140,000	71,000
Section 2107--Maintenance and Construction	226,600	232,000	252,000	259,000
Section 2105--Proposition 111 Gas Tax	175,965	170,000	182,000	187,000
Section 2106--New Construction	130,432	92,000	93,000	96,000
Interest Income	28,539	30,000	33,000	33,000
Section 2107.5 - Administration	12,000	6,000	6,000	6,000
MEASURE A & GAS TAX, BEFORE TRANSFERS	1,676,684	1,465,000	1,530,000	1,476,000

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2016-17
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 EST. ACTUAL	2016-2017 PROPOSED
Transfer In (Out) from General Fund	(6,000)	(6,000)	(6,000)	(6,000)
Transfer In (Out) from Capital Projects Fund	(1,074,152)	(1,248,000)	(1,248,000)	(2,200,000)
TOTAL INTERFUND TRANSFERS	(1,080,152)	(1,254,000)	(1,254,000)	(2,206,000)
MEASURE A & GAS REVENUE, NET OF TRANSFERS	\$ 596,532	\$ 211,000	\$ 276,000	\$ (730,000)
PUBLIC TV ACCESS FUND				
PEG Access Fees	110,097	110,000	110,000	110,000
Interest Income	1,310	-	-	-
PUBLIC TV REVENUE, BEFORE TRANSFERS	111,407	110,000	110,000	110,000
Transfer In (Out) from Capital Projects Fund	148,012	-	-	-
TOTAL INTERFUND TRANSFERS	148,012	-	-	-
PUBLIC TV ACCESS, NET OF TRANSFERS	\$ 259,419	\$ 110,000	\$ 110,000	\$ 110,000
DEVELOPMENT FEES FUND				
Public Facilities Impact Fee	24,505	-	-	-
North Burlingame Development Fee	15,431	-	-	-
Interest Income	5,100	-	-	-
DEVELOPMENT FEES, BEFORE TRANSFERS	45,036	-	-	-
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	\$ 10,725	\$ -	\$ -	\$ -
STORM DRAIN FUND				
Storm Drainage Fees	2,720,116	2,740,000	2,740,000	2,830,000
Interest Income	67,824	100,000	78,000	79,000
STORM DRAIN REVENUE, BEFORE TRANSFERS	2,787,940	2,840,000	2,818,000	2,909,000
Transfer In (Out) from General Fund	(15,000)	(15,000)	(15,000)	(15,000)
Transfer In (Out) from Capital Projects Fund	(354,776)	(1,400,000)	(1,400,000)	-
Transfer In (Out) from Burlingame Financing Authority	(1,410,304)	(1,414,679)	(1,414,679)	(2,252,410)
TOTAL INTRAFUND TRANSFERS	(1,780,080)	(2,829,679)	(2,829,679)	(2,267,410)
STORM DRAIN, NET OF TRANSFERS	\$ 1,007,860	\$ 10,321	\$ (11,679)	\$ 641,590
ENTERPRISE FUNDS				
WATER ENTERPRISE FUND				
Sales	15,204,646	15,800,000	15,800,000	16,200,000
Penalties	29,780	42,000	42,000	30,000
Flows and Turn-ons	525	500	500	500
Fire Services	29,413	29,000	29,000	29,000
Taps for New Meters	146,861	110,000	110,000	120,000
Sale of Recyclable	7,507	-	-	-
Interest Income	119,103	200,000	135,000	136,000
Miscellaneous Revenue	6,501	8,000	8,000	8,000
WATER FUND REVENUE, BEFORE TRANSFERS	15,544,337	16,189,500	16,124,500	16,523,500
Transfer In (Out) to Water Capital Projects Fund	(2,500,000)	(2,500,000)	(2,500,000)	(2,500,000)
Transfer In (Out) from Water Capital Projects Fund	2,562,126	2,500,000	2,500,000	2,500,000
Transfer In (Out) from General Fund	(1,280,975)	(1,167,108)	(1,167,108)	(1,183,938)
TOTAL INTERFUND TRANSFERS	(1,218,849)	(1,167,108)	(1,167,108)	(1,183,938)
WATER FUND, NET OF TRANSFERS	\$ 14,325,488	\$ 15,022,392	\$ 14,957,392	\$ 15,339,562
SEWER ENTERPRISE FUND				
Service Charges	14,509,462	14,700,000	14,700,000	14,700,000
Charges to Other Agencies	1,069,009	1,300,000	1,300,000	1,020,000
Discharge Permits	100,874	100,000	100,000	100,000
Connection Fees	-	10,500	10,500	8,000
Interest Income	106,907	150,000	120,000	121,000
Miscellaneous Revenue	-	25,000	25,000	-
SEWER FUND REVENUE, BEFORE TRANSFERS	15,786,252	16,285,500	16,255,500	15,949,000

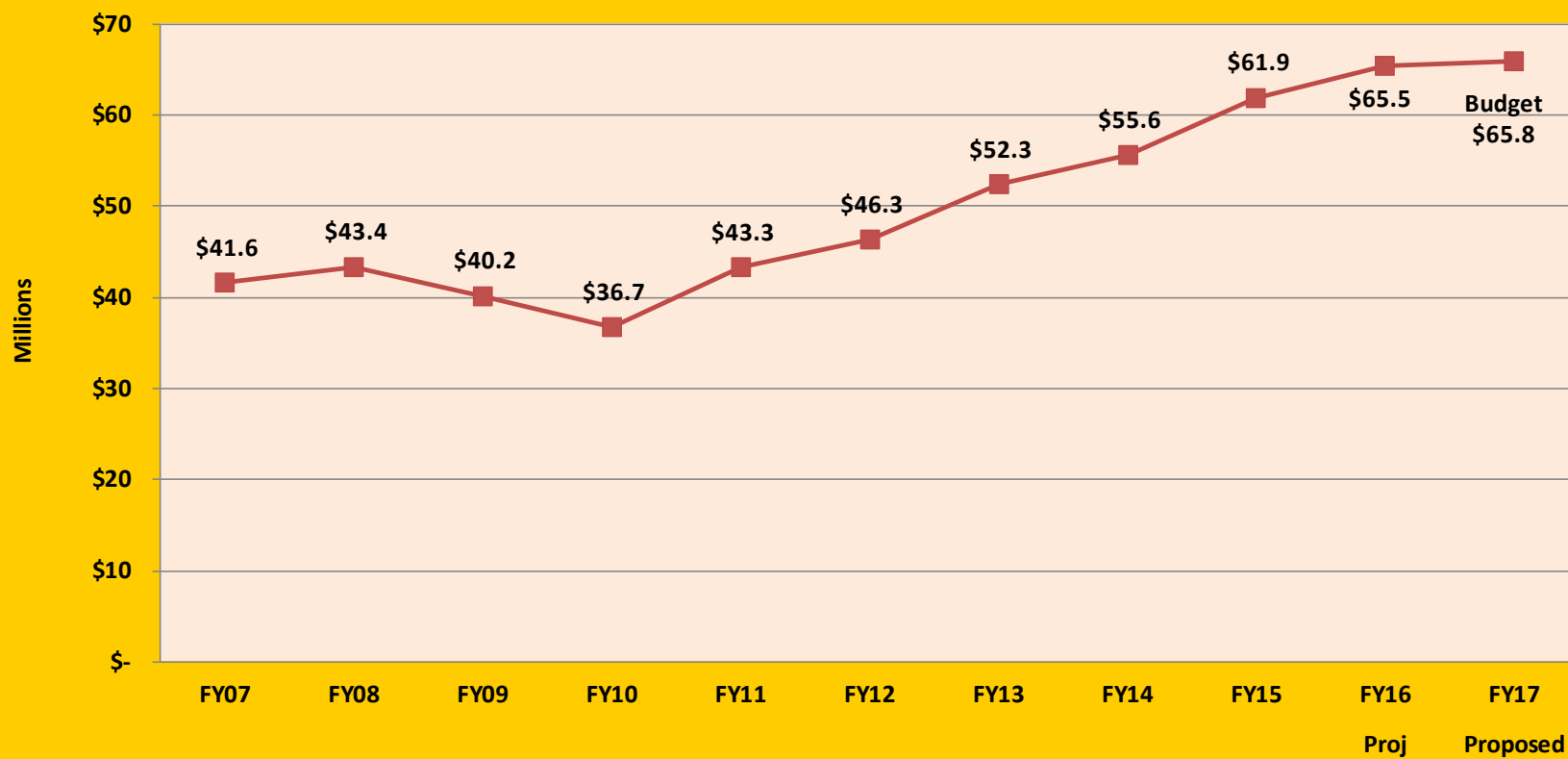
CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2016-17
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 EST. ACTUAL	2016-2017 PROPOSED
Transfer In (Out) to Sewer Capital Projects Fund	(4,700,000)	(4,200,000)	(4,200,000)	(4,700,000)
Transfer In (Out) from Sewer Capital Projects Fund	4,561,386	4,200,000	4,200,000	4,700,000
Transfer In (Out) from General Fund	(1,050,764)	(1,031,524)	(1,031,524)	(1,048,354)
TOTAL INTERFUND TRANSFERS	(1,189,378)	(1,031,524)	(1,031,524)	(1,048,354)
SEWER FUND, NET OF TRANSFERS	\$ 14,596,874	\$ 15,253,976	\$ 15,223,976	\$ 14,900,646
SOLID WASTE MANAGEMENT FUND				
AB939 Administration	177,979	174,000	174,000	174,000
Management Fee	115,200	115,200	115,200	115,200
Household Hazardous Waste Fee	5,525	-	-	-
Rate Stabilization Fee	177,979	173,540	173,540	173,500
Steam Cleaning Downtown	75,000	75,000	75,000	75,000
Street Sweeping Fee	234,960	234,960	234,960	235,000
Interest Income	24,228	40,000	28,000	28,000
Miscellaneous Revenue	156,566	-	-	-
SOLID WASTE, BEFORE TRANSFERS	967,438	812,700	800,700	800,700
Transfer In (Out) from Building Fund	67,030	-	-	-
Transfer In (Out) from General Fund	(130,923)	(115,200)	(115,200)	(115,200)
TOTAL INTERFUND TRANSFERS	(63,893)	(115,200)	(115,200)	(115,200)
SOLID WASTE, NET OF TRANSFERS	\$ 903,546	\$ 697,500	\$ 685,500	\$ 685,500
LANDFILL FUND				
Landfill Closure	444,949	434,000	434,000	434,000
LANDFILL FUND	444,949	434,000	434,000	434,000
BUILDING INSPECTION FUND				
Construction Permits	1,001,899	1,180,000	1,180,000	1,180,000
Building Plan Check Fees	795,968	1,010,000	1,010,000	1,010,000
Imaging Fees	37,698	40,000	40,000	40,000
Interest Income	33,151	50,000	38,000	38,000
Miscellaneous Income	144,302	-	-	-
BUILDING INSPECTION, BEFORE TRANSFERS	2,013,017	2,280,000	2,268,000	2,268,000
Transfer In (Out) from Solid Waste Fund	(67,030)	-	-	-
Transfer In (Out) from General Fund	(142,790)	(91,800)	(91,800)	(91,800)
TOTAL INTERFUND TRANSFERS	(209,820)	(91,800)	(91,800)	(91,800)
BUILDING, NET OF TRANSFERS	\$ 1,803,197	\$ 2,188,200	\$ 2,176,200	\$ 2,176,200
PARKING ENTERPRISE FUND				
Parking Fees	2,234,493	2,268,000	2,268,000	2,335,000
Monthly Parking Permits	333,840	322,000	322,000	322,000
Electric Vehicle Charging Station	4,537	-	-	-
Interest Income	28,721	50,000	33,000	33,000
Miscellaneous Revenue	-	-	-	-
PARKING REVENUE, BEFORE TRANSFERS	2,601,591	2,640,000	2,623,000	2,690,000
Transfer In (Out) from Parking Capital Projects Fund	(50,000)	(475,000)	(475,000)	-
Transfer In (Out) from Parking Capital Projects Fund	-	475,000	475,000	-
Transfer In (Out) to General Fund	(395,263)	(355,394)	(355,394)	(319,531)
TOTAL INTRAFUND TRANSFERS	(445,263)	(355,394)	(355,394)	(319,531)
PARKING REVENUE, NET OF TRANSFERS	\$ 2,156,328	\$ 2,284,606	\$ 2,267,606	\$ 2,370,469
INTERNAL SERVICE FUNDS				
Miscellaneous Revenue (Non-City)	294,825	276,233	333,233	207,039
ISF REVENUE, BEFORE TRANSFERS	294,825	276,233	333,233	207,039
Transfer In (Out) from General Fund	-	102,512	102,512	102,512
TOTAL INTERFUND TRANSFERS	-	102,512	102,512	102,512
ISF REVENUE, NET OF TRANSFERS	\$ 294,825	\$ 378,745	\$ 435,745	\$ 309,551

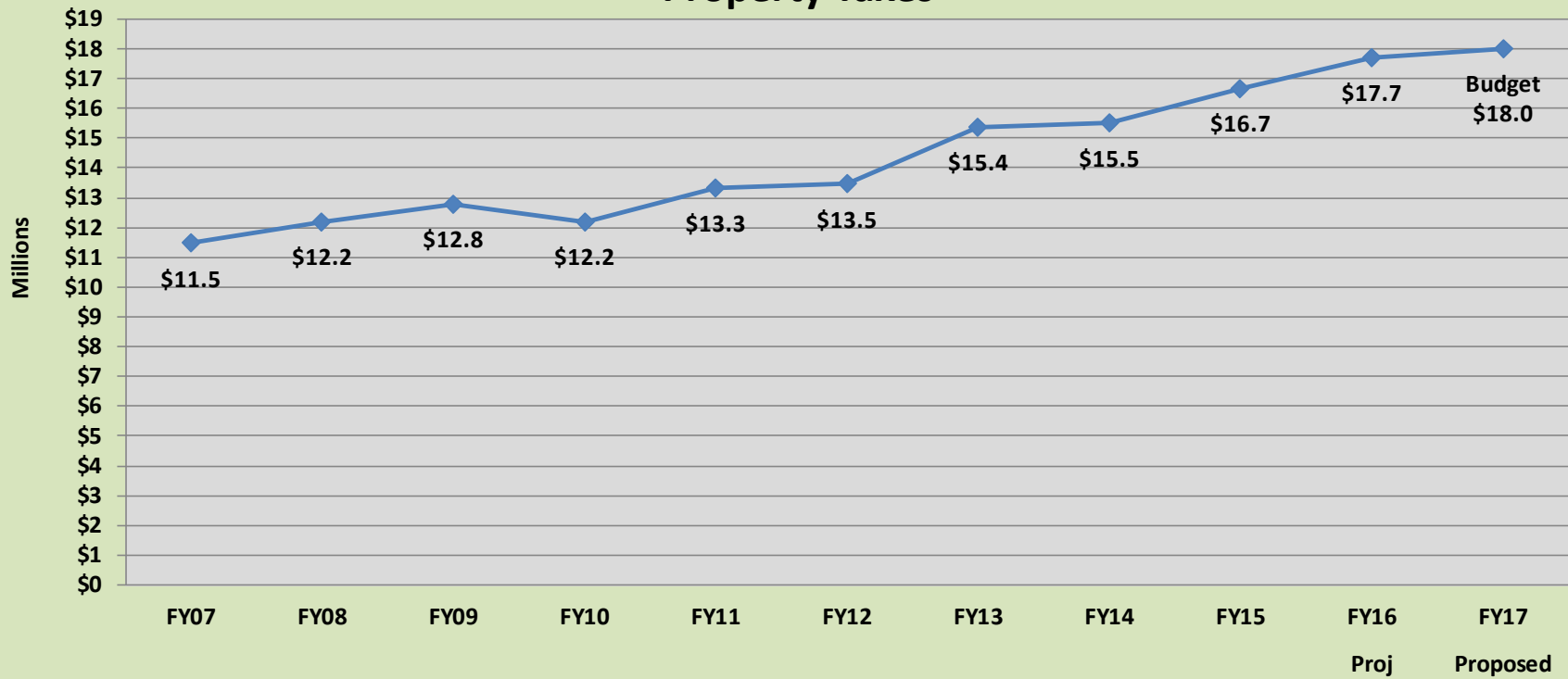
CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2016-17
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 EST. ACTUAL	2016-2017 PROPOSED
CAPITAL PROJECT FUNDS (ALL FUNDS, PROGRAMS & SUB-PROGRAMS)				
Capital Contributions from Other Agencies	239,922	-	-	-
Federal, State or Local Grants	251,383	-	-	-
50/50 Sidewalk Assessment	174,552	200,000	200,000	-
Strategic Growth Grant - GP Update	69,413	-	-	-
Miscellaneous Revenue	7,216	-	-	-
CAPITAL PROJ REVENUE, BEFORE TRANSFERS	742,486	200,000	200,000	-
Transfer In (Out) from General Fund (CIP Projects)	7,940,209	4,035,000	4,285,000	4,685,000
Transfer In (Out) from General Fund (CIP Reserve)	-	3,000,000	10,500,000	3,000,000
Transfer In (Out) from Gas Tax Fund	1,074,152	1,248,000	1,248,000	2,200,000
Transfer In (Out) from Water Capital Projects Fund	(62,126)	-	-	-
Transfer In (Out) from Sewer Capital Projects Fund	138,614	-	-	-
Transfer In (Out) from Public TV Access Fund	(148,012)	-	-	-
Transfer In (Out) from Other Local Grants & Donations	488,765	-	-	-
Transfer In (Out) from Parking Fund	50,000	-	-	-
Transfer In (Out) from Storm Drain Fund	354,776	1,400,000	1,400,000	-
Transfer In (Out) from Burlingame Financing Authority	4,532,889	-	-	5,050,000
Transfer In (Out) from Development Impact Fee	34,311	-	-	-
TOTAL INTERFUND TRANSFERS	14,403,578	9,683,000	17,433,000	14,935,000
CAP PROJ REVENUE, NET OF TRANSFERS	\$ 15,146,065	\$ 9,883,000	\$ 17,633,000	\$ 14,935,000
OTHER FUNDS				
SHUTTLE BUS PROGRAM FUND				
Grants & Contributions	62,000	62,000	62,000	63,200
SHUTTLE REVENUE, BEFORE TRANSFERS	62,000	62,000	62,000	63,200
Transfer In (Out) from General Fund	85,500	85,500	85,500	120,500
TOTAL INTERFUND TRANSFERS	85,500	85,500	85,500	120,500
SHUTTLE REVENUE, NET OF TRANSFERS	\$ 147,500	\$ 147,500	\$ 147,500	\$ 183,700
OTHER LOCAL GRANTS & DONATIONS				
Library Foundation (Millenium Project)	488,765	-	-	-
Youth Scholarship Donation	-	-	-	10,000
Grant Revenue	148,945	-	-	-
Interest Income	(195)	-	-	-
DONATIONS, BEFORE TRANSFERS	637,515	-	-	10,000
Transfer In (Out) from Capital Projects Fund	(488,765)	-	-	-
Transfer In (Out) from General Fund	5,000	10,000	10,000	-
TOTAL INTERFUND TRANSFERS	(483,765)	10,000	10,000	-
DONATIONS, NET OF TRANSFERS	\$ 153,750	\$ 10,000	\$ 10,000	\$ 10,000
DEBT SERVICE FUND				
BURLINGAME FINANCING AUTHORITY				
Interest Income	6,659	15,000	8,000	8,000
DEBT SERVICE FUND REVENUE, BEFORE TRANSFERS	6,659	15,000	8,000	8,000
Transfer In (Out) from Storm Drain Fund	1,410,304	1,414,679	1,414,679	2,252,410
Transfer In (Out) from General Fund	6,283,924	6,404,731	6,404,731	5,756,745
Transfer In (Out) to Capital Project Fund (Facilities CIP)	(52,519)	-	-	-
Transfer In (Out) to Capital Project Fund (Streets CIP)	(1,752,371)	-	-	-
Transfer In (Out) to Capital Project Fund (Storm Drain CIP)	(2,728,000)	-	-	(5,050,000)
TOTAL INTERFUND TRANSFERS	3,161,339	7,819,410	7,819,410	2,959,155
FINANCING AUTH, NET OF TRANSFERS	\$ 3,167,998	\$ 7,834,410	\$ 7,827,410	\$ 2,967,155
GRAND TOTAL (ALL FUNDS), CHECK DIGIT - GROSS REVENUE	106,401,982	104,978,590	109,564,690	109,587,139
GRAND TOTAL (ALL FUNDS), NET OF TRANSFERS	\$ 106,401,982	\$ 104,978,590	\$ 109,564,690	\$ 109,587,139

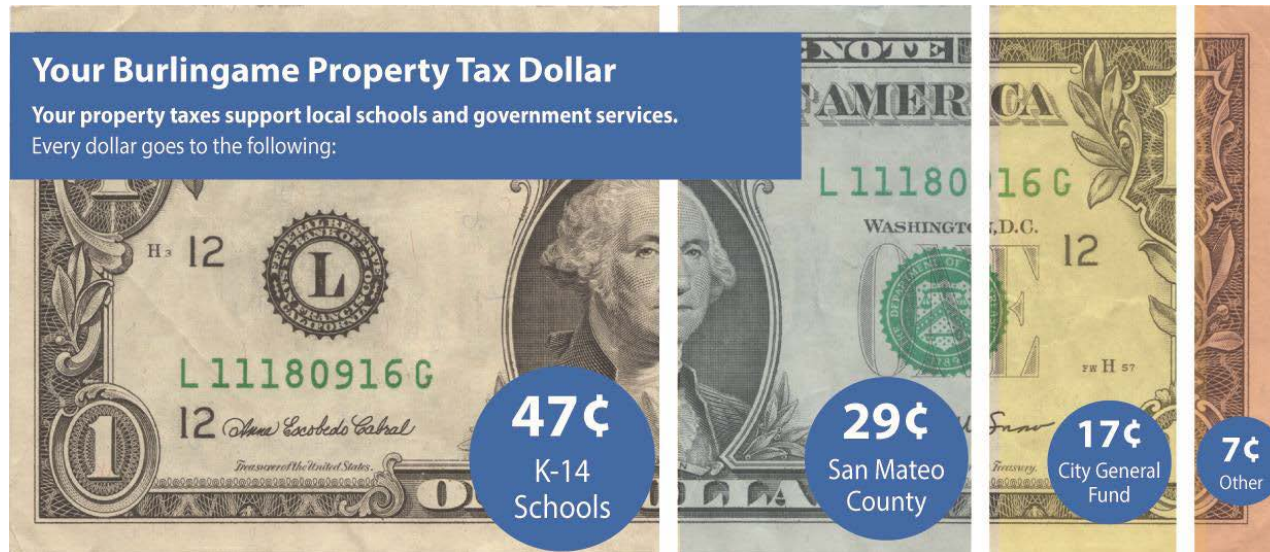
City of Burlingame, CA General Fund Revenues



City of Burlingame, CA Property Taxes

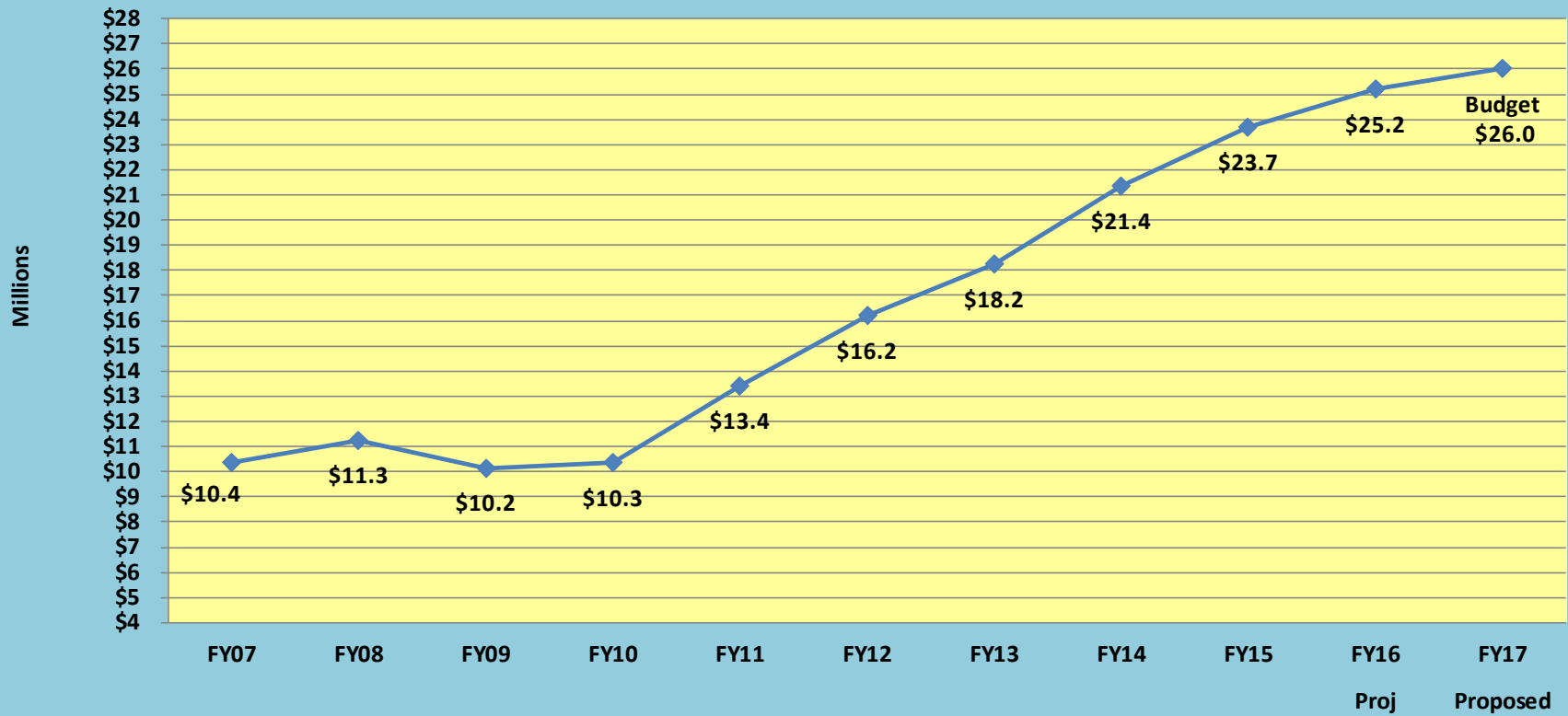


Where do your Burlingame property tax dollars go?

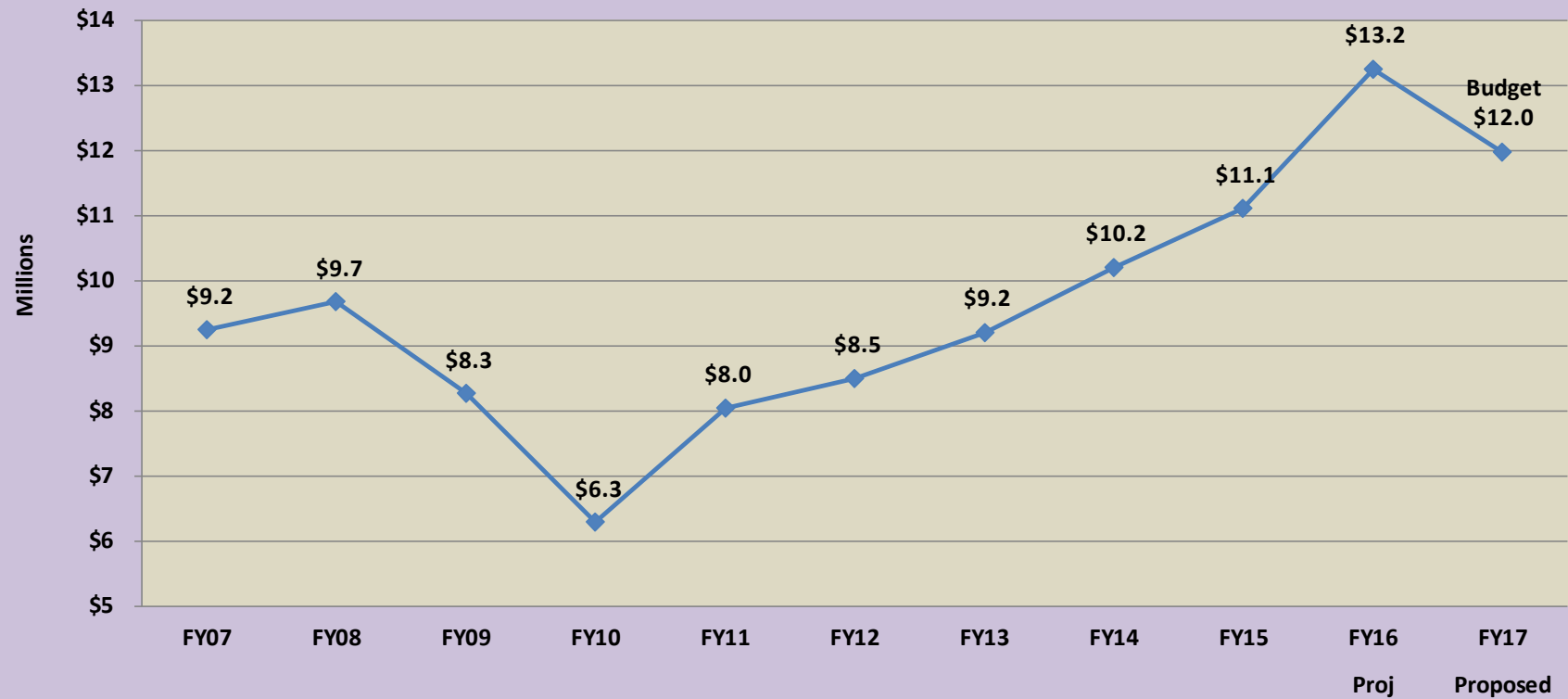


Burlingame property owners pay approximately 1.1% of the assessed value of their property in taxes each year. This includes the maximum of 1.0% percent allowed under California Proposition 13 plus an additional 0.1% agreed to by voters to support educational districts, including the San Mateo County Community 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 support a variety of programs and special districts, such as the Bay Area Air Quality Management District and the Peninsula Health Care District.

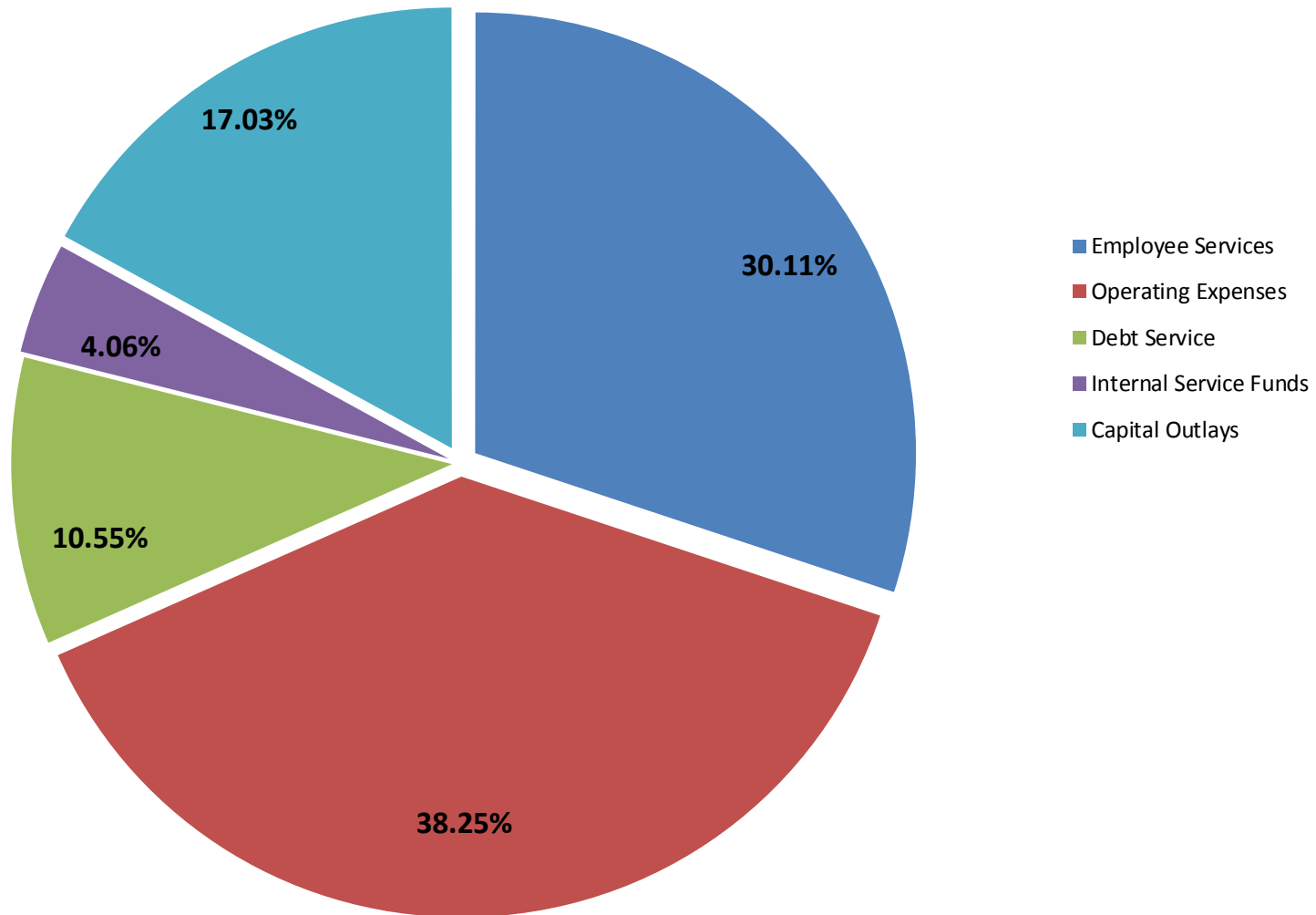
City of Burlingame, CA Transient Occupancy Taxes



City of Burlingame, CA Sales and Use Taxes



Proposed FY 2016-17 Expenses by Type



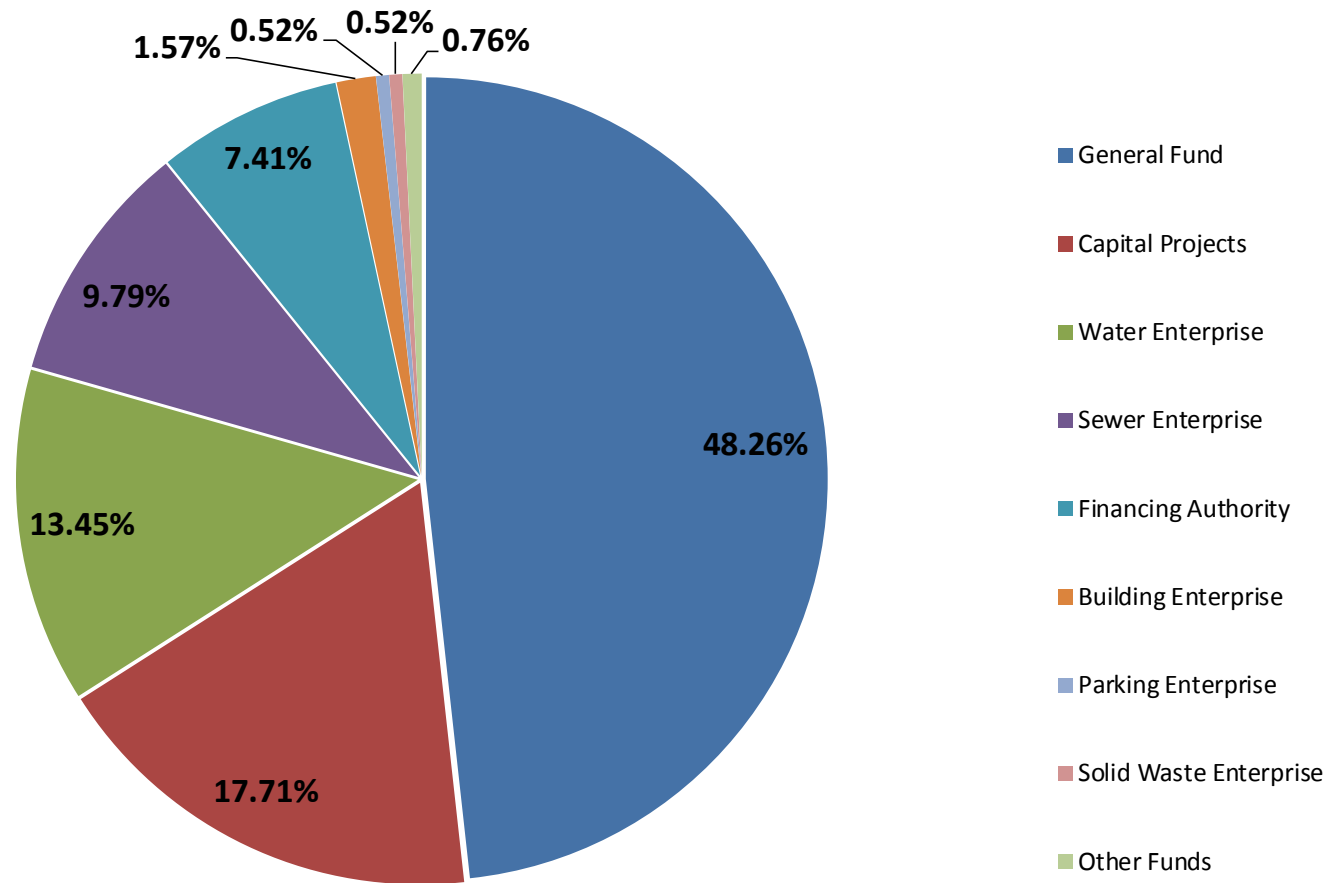
CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2016-17
EXPENSES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
<u>GENERAL FUND</u>							
Central County Fire Department	\$ -	\$ 10,503,782	\$ -	\$ -	\$ 392,473	\$ -	\$ 10,896,255
City Attorney	556,873	159,995	-	-	29,556	-	746,424
City Clerk	214,165	56,743	-	-	25,585	-	296,493
City Council	153,708	206,660	-	-	145	-	360,513
City Manager	557,134	190,452	-	-	43,506	-	791,092
Community Development - Planning	1,276,807	299,124	-	-	82,302	-	1,658,233
Elections	-	-	-	-	-	-	-
Finance	1,531,348	423,971	-	-	137,620	-	2,092,939
Human Resources	596,650	249,496	-	-	48,664	-	894,810
Library	3,410,990	1,149,113	-	-	456,836	-	5,016,939
Parks	2,773,352	1,121,752	-	111,000	299,860	-	4,305,964
Police	10,123,486	2,571,954	-	37,000	590,171	-	13,322,611
Police - Communications	1,205,900	246,595	-	-	11,120	-	1,463,615
Police - Parking Enforcement	507,825	98,314	-	-	11,684	-	617,823
Public Works - Engineering	2,186,882	719,872	-	-	195,700	-	3,102,454
Public Works - Street & Storm Drains	1,108,199	869,461	-	38,500	874,709	-	2,890,869
Recreation	1,872,202	1,833,789	-	6,000	386,303	-	4,098,294
Recreation - Aquatic Center	-	439,000	-	37,000	-	-	476,000
Public Works Allocation to CIP	-	-	-	-	-	(900,000)	(900,000)
Total General Fund	28,075,521	21,140,073	-	229,500	3,586,234	(900,000)	52,131,328
BURLINGAME FINANCING AUTHORITY	-	42,960	7,966,005	-	-	-	8,008,965
<u>SPECIAL REVENUE FUNDS</u>							
Burlingame Ave. Special Assessment	-	-	-	-	-	-	-
Development Fees	-	-	-	-	-	-	-
Federal & State Grants	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Public TV Access	-	60,000	-	-	-	-	60,000
Storm Drain	-	-	-	-	-	-	-
Traffic Safety	-	-	-	-	-	-	-
Total Special Revenue Funds	-	60,000	-	-	-	-	60,000

CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2016-17
EXPENSES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
<u>INTERNAL SERVICE FUNDS*</u>							
Administrative & Information Technology	83,560	912,504	-	50,000	-	(1,046,064)	-
Facilities Services	742,433	807,703	-	58,000	48,725	(1,356,596)	300,265
Fleet & Equipment Maintenance	417,118	337,091	-	489,000	58,661	(1,233,684)	68,186
OPEB Retiree Medical	-	4,660,556	-	-	-	(4,660,556)	-
Risk Management - General Liability	-	1,210,000	-	-	-	(1,210,000)	-
Risk Management - Worker's Comp	-	793,000	-	-	-	(825,000)	(32,000)
Total Internal Service Funds	1,243,111	8,720,854	-	597,000	107,386	(10,331,900)	336,451
*Budgets are allocated to operating departments or funded via reserves.							
<u>ENTERPRISE FUNDS</u>							
Solid Waste Enterprise	353,083	98,105	-	-	113,217	-	564,405
Landfill Enterprise	48,967	194,974	-	-	666	-	244,607
Parking Enterprise	243,091	256,368	-	-	63,578	-	563,037
Building Enterprise	984,091	611,017	-	-	101,918	-	1,697,026
Water Enterprise	2,684,288	9,417,493	2,071,803	25,000	329,994	-	14,528,578
Sewer Enterprise	2,274,458	4,892,669	2,540,192	322,000	543,352	-	10,572,671
Total Enterprise Fund	6,587,978	15,470,626	4,611,995	347,000	1,152,725	-	28,170,324
<u>CAPITAL PROJECT FUNDS</u>							
Facilities CIP	-	-	-	1,410,000	-	-	1,410,000
Parking & Garages CIP	-	-	-	-	-	-	-
Parks & Trees CIP	-	-	-	1,575,000	-	-	1,575,000
Sewer CIP	-	-	-	4,700,000	-	-	4,700,000
Storm Drain CIP	-	-	-	5,050,000	-	-	5,050,000
Streets CIP	-	-	-	3,900,000	-	-	3,900,000
Water CIP	-	-	-	2,500,000	-	-	2,500,000
Total Capital Project Funds	-	-	-	19,135,000	-	-	19,135,000
<u>OTHER FUNDS</u>							
Shuttle Bus	-	183,700	-	-	-	-	183,700
Total Other Funds	-	183,700	-	-	-	-	183,700
TOTAL BUDGET - ALL FUNDS	\$ 35,906,610	\$ 45,618,213	\$ 12,578,000	\$ 20,308,500	\$ 4,846,345	\$ (11,231,900)	\$ 108,025,768

Proposed FY 2016-17 Appropriations by Major Fund



CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2016-17
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	\$ 65,830,700	\$ (10,574,927)	\$ 55,255,773	\$ (51,901,828)	\$ -	\$ (229,500)	\$ (52,131,328)	\$ 3,124,445
SPECIAL REVENUE FUNDS								
Traffic Safety Fund	-	-	-	-	-	-	-	-
Burlingame Ave. Special Assessment	298,000	(310,007)	(12,007)	-	-	-	-	(12,007)
Federal & State Grants	10,000	-	10,000	-	-	-	-	10,000
Measure A & Gas Tax Fund	1,476,000	(2,206,000)	(730,000)	-	-	-	-	(730,000)
Public TV Access Fund	110,000	-	110,000	(60,000)	-	-	(60,000)	50,000
Development Fees Fund	-	-	-	-	-	-	-	-
Storm Drain Fund	2,909,000	(2,267,410)	641,590	-	-	-	-	641,590
Total, Special Revenue Funds	4,803,000	(4,783,417)	19,583	(60,000)	-	-	(60,000)	(40,417)
BURLINGAME FINANCING AUTHORITY	8,000	2,959,155	2,967,155	(42,960)	(7,966,005)	-	(8,008,965)	(5,041,810)
ENTERPRISE FUNDS								
Water Enterprise Fund	16,523,500	(1,183,938)	15,339,562	(12,431,775)	(2,071,803)	(2,525,000)	(17,028,578)	(1,689,016)
Sewer Enterprise Fund	15,949,000	(1,048,354)	14,900,646	(7,710,479)	(2,540,192)	(5,022,000)	(15,272,671)	(372,025)
Solid Waste Fund	800,700	(115,200)	685,500	(564,405)	-	-	(564,405)	121,095
Landfill Fund	434,000	-	434,000	(244,607)	-	-	(244,607)	189,393
Building Inspection Fund	2,268,000	(91,800)	2,176,200	(1,697,026)	-	-	(1,697,026)	479,174
Parking Enterprise Fund	2,690,000	(319,531)	2,370,469	(563,037)	-	-	(563,037)	1,807,432
Total, Enterprise Funds	38,665,200	(2,758,823)	35,906,377	(23,211,329)	(4,611,995)	(7,547,000)	(35,370,324)	536,053
INTERNAL SERVICE FUNDS								
Administrative & Information Technology ISF	6,000	-	6,000	50,000	-	(50,000)	-	6,000
Facilities Maintenance ISF	91,039	-	91,039	(242,265)	-	(58,000)	(300,265)	(209,226)
Fleet & Equipment Maintenance ISF	90,000	102,512	192,512	420,814	-	(489,000)	(68,186)	124,326
OPEB Retiree Medical ISF	-	-	-	-	-	-	-	-
Risk Management - General Liability ISF	20,000	-	20,000	-	-	-	-	20,000
Risk Management - Worker's Comp ISF	-	-	-	32,000	-	-	32,000	32,000
Total, Internal Service Funds	207,039	102,512	309,551	260,549	-	(597,000)	(336,451)	(26,900)
CAPITAL PROJECT FUNDS								
Facilities CIP	-	1,410,000	1,410,000	-	-	(1,410,000)	(1,410,000)	-
Parking & Garages CIP	-	-	-	-	-	-	-	-
Parks & Trees CIP	-	1,575,000	1,575,000	-	-	(1,575,000)	(1,575,000)	-
Sewer CIP	-	-	-	-	-	-	-	-
Storm Drain CIP	-	5,050,000	5,050,000	-	-	(5,050,000)	(5,050,000)	-
Streets CIP	-	3,900,000	3,900,000	-	-	(3,900,000)	(3,900,000)	-
Water CIP	-	-	-	-	-	-	-	-
CIP Renewal & Replacement Reserve	-	3,000,000	3,000,000	-	-	-	-	-
Total, Capital Project Funds	-	14,935,000	14,935,000	-	-	(11,935,000)	(11,935,000)	-
OTHER FUNDS								
Other Local Grants & Donations	10,000	-	10,000	-	-	-	-	10,000
Shuttle Bus Fund	63,200	120,500	183,700	(183,700)	-	-	(183,700)	-
Total, Other Funds	73,200	120,500	193,700	(183,700)	-	-	(183,700)	10,000
TOTAL, ALL FUNDS CITY-WIDE	\$ 109,587,139	\$ -	\$ 109,587,139	\$ (75,139,268)	\$ (12,578,000)	\$ (20,308,500)	\$ (108,025,768)	\$ 1,561,371

CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2016-17
DEBT SERVICE OBLIGATIONS

	General Fund	Storm Drain	Water Enterprise	Sewer Enterprise	Parking Enterprise	Burlingame Avenue District
REVENUE FOR DEBT SERVICE						
General Fund Revenues	1,222,217	0	0	0	0	0
Storm Drain Fees	0	2,252,410	0	0	0	0
Burlingame Avenue Special Assessment District	310,007	0	0	0	0	310,007
Water Rates	856,990	0	2,928,794	0	0	0
Sewer Rates	856,990	0	0	3,397,182	0	0
Parking Rates - Meters & Permits	243,181	0	0	0	243,181	0
Total Revenue for Debt Service	3,489,386	2,252,410	2,928,794	3,397,182	243,181	310,007
EXPENDITURES FOR DEBT SERVICE						
Principal						
2006 Pension Obligation Bonds	2,905,000	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	990,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	230,000	0	0	0	0
2011 Master Equipment Lease Purchase	227,805	0	0	0	0	0
2011 CEC LED Street Light Loan	48,105	0	0	0	0	0
2012 Burlingame Streetscape Lease Revenue Bonds	215,000	0	0	0	0	0
2012 Storm Drain Revenue Bonds	0	280,000	0	0	0	0
2016 Storm Drain Revenue Bonds	0	515,000	0	0	0	0
2007 Water & Wastewater Revenue Bonds	0	0	495,000	455,000	0	0
2011 Water & Wastewater Refunding Bonds	0	0	185,000	105,000	0	0
2003 State Water Resources Control Board	0	0	0	544,229	0	0
2010 State Water Resources Control Board	0	0	0	234,011	0	0
2013 Water & Wastewater Refunding Bonds	0	0	490,000	245,000	0	0
Total Principal	4,385,910	1,025,000	1,170,000	1,583,240	0	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(659,934)	0	329,967	329,967	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(726,250)	0	363,125	363,125	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(215,000)	0	0	0	94,514	120,486
Subtotal, Transfer (In) / Out	(1,601,184)	0	693,092	693,092	94,514	120,486
Total Adjusted Principal	2,784,726	1,025,000	1,863,092	2,276,332	94,514	120,486
Interest						
2006 Pension Obligation Bonds	829,042	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	173,975	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	537,320	0	0	0	0
2011 Master Equipment Lease Purchase	12,841	0	0	0	0	0
2011 CEC LED Street Light Loan	6,489	0	0	0	0	0
2012 Burlingame Streetscape Lease Bonds	333,488	0	0	0	0	0
2012 Storm Drain Revenue Bonds	0	340,744	0	0	0	0
2016 Storm Drain Revenue Bonds	0	321,196	0	0	0	0
2007 Water & Wastewater Revenue Bonds	0	0	445,200	407,383	0	0
2011 Water & Wastewater Refunding Bonds	0	0	132,663	75,688	0	0
2003 State Water Resources Control Board	0	0	0	169,847	0	0
2010 State Water Resources Control Board	0	0	0	139,019	0	0
2013 Water & Wastewater Refunding Bonds	0	0	313,738	158,213	0	0
Total Interest	1,355,835	1,199,260	891,601	950,150	0	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(115,972)	0	57,986	57,986	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(207,261)	0	103,630	103,630	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(333,488)	0	0	0	146,601	186,887
Subtotal, Transfer (In) / Out	(656,720)	0	161,616	161,616	146,601	186,887
Total Adjusted Interest	699,115	1,199,260	1,053,217	1,111,766	146,601	186,887
Debt Administration						
General Long-Term Debt	14,810	0	0	0	0	0
Storm Drain Long-Term Debt	0	28,150	0	0	0	0
Enterprise Long-Term Debt	0	0	10,202	6,802	0	0
Total Debt Administration	14,810	28,150	10,202	6,802	0	0
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(3,260)	0	1,630	1,630	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(1,305)	0	653	653	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(4,700)	0	0	0	2,066	2,634
Subtotal, Transfer (In) / Out	(9,265)	0	2,282	2,282	2,066	2,634
Total Adjusted Debt Administration	5,545	28,150	12,485	9,084	2,066	2,634
Total Expenditures for Debt Service	3,489,386	2,252,410	2,928,794	3,397,182	243,181	310,007
Recap of Debt Service-Related Expenditure						
Direct Debt Service	5,741,745	2,224,260	2,061,601	2,533,390	0	0
Debt Administration	14,810	28,150	10,202	6,802	0	0
Contributions / Reimbursements via Transfers (In) Out	(2,267,169)	0	856,990	856,990	243,181	310,007
Total Debt Service-Related Expenditure	3,489,386	2,252,410	2,928,794	3,397,182	243,181	310,007

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2016-17
BUDGET SUMMARIES BY DEPARTMENT

DEPARTMENT	FY 2015-16 Adopted	FY 2016-17 Proposed	% Percent of Total	Chg Since PY (\$)	Chg Since PY (%)
General Fund					
Central County Fire District	\$ 11,145,345	\$ 10,896,255	10%	(249,090)	-2%
City Attorney	728,722	746,424	1%	17,702	2%
City Clerk	318,665	296,493	0%	(22,172)	-7%
City Council	331,393	360,513	0%	29,120	9%
Elections	50,000	-	0%	(50,000)	-100%
City Manager	770,312	791,092	1%	20,780	3%
Community Development - Planning	1,563,474	1,658,233	2%	94,759	6%
Finance	2,117,690	2,092,939	2%	(24,751)	-1%
Human Resources	861,970	894,810	1%	32,840	4%
Library	4,862,237	5,016,939	5%	154,702	3%
Parks	4,122,382	4,305,964	4%	183,582	4%
Police	11,411,382	13,322,611	12%	1,911,229	17%
Police - Communications	1,399,579	1,463,615	1%	64,036	5%
Police - Parking Enforcement	614,702	617,823	1%	3,121	1%
Public Works - Engineering	3,103,328	3,102,454	3%	(874)	0%
Public Works - Streets & Storm Drainage	2,711,407	2,890,869	3%	179,462	7%
Recreation	3,798,134	4,098,294	4%	300,160	8%
Recreation - Aquatics Center	424,000	476,000	0%	52,000	12%
Public Works Allocation to CIP	(900,000)	(900,000)	-1%	-	0%
Subtotal, Operating Budget	49,434,722	52,131,328	48%	2,696,606	5%
Burlingame Financing Authority	7,819,410	8,008,965	7%	189,555	2%
Enterprise Funds					
Building Inspection	1,654,006	1,697,026	2%	43,020	3%
Landfill Fund	244,011	244,607	0%	596	-
Parking Enterprise	509,875	563,037	1%	53,162	10%
Sewer Enterprise (Maintenance & Treatment)	10,435,416	10,572,671	10%	137,255	1%
Solid Waste Enterprise	554,661	564,405	1%	9,744	2%
Water Enterprise	13,807,984	14,528,578	13%	720,594	5%
Total Operating Budget	27,205,953	28,170,324	26%	964,371	4%
Special Revenue Funds					
Traffic Safety	-	-	0%	-	-
Burlingame Ave. Special Assessment	25,000	-	0%	(25,000)	-100%
Federal & State Grants	100,000	-	0%	(100,000)	-100%
Gas Tax	-	-	0%	-	-
Development Fees	-	-	0%	-	-
Storm Drain	-	-	0%	-	-
Public TV Access	78,000	60,000	0%	(18,000)	-23%
Total Operating Budget	203,000	60,000	0%	(143,000)	-70%
Other Funds					
Internal Service Funds*	537,595	336,451	0%	(201,144)	-37%
Shuttle Bus	147,500	183,700	0%	36,200	25%
Total Operating Budget	685,095	520,151	0%	(164,944)	-24%
* Includes recoveries					
Subtotal, Operating Expenditures	85,348,180	88,890,768	82%	3,542,588	4%
Capital Improvement Programs	14,058,000	19,135,000	18%	5,077,000	36%
TOTAL OPERATING & CAPITAL BUDGET	\$ 99,406,180	\$ 108,025,768	100%	\$ 8,619,588	9%

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2016-17
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS

Department	2015-16 Actual	2016-17 Proposed	Change Since Prior Year
GENERAL FUND			
City Attorney	2.50	2.50	0.00
City Clerk	1.50	1.50	0.00
City Manager	2.13	2.13	0.00
Community Development - Planning	5.75	6.75	1.00
Finance	10.25	10.25	0.00
Human Resources	3.00	3.00	0.00
Library	22.63	22.88	0.25
Parks	20.50	20.50	0.00
Police	44.00	46.00	2.00
Police - Communications	7.00	7.00	0.00
Police - Parking Enforcement	4.00	4.00	0.00
Public Works - Engineering	11.75	11.75	0.00
Public Works - Streets & Storm Drain	7.03	7.03	0.00
Recreation	10.80	11.00	0.20
Total General Fund	152.84	156.29	3.45
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	2.00	2.00	0.00
Community Development - Building	6.00	6.00	0.00
Facilities Services ISF	5.00	5.00	0.00
Admin & Information Technology ISF	0.25	0.50	0.25
Fleet & Equipment Maintenance ISF	3.00	3.00	0.00
Water Enterprise	17.48	17.48	0.00
Total Enterprise & Int Svc Funds	52.46	52.71	0.25
Grand Totals, City-Wide	205.30	209.00	3.70

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2016-17
 PROJECTED ENDING BALANCE - GENERAL FUND, STORM DRAIN, AND MEASURE A & GAS TAX

	General Fund		Storm Drain (Special Revenue)		Measure A/Gas Tax	
	2015-16 EST. ACTUALS	2016-17 PROJECTED	2015-16 EST. ACTUALS	2016-17 PROJECTED	2015-16 EST. ACTUALS	2016-17 PROJECTED
FUND BALANCE (SPENDABLE)						
Beginning of the year	\$ 29,237,630	\$ 26,727,615	\$ 2,579,720	\$ 2,568,041	\$ 3,541,295	\$ 3,817,295
REVENUES						
Revenues	65,487,600	65,830,700	2,818,000	2,909,000	1,530,000	1,476,000
EXPENSES						
Operating Expenses	(49,804,642)	(52,131,328)	-	-	-	-
NET AVAILABLE REVENUES	15,682,958	13,699,372	2,818,000	2,909,000	1,530,000	1,476,000
TRANSFERS IN (OUT)						
Transfers - Capital Projects Fund	(4,285,000)	(4,685,000)	(1,400,000)	-	(1,248,000)	(2,200,000)
Transfers - Burlingame Financing Authority	(6,404,731)	(5,756,745)	(1,414,679)	(2,252,410)	-	-
Other Transfers In (Out)	(7,503,242)	(133,182)	(15,000)	(15,000)	(6,000)	(6,000)
Subtotal, Transfers Out	(18,192,973)	(10,574,927)	(2,829,679)	(2,267,410)	(1,254,000)	(2,206,000)
CHANGE IN NET POSITION	(2,510,015)	3,124,445	(11,679)	641,590	276,000	(730,000)
FUND BALANCE (SPENDABLE)						
End of year	\$ 26,727,615	\$ 29,852,060	\$ 2,568,041	\$ 3,209,631	\$ 3,817,295	\$ 3,087,295
ASSIGNED FUND BALANCE	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17
City Council Reserves (Assignments)						
Economic Stabilization Reserve	15,700,000	15,800,000	-	-	-	-
Catastrophic Reserve	2,000,000	2,000,000	-	-	-	-
Contingency Reserve	500,000	500,000	-	-	-	-
Operating Reserve	-	-	704,500	727,250	-	-
Storm Drain Rate Stabilization Reserve	-	-	281,800	290,900	-	-
Debt Service Reserve	-	-	1,414,679	2,191,481	-	-
Capital Improvements Reserve	-	-	167,062	-	3,817,295	3,087,295
Subtotal, Assigned Fund Balance	18,200,000	18,300,000	2,568,041	3,209,631	3,817,295	3,087,295
UNASSIGNED FUND BALANCE (DEFICIT)	8,527,615	11,552,060	0	0	0	0
TOTAL FUND BALANCE (DEFICIT)	\$ 26,727,615	\$ 29,852,060	\$ 2,568,041	\$ 3,209,631	\$ 3,817,295	\$ 3,087,295

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2016-17
PROJECTED ENDING BALANCE - WATER, SEWER & PARKING ENTERPRISES

	Water Enterprise		Sewer Enterprise		Parking Enterprise	
	2015-16 EST. ACTUALS	2016-17 PROJECTED	2015-16 EST. ACTUALS	2016-17 PROJECTED	2015-16 EST. ACTUALS	2016-17 PROJECTED
FUND BALANCE (SPENDABLE)						
Beginning of the year	\$ 8,915,907	\$ 6,601,164	\$8,059,996	\$10,480,687	\$ 3,020,059	\$ 1,806,847
REVENUES						
Revenues	16,124,500	16,523,500	16,255,500	15,949,000	2,623,000	2,690,000
EXPENSES						
Operating Expenses	(6,507,984)	(4,547,775)	(7,606,366)	(7,710,479)	(509,875)	(563,037)
Purchased Water	(7,300,000)	(7,884,000)	-	-	-	-
Subtotal, Expenditures	(13,807,984)	(12,431,775)	(7,606,366)	(7,710,479)	(509,875)	(563,037)
NET AVAILABLE REVENUES	2,316,516	4,091,725	8,649,134	8,238,521	2,113,125	2,126,963
INTEREST EXPENSE	(964,151)	(891,601)	(996,919)	(950,150)	-	-
TRANSFERS IN (OUT)						
Transfers - General Fund	(326,947)	(292,337)	(191,363)	(208,193)	(76,350)	(76,350)
Transfers - General Fund - Contributions for Debt Service	(840,161)	(891,601)	(840,161)	(840,161)	(279,044)	(243,181)
Transfers - Capital Projects Fund	(2,500,000)	(2,500,000)	(4,200,000)	(4,700,000)	(475,000)	-
Other Transfers In (Out)	-	-	-	-	-	-
Subtotal, Transfers Out	(3,667,108)	(3,683,938)	(5,231,524)	(5,748,354)	(830,394)	(319,531)
CHANGE IN NET POSITION	(2,314,743)	(483,814)	2,420,691	1,540,017	1,282,731	1,807,432
NET POSITION (SPENDABLE)						
End of year	\$ 6,601,164	\$ 6,117,350	\$10,480,687	\$ 12,020,704	\$ 4,302,790	\$ 3,614,279
DESIGNATION OF NET POSITION	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17
Capital Improvement Reserve	2,500,000	2,500,000	4,700,000	4,700,000	3,953,985	3,265,474
Rate Stabilization Reserve	2,500,000	2,500,000	2,500,000	2,500,000	-	-
Debt Service Reserve	1,601,164	1,117,350	3,233,878	4,048,261	348,805	348,805
Subtotal, Reserves	6,601,164	6,117,350	10,433,878	11,248,261	4,302,790	3,614,279
UNDESIGNATED NET POSITION (DEFICIT)	0	0	46,809	772,443	0	0
TOTAL NET POSITION (DEFICIT)	\$ 6,601,164	\$ 6,117,350	\$ 10,480,687	\$ 12,020,704	\$ 4,302,790	\$ 3,614,279



Operating Departments

Budgets and Narratives 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 according to established rotation procedures. 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, Wave Channel 26, and AT&T Channel 99. 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 \$16,000, or 9.4%, mainly due to changes in health insurance, pensions, and other employee benefit costs. Non-personnel costs have increased primarily due to one-time additional funding of the City's Community Group Funding program. The additional funding will be used to support the efforts of organizations attempting to mitigate the high cost of housing for the City's most vulnerable population.

DEPARTMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	169,590	153,708	(15,882)	-9.4%
Non-Personnel Costs	161,658	206,660	45,002	27.8%
Internal Services	145	145	0	0.0%
Capital Outlay	0	0	0	0.0%
Total Appropriation	331,393	360,513	29,120	8.8%
Sources of Funds				
General Fund	331,393	360,513	29,120	8.8%
Total Funding	331,393	360,513	29,120	8.8%

DEPARTMENT STAFF

	FY2016 Actual FTE	FY2017 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 2016-2017

The City Council assigned the following tasks to the Office of the City Manager as part of the City's FY 2016-17 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.

CITY OF BURLINGAME | FISCAL YEAR 2016-17

- ❖ Make El Camino Real safer and more attractive
 1. Work with Caltrans and stakeholder task force to develop a vision for El Camino Real that preserves and enhances its functionality, character, beauty and safety. 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.
 3. Work with Caltrans on structural and legal issues concerning El Camino Real.
- ❖ 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 infrastructure and 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.

CITY OF BURLINGAME | FISCAL YEAR 2016-17

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.
- ❖ Develop better ways to communicate and engage with members of the community
 1. Strengthen community engagement with residents and business owners by improving both traditional and social media outreach and communication efforts.
 2. Improve marketing and enhance awareness of all of the City's communication channels and tools - print and social media.
 3. Determine the cost and feasibility of taping and streaming additional public meetings and prepare a recommendation for the City Council.

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. Identify and recommend options to enhance energy efficiency in existing buildings.
 2. Research and recommend options to enhance green building practices in new buildings and renovations.
 3. Increase the use of renewable energy in Burlingame; participate in San Mateo's Community Choice Aggregation Study, PACE programs, and the Peninsula Sunshares campaign.
 4. Explore and recommend options on how to improve water conservation.
- ❖ 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. Partner 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.
- ❖ 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

Non-personnel costs in the City Manager's office have risen by \$10,000, or 5.5%. The increase is mainly due to an increase in contract services. The budget includes the estimated cost of consultant contracts to assist with various departmental initiatives, including outreach and public surveys for funding of major projects, which may result in preparation of a tax measure for voter approval in the future. The cost of consultant services for improvement of the City's website is also included in the proposed budget.

The budget for internal service charges has increased by 6.1%. This is primarily due to Facility and Admin/IT cost allocations city-wide.

DEPARTMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	548,767	557,134	8,367	1.5%
Non-Personnel Costs	180,531	190,452	9,921	5.5%
Internal Services	41,014	43,506	2,492	6.1%
Capital Outlay	0	0	0	0.0%
Total Appropriation	770,312	791,092	20,780	2.7%
Sources of Funds				
General Fund	770,312	791,092	20,780	2.7%
Total Funding	770,312	791,092	20,780	2.7%

DEPARTMENT STAFF

	FY2016 Actual FTE	FY2017 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	0.63	0.63	0.00
Total FTE	2.13	2.13	0.00

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 2016-2017

The City Council assigned the following tasks to the City Attorney as part of the City's FY 2016-2017 Implementation Action Plan.

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

- ❖ 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. Conduct a comprehensive review of the City's sign ordinance and make changes necessary to address legal weaknesses and community interests.
- ❖ Make El Camino Real safer and more attractive

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1. Work with Caltrans on structural and legal issues concerning El Camino Real.
- ❖ Make Burlingame safer for bikes and pedestrians
 1. Initiate efforts to develop a plan to improve the Bay Trail.
- ❖ Explore options for making Burlingame more attractive and increasing public art
 1. Develop and adopt a tree ordinance (Study Session on April 4, 2016; ordinance to follow).
- ❖ 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 enhance peace and quiet in the City's neighborhoods.
 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.
 2. 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. 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. 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 infrastructure and 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. 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.

DEPARTMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	530,698	556,873	26,175	4.9%
Non-Personnel costs	1,345,669	1,369,995	24,326	1.8%
Internal Services	28,355	29,556	1,201	4.2%
Capital Outlay	14,000	0	(14,000)	-100.0%
Total Appropriation	1,918,722	1,956,424	37,702	2.0%
Sources of Funds				
Charges for Services - ISF	1,175,000	1,210,000	35,000	3.0%
Interest Income	20,000	20,000	-	0.0%
General Fund	728,722	746,424	17,702	2.4%
Total Funding	1,923,722	1,976,424	52,702	2.7%

DEPARTMENT STAFF

	FY2016 Actual FTE	FY2017 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 have increased due to a greater need for part-time legal assistance with the Office's workload. The impact of this increase is about \$16,000, and the remaining budget increase is due to the increase in the cost of benefits such as health insurance, pension, and other employee benefit costs. The increase in non-personnel expenses is due to higher contractual services costs. The increase in internal service charges is due to higher Admin/IT and Facility cost allocations city-wide.

The FY 2015-16 Capital Outlay budget was requested for a one-time budget expense for e-mail archiving/retention software. For FY 2016-17, no equipment or fixtures are expected to be added or improved.

CITY ATTORNEY DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	530,698	556,873	26,175	4.9%
Non-Personnel Costs	155,669	159,995	4,326	2.8%
Internal Services	28,355	29,556	1,201	4.2%
Capital Outlay	14,000	0	(14,000)	-100.0%
Total Appropriation	728,722	746,424	17,702	2.4%
Sources of Funds				
General Fund	728,722	746,424	17,702	2.4%
Total Funding	728,722	746,424	17,702	2.4%

CITY ATTORNEY – RISK MANAGEMENT

The Risk Management fund covers general liability and risk mitigation (exclusive of workers' compensation) 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

The City's appropriation for general liability claims payments has increased from \$240,000 to \$250,000. In addition, contractual services have increased by \$10,000.

RISK MANAGEMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	1,190,000	1,210,000	20,000	1.7%
Total Appropriation	1,190,000	1,210,000	20,000	1.7%
Sources of Funds				
Charges for Services - ISF	1,175,000	1,210,000	35,000	3.0%
Interest Income	20,000	20,000	0	0.0%
Total Funding	1,195,000	1,230,000	35,000	2.9%

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

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	233,554	214,165	(19,389)	-8.3%
Non-Personnel Costs	105,815	56,743	(49,072)	-46.4%
Internal Services	24,296	25,585	1,289	5.3%
Capital Outlay	5,000	0	(5,000)	-100.0%
Total Appropriation	368,665	296,493	(72,172)	-19.6%
Sources of Funds				
Charges for Svc - General Fund	500	500	0	0.0%
General Fund	368,165	295,993	(72,172)	-19.6%
Total Funding	368,665	296,493	(72,172)	-19.6%

DEPARTMENT STAFF

	FY2016 Actual FTE	FY2017 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 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
City council meetings held (regular and special)	40	39	39	43
Staff reports processed	221	225	230	225
Resolutions processed	96	111	110	95
Ordinances published	13	10	9	9
Elections managed	0	1	0	1
Residency certifications processed	10	10	10	10

DEPARTMENT PERFORMANCE MEASURES

	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Council meeting agendas posted within 72 hours of meeting	100%	100%	100%	100%
Council special meeting agendas posted within 24 hours of meeting	100%	100%	100%	100%

CITY CLERK DIVISION BUDGET CHANGES

The personnel cost decrease is based on the prior year's anticipated vacancy in the City Clerk position. The budget for vacant positions are typically established based on maximum salary and benefit assumptions. The FY 2016-17 budget is based on actual compensation and benefits of the position.

Internal Service fund allocations have increased due to the City-wide increase in Admin/IT and Facility cost allocations. The furniture replacement that was budgeted in fiscal year 2015-16 was postponed and will be delayed to a later date.

CITY CLERK DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	233,554	214,165	(19,389)	-8.3%
Non-Personnel Costs	55,815	56,743	928	1.7%
Internal Services	24,296	25,585	1,289	5.3%
Capital Outlay	5,000	0	(5,000)	-100.0%
Total Appropriation	318,665	296,493	(22,172)	-7.0%
Sources of Funds				
Charges for Svc - General Fund	500	500	0	0.0%
General Fund	318,165	295,993	(22,172)	-7.0%
Total Funding	318,665	296,493	(22,172)	-7.0%

KEY ELECTIONS DIVISION BUDGET CHANGES

Since fiscal year 2016-17 is not an election year, no appropriation has been proposed for this activity. However, should a local initiative be placed on the ballot, staff will solicit an estimate of costs from the County and request a special appropriation for the Elections Division.

ELECTIONS DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	50,000	0	(50,000)	-100.0%
Total Appropriation	50,000	0	(50,000)	-100.0%
Sources of Funds				
General Fund	50,000	0	(50,000)	-100.0%
Total Funding	50,000	0	(50,000)	-100.0%

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 members each from the City of Burlingame and the Town of Hillsborough, 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 every two years.

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 (84.25 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, and emergency preparedness. The total service area is 14.93 square miles, with a population of 63,589. The value of property protected is in excess of \$23 billion.

INITIATIVES FOR FISCAL YEAR 2016-2017

The City Council assigned the following tasks to the Central County Fire Department as part of the City's FY 2016-17 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 disaster preparedness by coordinating with other regional agencies and community networks.
 4. Facilitate the creation of neighborhood groups that communicate with each other and the City and promote access to City emergency preparedness training.

KEY BUDGET CHANGES

With over one full year of providing fire protection services to the City of Millbrae, which as of July 1, 2015 includes Fire Prevention, CCFD has completed a full integration of fire services to the City of Millbrae. In accordance with this contract, Millbrae is responsible for 30% of the operational budget. The remaining 70% is split between the City of Burlingame and the Town of Hillsborough based on the 60/40 cost allocation formula that was in place prior to the contract with the City of Millbrae in December 2014.

The Central County Fire Department's (CCFD) FY 2016-17 approved budget demonstrates strong financial management with its merged and joint operations model. CCFD's budget as a whole increased 2.6% from its projected budget, due largely to aggressive funding of its Workers' Compensation program liabilities, 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 4.5% cost per capita decrease, from \$353 in FY 2015-16 to \$337 in 2016-17.

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 five agencies with annual mandated and continuing education for all suppression personnel. CCFD will receive approximately \$390,000 in net revenues from the joint training program in FY 2016-17
- The Mechanics Division serves six agencies with ongoing vehicle and apparatus maintenance in a centralized location.

Burlingame's budget for fire protection services includes the contributions to CCFD, certain retained Workers' Compensation program costs, Emergency Preparedness activities, and fleet

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maintenance on City-owned fire vehicles and equipment. When compared to the current year's adopted budget, Burlingame's contributions to CCFD are down 3.1%. Internal Service charges reflect an advanced depreciation on City-owned fire vehicles. The cost of replacement vehicles is now borne by CCFD and included in the City's contribution to CCFD operations.

DEPARTMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Contributions to CCFD	10,484,319	10,160,782	(323,537)	-3.1%
Non-Personnel Costs (Burlingame Only)	321,000	343,000	22,000	6.9%
Internal Services (Burlingame Only)	340,026	392,473	52,447	15.4%
Capital Outlay (Burlingame Only)	0	0	0	0.0%
Total Appropriation	11,145,345	10,896,255	(249,090)	-2.2%

DEPARTMENT STATISTICS

	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Total calls for service	4,232	4,339	5,296	6,150
Medical responses	2,508	2,565	3,220	3,520
Fire suppression responses	145	162	160	180
Hazardous conditions responses	410	438	442	452
Other responses	1,169	1,165	2,010	2,110
Special Events - Fund raising events conducted by off-duty firefighters	3	3	3	5
Plans checked	199	197	310	310
Plans reviewed	365	471	475	490
Fire education activities and events (number of children)	1,500	1,500	1,500	1,500

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	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Public education activities	16	28	32	38
Fire origin and cause investigations	6	7	6	6
Special events inspections	55	49	67	67
Engine Company inspections	814	940	1,010	1,010
Construction inspections	356	398	440	460
Fire and life safety inspections	53	33	62	62
Junior Fire Marshal Picnic (number of children)	255	265	270	250
Car seat inspections	70	63	110	140
General public trained for disaster response (CERT)	37	12	44	64
General public trained for disaster response (GET READY)	40	0	0	0
City employees trained in city-wide disaster drills or other classes	25	68	72	82
CPR training (number of adults)	118	98	120	140
Training hours completed	11,313	33,243	36,600	38,200
EMS training hours	2,045	2,599	4,170	4,180
Driver training hours	1,207	1,077	2,010	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)	4:19	<6:59	<6:59	<6:59
Average response time for Priority 3 calls (non-emergency)	4:90	<6:59	<6:59	<6:59

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	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Average response time for all calls	4:70	<6:59	<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%

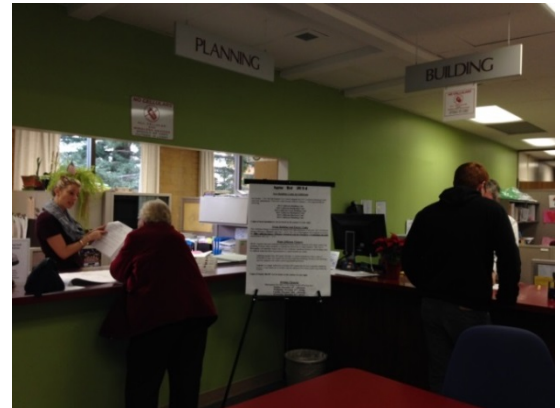
COMMUNITY DEVELOPMENT DEPARTMENT

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 2016-2017

The City Council assigned the following tasks to the Community Development Department as part of the City's FY 2016-17 Implementation Action Plan.

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

- ❖ Create and implement an active code enforcement program
 1. Conduct a comprehensive review of the City's sign ordinance and make changes necessary to address legal weaknesses and community interests.
- ❖ 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 residential and commercial restoration projects.
 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. Explore participation 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).

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- ❖ Make Burlingame safer for bikes and pedestrians
 1. Initiate efforts to develop a plan to improve the Bay Trail.
- ❖ Explore options for making Burlingame more attractive and increasing public art
 1. Develop a public art policy for the City Council's consideration.
 2. Prepare recommendations on how to make Bayshore Blvd and other Bayfront streets more attractive, including the addition of trees. (This may be undertaken after the completion of the General Plan Update.)
- ❖ 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 enhance peace and quiet in the City's neighborhoods.
 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 architectural styles in residential neighborhoods.
 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 encourage the redevelopment and/or renovation of underutilized commercial properties.

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

- ❖ Establish a comprehensive and improved sign program
 1. Meet with local hotels, automobile dealerships, and the business districts to discuss their interests regarding signage for improved visibility.
- ❖ 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.
 2. Review the Bayfront Specific Plan and make revisions to reflect the current community vision for this area.

- ❖ 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. With the City Council's Economic Development Subcommittee, explore means of promoting and/or branding the various commercial sectors within the City to enhance their vitality.
 2. Support 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 infrastructure and 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.

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. Identify and recommend options to enhance energy efficiency in existing buildings.

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2. Research 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. Partner with the Chamber of Commerce and existing businesses to reduce greenhouse gas emissions.
 - ❖ Understand the threat of sea level rise on the City
 1. Follow the County's sea level rise study.

DEPARTMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,134,672	2,260,898	126,226	5.9%
Non-Personnel Costs	918,019	910,141	(7,878)	-0.9%
Internal Services	164,789	184,220	19,431	11.8%
Capital Outlay	0	0	0	0.0%
Total Appropriation	3,217,480	3,355,259	137,779	4.3%
Sources of Funds				
General Fund	305,980	460,759	154,779	50.6%
Charges for Svc - General Fund	631,500	626,500	(5,000)	-0.8%
Charges for Svc - Building	2,230,000	2,230,000	0	0.0%
Building Enterprise	625,994	570,974	(55,020)	-8.8%
Other Revenue	50,000	38,000	(12,000)	-24.0%
Total Funding	3,843,474	3,926,233	82,759	2.2%

DEPARTMENT STAFF

	FY2016 Actual FTE	FY2017 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
Assistant Planner	0.00	1.00	1.00
Building Inspector	2.00	2.00	0.00

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	FY2016 Actual FTE	FY2017 Budget Request	+ / - Change in FTE
Chief Building Official	1.00	1.00	0.00
Community Development Director	1.00	1.00	0.00
Economic Development Specialist	0.75	0.75	0.00
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	11.75	12.75	1.00

DEPARTMENT STATISTICS

	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Planning Division				
Commission Hearings				
Conditional use permits	30	15	25	11
Variances	15	21	20	14
Special permits	10	26	20	16
Hillside area construction permits	6	8	10	5
Design review	39	65	50	64
Design Review Amendments	11	8	10	6
Other agenda items	15	16	15	6
Applications reviewed	125	94	120	125
General plan/zoning code amendments	1	1	4	3
Council agenda items considered	8	3	4	6
Administrative permits issued	26	27	25	35
Sign permits issued	58	44	50	54
Negative declarations and EIRs prepared	5	7	5	8
Home occupation permits reviewed	78	62	75	44

CITY OF BURLINGAME | FISCAL YEAR 2016-17

	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Construction plan checks performed	499	554	500	463
Code enforcement cases processed	31	16	15	n/a
Final inspections completed	54	41	45	38
Net single-family dwellings approved	18	17	15	16
New affordable dwellings units approved	4	2	32*	0
New apt/condo units approved	31	16	350*	11
Major projects in process	3	2	3 **	8
Building Division				
Building permits issued	1,229	1,185	1,230	1,250
Building checks performed	321	593	675	670
Building inspections conducted	5,662	5,280	5,600	5,800

* Figure includes the approval of 290 units at 1008-1028 Carolan Avenue, including 29 units affordable to moderate income households. While the project was approved in 2015, construction is not anticipated until 2017-2018

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

DEPARTMENT PERFORMANCE MEASURES

	FY 12-13	FY13-14	FY 14-15	FY 15-16 Estimated
Planning Division				
Percentage of planning application reviews completed within 30 days	79%	60%	85%	76%
Percentage of plan checks (for new building permits) completed within 10 business days	76%	79%	85%	91%
Building Division				
Percentage of plan checks completed within 15 working days	96%	98%	96%	96%
Percentage of permits issued over-the-counter	72%	79%	70%	73%
Percentage of "good" or "excellent" customer service ratings (per annual survey)	80%	83%	92%	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 developments and additions to existing structures, including height limits, floor area ratio, parking requirements, lot coverage, and property line setbacks. The zoning regulations also outline the design review processes for various types of projects (when design review is required).

The City's Economic Development Division 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 has in recent years seen a complete recovery in the volume of development applications since the downturn experienced in 2008. In addition, the City has embarked on a comprehensive update of its General Plan and Zoning Ordinance, which involves a significant amount of staff oversight and coordination. Part-time and contract staff have been utilized to cover the additional workload. However, to most effectively match the demands of the workload, develop the professional skills of the staff, and provide the most effective customer service, an increase in FTE has been proposed for the 2016-17 budget. The cost of a full-time Assistant Planner position has been somewhat mitigated by an anticipated reduction in part-time hours.

Costs in the non-personnel budget have been reduced to reflect a lower cost estimate for contract planning services. Additionally, the cost of internal services has increased by 13.9% due to Facility and Admin/IT cost allocations city-wide.

PLANNING DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,151,460	1,276,807	125,347	10.9%
Non-Personnel Costs	339,738	299,124	(40,614)	-12.0%
Internal Services	72,276	82,302	10,026	13.9%
Capital Outlay	0	0	0	0.0%
Total Appropriation	1,563,474	1,658,233	94,759	6.1%

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Sources of Funds

General Fund	305,980	460,759	154,779	50.6%
Charges for Svc - General Fund	631,500	626,500	(5,000)	-0.8%
Building Enterprise	625,994	570,974	(55,020)	-8.8%
Total Funding	1,563,474	1,658,233	94,759	6.1%

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 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 ENTERPRISE BUDGET CHANGES

No significant changes are proposed to the Building Enterprise budget from FY 15-16 to FY 16-17. The small increase in the non-personnel costs is due to credit card fees that were previously offset by revenues but are now budgeted as an expense.

BUILDING DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,151,460	1,276,807	125,347	10.9%
Non-Personnel Costs	339,738	299,124	(40,614)	-12.0%
Internal Services	72,276	82,302	10,026	13.9%
Capital Outlay	0	0	0	0.0%
Total Appropriation	1,563,474	1,658,233	94,759	6.1%
Sources of Funds				
General Fund	305,980	460,759	154,779	50.6%
Charges for Svc - General Fund	631,500	626,500	(5,000)	-0.8%
Building Enterprise	625,994	570,974	(55,020)	-8.8%
Total Funding	1,563,474	1,658,233	94,759	6.1%

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 an 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 2016-2017

The City Council assigned the following tasks to the Finance Department as part of the City's FY 2016-17 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 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.

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

❖ Enhance recycling efforts

1. Promote greater hotel recycling
2. Expand composting in the City by multi-family homes and businesses, especially hotels.

DEPARTMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,606,616	1,614,908	8,292	0.5%
Non-Personnel Costs	1,298,465	1,336,475	38,010	2.9%
Internal Services	130,594	137,620	7,026	5.4%
Capital Outlay	50,000	50,000	0	0.0%
Total Appropriation	3,085,675	3,139,003	53,328	1.7%
Sources of Funds				
Charges for Svc - General Fund	4,000	4,000	0	0.0%
Charges for Services - Admin Svc	77,892	0	(77,892)	-100.0%
Charges for Services - ISF	890,088	1,046,064	155,976	17.5%

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	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
General Fund	1,488,663	1,484,312	(4,351)	-0.3%
Interest Income - Admin Svc	4,000	6,000	2,000	50.0%
Water Enterprise	365,864	365,864	0	0.0%
Sewer Enterprise	181,163	181,163	0	0.0%
Solid Waste Fund	57,600	57,600	0	0.0%
Parking Fund	0	0	0	0.0%
Total Funding	3,069,270	3,145,003	75,733	2.5%

DEPARTMENT STAFF

	FY2016 Actual FTE	FY2017 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
Management Analyst	0.00	0.25	0.25
Office Assistant I/II	0.50	0.50	0.00
Senior Accountant	1.00	1.00	0.00
Total FTE	10.50	10.75	0.25

DEPARTMENT STATISTICS

	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Total computers citywide	300	312	315	317
Number of utility accounts billed (annually)	10,006	10,653	10,600	10,595
Number of business license accounts (annually)	6,357	6,450	6,500	6,740
Over the counter Inquiries (annually)	9,149	9,627	10,736	11,810
Utility service phone calls received (annually)	16,200	17,370	18,250	18,207
General main line phone inquiries received (annually)	9,600	9,300	9,500	10,450

DEPARTMENT PERFORMANCE MEASURES

	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Prepare a 5 year forecast for use by decision-makers	Yes	Yes	Yes	Yes
Prepare a comprehensive budget summary for the City's webpage and general public	Yes	Yes	Yes	Yes
Forecast annual General Fund revenues within 5%	Yes	Yes	Yes	Yes
Provide monthly financial reports to internal departments by the 10th business day of the following month	Yes	Yes	Yes	Yes
Prepare a clear and comprehensive annual Financial Results Summary for the City's webpage and general public	Yes	Yes	Yes	Yes
Receive an unqualified opinion on all financial audits	Yes	Yes	Yes	Yes
Achieve greater than the 12 month average of 2 year T-bill rate on investments	Yes	Yes	Yes	Yes
Post 95% of water account payments received by mail within 24 hours	Yes	Yes	Yes	Yes
Deposit all customer payments received within 1 business day	Yes	Yes	Yes	Yes
Identify and issue 30 new business licenses annually	Yes	Yes	Yes	Yes
Provide accurate and timely debt service payments	Yes	Yes	Yes	Yes
Maintain the City's AA+ bond rating	Yes	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

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service. The City of Burlingame currently contracts with Redwood City for its information technology services. The City of Burlingame owns its software and hardware, but monitors and directs Redwood City in-house staff to maintain defined levels of service. 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 budgeted for the Administrative Services Division increased by \$50,000, largely due to a 0.25 full time equivalent (FTE) increase to an existing Management Analyst position. The increase is needed for ongoing support of the City's website. Additionally, the cost of the part-time help in postage and printing services increased due to an increase in compensation and benefits according to the most recent part-time salaries and benefits resolution.

Non-personnel costs have increased due to several anticipated needs such as the phone system contract renewal, a digitized record management consultant, and a modest increase for the shared information technology contract with the City of Redwood City. To mitigate these increases in non-personnel costs, other expenses, such as office supplies and equipment, have been reduced.

ADMINISTRATIVE SERVICES DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	33,741	83,560	49,819	147.7%
Non-Personnel Costs	884,244	912,504	28,260	3.2%
Capital Outlay	50,000	50,000	0	0.0%
Total Appropriation	967,985	1,046,064	78,079	8.1%
Sources of Funds				
Charges for Services - ISF	967,980	1,046,064	78,084	8.1%
Interest Income - Admin Svc	4,000	6,000	2,000	50.0%
Total Funding	971,980	1,052,064	80,084	8.2%

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 practices 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 declined by \$41,000, or 2.6%, even though the cost of wages and benefits for the Department have increased. This is due to prior year vacancies that were budgeted at maximum salary and benefit assumptions.

The non-personnel budget has increased by \$10,000, or 2.4%. Approximately \$3,000 of the increase is due to an increase in banking service charges; \$3,700 has been added for the cost of ergonomically correct furniture to reduce long-term injuries; and the remaining amount of the increase is budgeted to fund additional training for newer staff.

Internal services allocations have increased by \$7,000, or 5.4%, as a result of Admin/IT and Facility cost allocations.

FINANCE DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,572,875	1,531,348	(41,527)	-2.6%
Non-Personnel Costs	414,221	423,971	9,750	2.4%
Internal Services	130,594	137,620	7,026	5.4%
Capital Outlay	0	0	0	0.0%
Total Appropriation	2,117,690	2,092,939	(24,751)	-1.2%
Sources of Funds				
Charges for Svc - General Fund	4,000	4,000	0	0.0%
General Fund	1,488,663	1,484,312	(4,351)	-0.3%
Water Enterprise	365,864	365,864	0	0.0%
Sewer Enterprise	181,163	181,163	0	0.0%
Solid Waste Fund	57,600	57,600	0	0.0%
Parking Fund	0	0	0	0.0%
Total Funding	2,097,290	2,092,939	(4,351)	-0.2%

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 2016-2017

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 manage employee/retiree medical costs and associated long-term liabilities.
- ❖ 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 infrastructure and 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

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	570,231	596,650	26,419	4.6%
Non-Personnel Costs	1,070,399	1,042,496	(27,903)	-2.6%
Internal Services	46,340	48,664	2,324	5.0%
Capital Outlay	0	0	0	0.0%
Total Appropriation	1,686,970	1,687,810	840	0.0%
Sources of Funds				
Charges for Services - ISF	825,000	825,000	0	0.0%
General Fund	861,970	894,810	32,840	3.8%
Total Funding	1,686,970	1,719,810	32,840	1.9%

DEPARTMENT STAFF

	FY2016 Actual FTE	FY2017 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 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Human Resources Division				
Average number of business days for a recruitment process to establish an eligible list	35	14	21	25
Number of employee participants in City training	92	150	150	150
Workers' Compensation Division				

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	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Number of Workers' Compensation claims filed	30	23	25	26
Number of lost work days due to Workers' Compensation injuries	818	800	800	700
Number of regular recruitments completed	21	21	40	52
Number of regular new hires	23	21	42	52
Number of labor associations	6	6	6	6
Number of labor agreements (MOU's) negotiated and approved	4	2	1	3
Number of new litigated workers comp claims	4	3	2	4

DEPARTMENT PERFORMANCE MEASURES

	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Number of regular new hires	23	21	42	52
Number of labor associations	6	6	6	6
Number of labor agreements (MOU's) negotiated and approved	4	2	1	3

KEY HUMAN RESOURCES DIVISION BUDGET CHANGES

The personnel budget increase in the Human Resources Division is based on the cost of the vacant Analyst position using maximum salary and benefit assumptions, as well as other personnel cost increases.

The internal services budget has increased primarily due to Admin/IT and Facility cost allocations.

HUMAN RESOURCES DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	570,231	596,650	26,419	4.6%
Non-Personnel Costs	245,399	249,496	4,097	1.7%
Internal Services	46,340	48,664	2,324	5.0%
Capital Outlay	0	0	0	0.0%
Total Appropriation	861,970	894,810	32,840	3.8%
Sources of Funds				
General Fund	861,970	894,810	32,840	3.8%
Total Funding	861,970	894,810	32,840	3.8%

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

An actuarial review of the City’s workers’ compensation program indicates that the claims liability for fiscal year 2016-17 will decrease by approximately \$32,000, or 3.9%. However, the

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allocation of the costs to other departments (charges for services to the Workers Comp Internal Service Fund) is kept at the prior year level to improve the fund's reserve for future injuries or claims.

WORKERS' COMPENSATION DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	825,000	793,000	(32,000)	-3.9%
Total Appropriation	825,000	793,000	(32,000)	-3.9%
Sources of Funds				
Charges for Services - ISF	825,000	825,000	0	0.0%
Total Funding	825,000	825,000	0	0.0%

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 members in all Library program areas have been working to create lasting partnerships and better working relationships with other City departments such as Fire, Police and Parks and Recreation to better serve the Burlingame community.



Circulation Services provides first-class customer service in the circulation 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 management of Library Pages and Library Assistants. This program area manages the Automated Materials Handling (AMH) system 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 readers’ advisory services 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 Division puts a great deal of effort into the yearly Summer Reading program to promote literacy and help slow “summer slide”. 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, with class visits in the Library as well Library personnel outreach at the schools. Special privilege cards are provided to Burlingame school teachers.

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 local (Peninsula Library System), regional (State), and national (Online Computer Library Center) online databases. IT Support includes overseeing and maintaining computer hardware, software, database access, and local area networks for the Library's 74 public PCs. IT staff coordinate with Peninsula Library Area Network and City IT contractors to train staff in technology protocols.



Café Fika was completed at the end of 2015 and has been a popular addition to the many services already provided by the Library. The vendor has been welcomed by the community and is serving drinks, sandwiches and hand-made pastries, building up a following of regulars at a steady pace.

INITIATIVES FOR FISCAL YEAR 2016-2017

The City Council assigned the following tasks to the Burlingame Library as part of the City's FY 2016-17 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.

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. Continue to increase the number of public, state and federal grant opportunities applied for 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 infrastructure and 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. Collaborate 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. Work with the Peninsula Library System to present an enhanced and extended Summer Learning Program to help mitigate "summer slide" in youth literacy.
- ❖ Explore technology to enhance efficiency and communications
 1. Research and purchase software to facilitate sign-ups for new study rooms, meeting rooms and passport reservations at the Library.
- ❖ Develop better ways to communicate and engage with members of the community
 1. 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.
 2. Work with Library Board of Trustees to increase number of diverse/multicultural resources and programming.
 3. Expand the children's world language collections to increase book materials in Spanish, Chinese, Japanese, Korean, Italian, and French.
 4. Re-evaluate and implement new ways of providing computer and technology classes for seniors with new Tech/Media Lab.
 5. Craft a new, three-year Library strategic plan to better target community needs and service areas.
 6. Increase the number of Burlingame and Hillsborough Library card-holders by 10% by the end of 2018 through targeted outreach.

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

- ❖ Make City facilities, practices, and emissions more sustainable
 1. Expand bicycle parking at the Library.
- ❖ Establish Burlingame as a green and clean business mecca
 1. Collaborate with the City's Sustainability Coordinator to organize the "green business" component of Small Business classes provided by Phase2Careers.
 2. Engage with the Citizens Environmental Council to provide timely and relevant environmental lectures and movies to the community.

KEY BUDGET CHANGES

The Library's budget includes a proposed increase to the Graphic Artist position from 0.75 FTE to 1.00 FTE and the addition of a Library Assistant I non-benefitted position. The Library Assistant I will provide services as a passport intake agent, and the expenses will be offset by the associated fees charged for the service. The additional personnel funding is partially offset

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with the replacement of the Library Technology Services Manager position with a Librarian III, which created a cost savings of \$18,600. The remaining increase in personnel costs relates to negotiated wage increases and cost increases in health insurance, retirement, and other employee benefits.

Non-personnel costs have risen by \$50,000, or 4.5%. The increase is mostly due to the Peninsula Library System fees, RFID tags, non-fiction pre-processing fees, and for new books, non-print media, microfilm, and electronic resources for library circulation.

The internal services budget has increased due to higher city-wide Admin/IT and Facility cost allocations. For FY 2016-17, no replacement or additional Capital Outlay has been budgeted.

DEPARTMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	3,325,883	3,410,990	85,107	2.6%
Non-Personnel Costs	1,099,437	1,149,113	49,676	4.5%
Internal Services	415,365	456,836	41,471	10.0%
Capital Outlay	21,552	0	(21,552)	-100.0%
Total Appropriation	4,862,237	5,016,939	154,702	3.2%
Sources of Funds				
General Fund	4,192,237	4,329,939	137,702	3.3%
Charges for Svc - Hillsborough	550,000	550,000	0	0.0%
Charges for Svc - General Fund	120,000	137,000	17,000	14.2%
Total Funding	4,862,237	5,016,939	154,702	3.2%

DEPARTMENT STAFF

	FY2016 Actual FTE	FY2017 Budget Request	+ / - Change in FTE
Full-Time Equivalents (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	1.00	0.25
Librarian I/II	6.88	6.88	0.00

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	FY2016 Actual FTE	FY2017 Budget Request	+ / - Change in FTE
Librarian III	2.00	3.00	1.00
Library Assistant I/II	5.00	5.00	0.00
Library Assistant III	3.00	3.00	0.00
Library Technology Services Manager	1.00	0.00	(1.00)
Total FTE	22.63	22.88	0.25

DEPARTMENT STATISTICS

	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Population served	36,836	37,192	37,192	37,503
Registered borrowers	26,477	27,769	28,602	24,570*
Population registered	72%	74%	76%	66%
Items circulated	761,795	753,690	633,099*	720,000
Media items	248,052	229,929	216,132*	216,000
Children's items	338,254	342,520	329,076*	324,000
Teen Items	36,210	35,341	33,953*	35,000
Circulation per capita	21	21	20*	19
Circulation per child	48	50	47*	50
Library visits	437,516	381,932	366,426*	332,394
Internet/virtual visits	123,422	117,616	111,735	144,000
Programs offered	602	752	662*	752
Program attendance	24,634	29,683	26,318*	31,918
Items added	14,672	14,746	14,980	15,036
Self-check use	79%	79%	85%	81%

*Reduction due to Millennium Project

DEPARTMENT PERFORMANCE MEASURES

	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Kindergarten card drive	220	245	268	195
Story time attendance	13,199	13,502	13,637	13,650
Children's summer reading club	915	1108	1,227	1,300

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 37 consecutive years by the Arbor Day Foundation. In March 2016, the Department won the California Parks and Recreation Society's Award of Excellence for the Annual Family Campout. 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 2016-2017

The City Council assigned the following tasks to the Parks and Recreation Department as part of the City's FY 2016-17 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. Work with Caltrans and stakeholder task force to develop a vision for El Camino Real that preserves and enhances its functionality, character, beauty and safety. Continue to encourage Caltrans' efforts to develop and implement a plan for trees along El Camino Real.

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2. Research and report back to the City Council on the possibility of undergrounding utilities along El Camino Real.
 3. Work with Caltrans on structural and legal issues concerning El Camino Real.
- ❖ Explore options for making Burlingame more attractive and increasing public art
 1. Prepare recommendations on how to make Bayshore Blvd and other Bayfront streets more attractive, including the addition of trees. (This may be undertaken after the completion of the General Plan Update.)
 2. Develop and adopt a tree ordinance (Study Session on April 4, 2016; ordinance to follow).
 - ❖ Develop policies to enhance the quality of life in the City
 1. 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, specific program areas, and projects.
 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 vitality of the Downtown and Broadway commercial districts and the Bayfront
 1. Increase awareness of the current downtown shuttle service among various community populations (e.g. seniors, youth, downtown business employees, etc.) through the use of City's social media outlets and more traditional forms of advertising (e.g. local newspapers and water mailers).
- ❖ 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 infrastructure and 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.

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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. 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. Coordinate with Burlingame School District staff to provide after school opportunities for students at the new Hoover Elementary School.
 2. Partner with the Burlingame School District to improve after-school enrichment and sports offerings at the elementary and middle schools.
 3. Partner with Mercy High School to provide recreational summer programming to benefit the wider community.
 - ❖ Develop better ways to communicate and engage with members of the community
 1. Strengthen community engagement with residents and business owners by improving both traditional and social media outreach and communication efforts.

DEPARTMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	4,450,538	4,645,554	195,016	4.4%
Non-Personnel Costs	3,218,428	3,394,541	176,113	5.5%
Internal Services	637,550	686,163	48,613	7.6%
Capital Outlay	38,000	154,000	116,000	305.3%
Total Appropriation	8,344,516	8,880,258	535,742	6.4%
Sources of Funds				
General Fund	5,645,543	5,917,785	272,242	4.8%
Charges for Svcs - General Fund	2,687,000	2,950,500	263,500	9.8%
Parking Fund	11,973	11,973	0	0.0%
Total Funding	8,344,516	8,880,258	535,742	6.4%

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DEPARTMENT STAFF

	FY2016 Actual FTE	FY2017 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant II	2.00	2.00	0.00
Assistant Parks Supervisor	1.00	0.00	(1.00)
Management Analyst	0.00	0.75	0.75
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	9.00	9.00	0.00
Parks Superintendent	0.00	1.00	1.00
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
Program Coordinator	0.60	0.75	0.15
Recreation Coordinator	4.00	4.00	0.00
Recreation Supervisor	2.70	2.00	(0.70)
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	31.30	31.50	0.20

DEPARTMENT STATISTICS

	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Recreation Program Participants				
Preschool	1,898	2,054	2,234	2,313
Youth/Teen Enrichment	5,348	4,544	4,760	4,946
Youth/Teen Sports	2,456	3,112	3,726	3,661
Adult Enrichment/Sports	2,952	2,215	2,145	2,187
Mature Adult (includes weekly drop-in programming)	3,203	3,496	3,537	4,448

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	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Recreation Rentals				
Picnic	216	202	240	264
Building	288	302	329	360
Tennis Courts	63	61	100	105
Community Garden Beds	N/A	22	22	22
Bocce Ball Courts	33	81	96	106
Parks Services				
Tree Plantings	271	230	198	235
Tree Removals	203	164	212	157
Tree Trimmings	1,621	1,943	2,866	1,247
Permit Applications	82	92	87	131
Emergency Call Outs	159	102	187	98

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

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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 17,146 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 Parks Division personnel budget has increased by \$121,000, or 4.6%. The budget includes reclassification of two staff, one to Park Superintendent and one to Park Supervisor. These reclassifications reflect their daily responsibilities and high level of performance. The impact of the position changes is approximately \$19,000. The budget for part-time personnel increased by \$14,000 to fund the cost of military leave coverage as well as an increased number of over-all maintenance hours to deal with continued drought conditions and additional maintenance for Burlingame Avenue. The remaining increase in the Division's personnel budget is due to wage increases for both full- and part-time employees, and benefit cost increases.

Internal services allocations have increased by \$24,000, or 8.8%, as a result of higher city-wide Admin/IT and Facility cost allocations. The Capital Outlay cost shows a significant increase due to replacement of old and worn out equipment, such as a ten-year old field groomer, slit seeder, utility tractor, and safety equipment. The tractor will be used for landscape maintenance, turf rehabilitations, tree planting, and street tree maintenance.

PARKS DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,651,864	2,773,352	121,488	4.6%
Non-Personnel Costs	1,171,880	1,121,752	(50,128)	-4.3%
Internal Services	275,638	299,860	24,222	8.8%
Capital Outlay	23,000	111,000	88,000	382.6%
Total Appropriation	4,122,382	4,305,964	183,582	4.5%
Sources of Funds				
General Fund	3,943,409	4,121,491	178,082	4.5%
Charges for Svcs - General Fund	167,000	172,500	5,500	3.3%
Parking Fund	11,973	11,973	0	0.0%
Total Funding	4,122,382	4,305,964	183,582	4.5%

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 of Siena 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, Throwback Thursday Movies, 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 Recreation Division's personnel budget has increased by \$74,000, or 4.1%. The cost increase includes additional hours for the program coordinator and the reclassification of a Recreation Supervisor to the Management Analyst position to more accurately reflect the employee's duties performed and to meet the needs of the Department, as well as the City's website management needs. The impact of these position changes is about \$17,000. There was also an increase of \$20,000 as a result of adding hours for part-time, non-benefited employees due to workload demands. The remaining increase relates to increased wages and the anticipated cost of health insurance, retirement, and other employee benefits.

Non-personnel costs have increased by \$211,000, or 13.0%. Approximately \$78,000 of the increase is due to credit card fees, previously recorded as an offset to Division revenues. An additional \$87,000 is proposed to fund additional program opportunities such as the Hoover School and BIS enrichment programs. These programming costs are anticipated to be offset by higher revenues due to increased demand for the City's recreation programs. \$10,000 is included for the Youth Scholarship program, and an \$11,000 appropriation will fund several small equipment purchases. An increase in the cost of water is assumed in the 2016-17 budget, as well as moderate increases in the cost of camp supplies and clothing.

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The increase in the internal services budget is primarily due to Admin/IT and Facility cost allocations.

RECREATION DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,798,674	1,872,202	73,528	4.1%
Non-Personnel Costs	1,622,548	1,833,789	211,241	13.0%
Internal Services	361,912	386,303	24,391	6.7%
Capital Outlay	15,000	6,000	(9,000)	-60.0%
Total Appropriation	3,798,134	4,098,294	300,160	7.9%
Sources of Funds				
General Fund	1,278,134	1,320,294	42,160	3.3%
Charges for Svc - General Fund	2,520,000	2,778,000	258,000	10.2%
Total Funding	3,798,134	4,098,294	300,160	7.9%

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, plus the land.

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. Under the recently renegotiated agreement, the City supports the facility by paying for 78% of the annual operating expenses and 50% of capital expenses, with much of the annual operating costs paid by the BAC. The City also supports the BAC's community programming through the provision of an annual subsidy. The subsidy estimate for fiscal year 2016-17 is \$125,000.

KEY AQUATICS DIVISION BUDGET CHANGES

The budget increase in the Aquatics Division Capital Outlay category is due to the anticipated replacement of a small pool heater, light fixtures, rusted doors, and pool cover.

AQUATICS DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	424,000	439,000	15,000	3.5%
Capital Outlay	0	37,000	37,000	100.0%
Total Appropriation	424,000	476,000	52,000	12.3%
Sources of Funds				
General Fund	424,000	476,000	52,000	12.3%
Total Funding	424,000	476,000	52,000	12.3%

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 37 sworn officers (increasing to 39 in FY 2016-17) and 20 professional full-time staff positions within numerous operating bureaus, units and divisions, including Patrol, Investigations, Traffic, Parking, Communications, Records, and 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 2016-2017

The City Council assigned the following tasks to the Police Department as part of the City's FY 2016-17 Implementation Action Plan.

Goal I. Ensure that Burlingame is an attractive and safe 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

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- ❖ Look for efficiencies, reduce duplication while maintaining quality Fire and Police services
 1. Manage the Burlingame-developed countywide Saturation Traffic Enforcement Program (STEP).
- ❖ Develop better ways to communicate and engage with members of the community
 1. Strengthen community engagement with residents and business owners by improving both traditional and social media outreach and communication efforts.

DEPARTMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	10,348,662	12,080,302	1,731,640	16.7%
Non-Personnel Costs	3,008,749	3,173,231	164,482	5.5%
Internal Services	578,127	676,553	98,426	17.0%
Capital Outlay	0	37,000	37,000	0.0%
Total Appropriation	13,935,538	15,967,086	2,031,548	14.6%
Sources of Funds				
General Fund	11,693,061	13,783,126	2,090,065	17.9%
Parking Citations	930,000	820,000	(110,000)	-11.8%
Charges for Svc - General Fund	67,500	62,700	(4,800)	-7.1%
State Grants	100,000	100,000	0	0.0%
Monthly Parking Permits	322,000	322,000	0	0.0%
Other Revenue	50,000	33,000	(17,000)	-34.0%
Parking Fees	2,268,000	2,335,000	67,000	3.0%
Water Enterprise	10,200	10,200	0	0.0%
Sewer Enterprise	10,200	10,200	0	0.0%
Total Funding	15,450,961	17,476,226	2,025,265	13.1%

DEPARTMENT STAFF

	FY2016 Actual FTE	FY2017 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant II	1.00	1.00	0.00

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	FY2016 Actual FTE	FY2017 Budget Request	+ / - Change in FTE
Police Services Manager	1.00	1.00	0.00
Communications Dispatcher I	1.00	0.00	(1.00)
Communications Dispatcher II	6.00	7.00	1.00
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	29.00	2.00
Police Sergeant	6.00	6.00	0.00
Training Coordinator	1.00	1.00	0.00
Total FTE	57.00	59.00	2.00

DEPARTMENT STATISTICS

*Calendar Year	2012	2013	2014	2015
Calls for service	39,724	41,651	40,773	40,854
Total crimes reported	1,879	1,799	1,787	1,878
Total arrests	508	560	634	586
Total vehicle accidents	451	425	339	333
Moving citations issued	3,911	5,688	5,824	3,372
Average calls per officer	1,073	1,125	1,101	1,104
Average calls per dispatcher	5,675	5,950	5,825	5,836
Five year average calls for service	31,706	33,969	36,427	38,773
Five year average annual calls per officer	857	918	984	1,047
Five year average annual calls per dispatcher	4,530	4,852	5,204	5,539
Traffic stops	5,692	8,057	9,455	6,506
Incident reports	3,188	3,248	3,690	3,949

POLICE DEPARTMENT - POLICE DIVISION

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

The Patrol Division 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 Bureau is part of the Patrol Division and 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 Bureau 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 Bureau also oversees grants from the Office of Traffic Safety.



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

The Records Bureau is responsible for maintaining custody of official police records and reports, including making the appropriate entries into the Records databases. The Bureau 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 Bureau also provides crime analysis and telephone operator functions for the Department.

The Property and Evidence Unit 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 FY 2016-17 budget includes the addition of two full-time equivalent (FTE) positions to carry out the City's priorities and to boost the effectiveness of the Burlingame Police Department. The number of officers declined through the major economic downturns in 2001 and again in 2008. The City currently employs 37 sworn staff (compared to 41 in 2008 and 50 in 2000). Over the years, the city-wide growth in schools, residential, retail and office space has led to increased calls for service each year, reaching approximately 45,000 in FY 2014-15 (a 50

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percent increase from FY 2007-08). As calls for service are expected to continue to rise with future development, the two additional officers will help manage the increased workload.

California Proposition 47, an initiative approved in November 2014, re-classified “non-serious, nonviolent property and drug crimes” as misdemeanors instead of felonies. As a result, Burlingame, along with most other local cities, has seen an increase in property crimes (e.g. auto burglaries, residential burglaries, shoplifting, and certain drug offenses) and higher recidivism rates associated with these crimes. In order to prevent/reduce these types of crimes, the Police Department would like to utilize the additional officers on a “Quality of Life” team, specifically tasked with combating these criminal activities with various crime suppression details, while also addressing other types of issues important to Burlingame, such as graffiti abatement, park issues, visitor/tourist safety, homeless outreach, juvenile issues, and other code enforcement issues. The impact of two additional FTE is approximately \$334,000.

Additionally, the fiscal year 2016-17 personnel budgets have been corrected to include amounts that were understated in prior years’ budgets. For example, some premium payments such as holiday pay were not included in the calculation of the wages budget for police personnel. In addition, administrative leave payments were not wholly budgeted. The impact of fully funding these premium and leave costs is about \$300,000. In addition the FY 2015-16 retirement budget was adjusted by \$365,000 at mid-year to reflect the amount needed for the unfunded liability (UAL) payment to CalPERS, and this UAL payment to CalPERS for FY 2016-17 has increased by \$183,000. The remaining personnel cost increases in the Police Division’s budget are for regular increases in wage rates and rising costs of pension and healthcare benefits.

The non-personnel cost has increased by \$156,000, or 6.5%. The increase is primarily attributable to the retiree health amortization which is the accrued liability for obligations incurred in prior years.

The increase in the internal services budget is due to increases in the city-wide allocation for Admin/IT and Facility cost allocations, as well as a slight increase in the internal charges for vehicles (from the Equipment Services Internal Service Fund).

POLICE DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	8,486,558	10,123,486	1,636,928	19.3%
Non-Personnel Costs	2,416,073	2,571,954	155,881	6.5%
Internal Services	508,751	590,171	81,420	16.0%
Capital Outlay	0	37,000	37,000	0.0%
Total Appropriation	11,411,382	13,322,611	1,911,229	16.7%

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	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
General Fund	10,313,882	12,339,911	2,026,029	19.6%
Charges for Svc - General Fund	67,500	62,700	(4,800)	-7.1%
State Grants	100,000	100,000	0	0.0%
Total Funding	10,481,382	12,502,611	2,021,229	19.3%

POLICE DEPARTMENT - COMMUNICATIONS

The Communications Bureau 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 Bureau 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 Bureau personnel are also responsible for activating the Rapid Notify emergency notification system and SMCAAlert.

KEY COMMUNICATIONS BUDGET CHANGES

The personnel cost increase in the Communications Bureau budget for fiscal year 2016-17 is due to regular increases in wages and associated benefit costs.

The non-personnel costs have increased mostly due to rising costs of equipment maintenance. The increase in internal services is primarily due to a city-wide increase in Admin/IT cost allocations.

COMMUNICATIONS BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,155,795	1,205,900	50,105	4.3%
Non-Personnel Costs	236,845	246,595	9,750	4.1%
Internal Services	6,939	11,120	4,181	60.3%
Capital Outlay	0	0	0	0.0%
Total Appropriation	1,399,579	1,463,615	64,036	4.6%

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	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
General Fund	1,379,179	1,443,215	64,036	4.6%
Water Enterprise	10,200	10,200	0	0.0%
Sewer Enterprise	10,200	10,200	0	0.0%
Total Funding	1,399,579	1,463,615	64,036	4.6%

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.

KEY PARKING ENFORCEMENT BUDGET CHANGES

No significant changes are proposed to the parking enforcement budget for FY 2016-17. The increase in the personnel budget is due to step increases and an increase in the cost assumptions for pension and health benefits. In addition, the prior year health premium budget assumption for the Division was found to be understated in the current year budget and has been corrected for fiscal year 2016-17.

PARKING ENFORCEMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	462,784	507,825	45,041	10%
Non-Personnel Costs	142,344	98,314	(44,030)	-31%
Internal Services	9,574	11,684	2,110	22%
Capital Outlay	0	0	0	0%
Total Appropriation	614,702	617,823	3,121	1%
Sources of Funds				
Monthly Parking Permits	0	0	0	0.0%
Parking Citations	930,000	820,000	(110,000)	-11.8%
Parking Fees	0	0	0	0.0%
Other Revenue	0	0	0	0.0%

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	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Total Funding	930,000	820,000	(110,000)	-11.8%

KEY PARKING ENTERPRISE BUDGET CHANGES

The Parking Enterprise Fund non-personnel budget for fiscal year 2016-17 reflects an additional appropriation of \$40,000 for credit card fees. In prior years, this cost served to reduce the fund's revenues. This change will allow revenues to be reported in whole, and the fees associated with parking revenues to fully reflect the business cost of this activity. The internal services allocation for vehicles has been increased \$6,000 as older parking vehicles (interceptors) are replaced with newer models.

PARKING ENTERPRISE BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	243,525	243,091	(434)	-0.2%
Non-Personnel Costs	213,487	256,368	42,881	20.1%
Internal Services	52,863	63,578	10,715	20.3%
Capital Outlay	0	0	0	0.0%
Total Appropriation	509,875	563,037	53,162	10.4%
Sources of Funds				
Monthly Parking Permits	322,000	322,000	0	0.0%
Parking Citations	0	0	0	0.0%
Parking Fees	2,268,000	2,335,000	67,000	3.0%
Other Revenue	50,000	33,000	(17,000)	-34.0%
Total Funding	2,640,000	2,690,000	50,000	1.9%

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 2016-2017

The City Council assigned the following tasks to the Public Works Department as part of the City's FY 2016-17 Implementation Action Plan.

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

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- ❖ 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. Work with Caltrans and stakeholder task force to develop a vision for El Camino Real that preserves and enhances its functionality, character, beauty and safety. 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.
 3. Work with Caltrans on structural and legal issues concerning El Camino Real.
- ❖ Make Burlingame safer for bikes and pedestrians
 1. Coordinate with the Burlingame Bicycle Pedestrian Advisory Committee (BPAC) and Traffic, Safety and Parking Commission (TSPC) to obtain input regarding the implementation of the City's bicycle and pedestrian safety improvements.
 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. Initiate efforts to develop a plan to improve the Bay Trail.
 4. Ensure continued integration with California's Complete Streets Program to provide safe mobility for all users, including bicyclists, pedestrians, transit vehicles, and motorists.
- ❖ Explore options for making Burlingame more attractive and increasing public art
 1. Prepare recommendations on how to make Bayshore Blvd and other Bayfront streets more attractive, including the addition of trees. (This may be undertaken after the completion of the General Plan Update.)
- ❖ Develop policies to enhance the quality of life in the City
 1. Work with elected officials, Caltrain and City staff to investigate options for mitigating train noise.

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

- ❖ 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. Increase awareness of the current downtown shuttle service among various community populations (e.g. seniors, youth, downtown business employees, etc.) through the use of City's social media outlets and more traditional forms of advertising (e.g. local newspapers and water mailers).
 2. Apply for a grant to expand shuttle services to serve the employment centers; explore the feasibility of connecting it to the downtown areas and update the City Council.
 3. Explore the feasibility of extending shuttle service into residential areas.

GOAL IV - Maintain and enhance Burlingame's infrastructure and 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.

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

- ❖ Make City facilities, practices, and emissions more sustainable
 1. Explore and recommend options on how to improve water conservation.

DEPARTMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	9,639,134	9,815,428	176,294	1.8%
Non-Personnel Costs	16,535,143	17,522,370	987,227	6.0%
Debt Service	4,628,691	4,611,995	(16,696)	-0.4%
Internal Services	2,094,698	2,163,722	69,024	3.3%
Capital Outlay	979,520	932,500	(47,020)	-4.8%
Total Appropriation	33,877,186	35,046,015	1,168,829	3.5%
Sources of Funds				
Capital Projects Fund	900,000	900,000	0	0.0%
Charges for Svc - General Fund	423,000	463,000	40,000	9.5%
Charges for Svc - ISF	2,428,181	2,590,280	162,099	6.7%

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	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Charges for Svc - Landfill	434,000	434,000	0	0.0%
Charges for Svc - Sewer	15,300,000	14,808,000	(492,000)	-3.2%
Charges for Svc - Solid Waste	772,700	772,700	0	0.0%
Charges for Svc - Water	16,820,000	16,200,000	(620,000)	-3.7%
Charges for Svc - Outside Agencies	1,433,341	1,152,039	(281,302)	-19.6%
General Fund	4,512,858	4,637,479	124,621	2.8%
Grants & Contributions	62,000	63,200	1,200	1.9%
Interest Income	436,000	334,000	(102,000)	-23.4%
Other Revenue	214,500	187,500	(27,000)	-12.6%
Parking Fund	64,377	64,377	0	0.0%
Reserves	265,357	187,412	(77,945)	-29.4%
Landfill Fund	48,119	48,967	848	1.8%
Total Funding	44,114,433	42,842,954	(1,271,479)	-2.9%

DEPARTMENT STAFF

	FY2016 Actual FTE	FY2017 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant I	2.00	2.00	0.00
Administrative Assistant II	0.00	0.00	0.00
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
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	1.00	1.00	0.00
Office Assistant I/II	1.00	1.00	0.00
Program Manager (Engineering)	1.00	1.00	0.00

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	FY2016 Actual FTE	FY2017 Budget Request	+ / - Change in FTE
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	4.00	1.00
Street & Sewer Maintenance Worker	13.00	14.00	1.00
Street & Sewer Supervisor	2.00	1.00	(1.00)
Traffic Sign & Paint Leadworker	1.00	1.00	0.00
Transportation Engineer	1.00	1.00	0.00
Water Maintenance Leadworker	3.00	2.00	(1.00)
Water Maintenance Worker	7.00	6.00	(1.00)
Water Meter Reader	1.00	1.00	0.00
Water Quality & Meter Technician	0.00	1.00	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	63.00	0.00

DEPARTMENT STATISTICS

	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Engineering				
Major studies conducted	15	14	15	16
Streets, sidewalks, and storm drainage projects undertaken	14	14	15	15
Sewer projects undertaken	8	9	11	12
Water projects undertaken	5	7	9	9
Parks projects undertaken	2	2	2	3
Miscellaneous projects undertaken	6	5	6	9
Private development projects reviewed	110	125	116	125
Facilities				
Buildings maintained	19	21	21	21
Help desk tickets addressed	460	505	540	550

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	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Square footage of buildings painted	10,000	8,870	5,000	5,500
Sewer				
Customer service calls	344	243	432	454
Mains cleaned (non-easement in feet)	249,908	210,000	254,298	176,180
Mains cleaned (easement in feet)	80,678	60,000	112,476	60,000
Laterals repaired and replaced	58	96	94	120
Mains repaired and replaced (feet)	5,789	5,289	1,912	7,000
Pumps repaired	3	5	1	4
Private laterals inspected	180	175	268	250
Closed circuit television (miles of mains)	28	28	21	24
Manholes replaced	24	40	33	35
Lateral maintenance completed (each)	3,973	4,939	3,401	4,000
Lateral maintenance completed (feet)	119,190	148,170	84,377	110,000
Root foaming completed (mains in feet)	34,554	33,571	31,002	32,000
Streets & Storm Drainage				
Streets swept (miles)	7,800	7,750	9,243	8,500
Debris removed (cubic yards)	4,000	3,800	6,636	5,000
Streets repaired (square feet)	15,560	12,600	13,650	15,000
Regulatory signs repaired and replaced	551	550	1,081	1,000
Striping (feet)	5,501	5,500	5,290	4,500
Pavement markings	1,340	1,600	1,750	1,500
Sidewalk and curbs repaired (concrete in square feet)	1,985	2,100	3,789	1,500
Temporary sidewalks repaired (asphalt in square feet)	2,723	2,400	2,383	2,500
Storm drain pipes cleaned (feet)	3,200	3,000	3,200	15,000
Catch basins cleaned	2,140	2,000	1,085	1,500
Crack sealing (feet)	59,523	58,000	58,000	52,000
Creeks cleaned and debris removed (each/tons)	6 / 480	6 / 496	5 / 360	6/400

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	FY 12-13	FY 13-14	FY 14-15	FY 15-16 Estimated
Vehicle & Equipment				
Vehicles & Equipment serviced (preventive maintenance)	393	400	396	774
Miscellaneous repairs made (minor repairs)	379	390	416	425
Vehicles smog tested	24	26	17	17
Vehicles and equipment maintained	260	268	317	321
Emergency road service calls	30	30	25	24
Water				
Water purchased (in billion gallons)	1.519	1.497	1.34	1.4
Customer service calls made	1,250	1,203	930	1,200
Meters replaced	966	891	1011	900
Main and valves repaired	15	17	26	15
Valves exercised	680	761	36	400
Services repaired	43	18	14	10
New services installed	10	21	16	10
Fire hydrants serviced or repaired	16	15	9	15
Fire hydrants replaced	2	6	7	10
Water quality tests conducted	556	619	535	523
Water mains flushed (miles)	16.7	17.3	4.3	4
Backflow devices tested	35	35	35	35
Fire flow test performed	52	70	50	50
Wastewater Treatment Plant				
Minimum flows - million gallons day (MGD)	2.6	2.6	2.8	1.95
Average flows - (MGD)	3.28	3.28	3.0	2.7
Maximum flows - (MGD)	11	13	14	7.26
Biological oxygen demand (BOD) – average lbs/day	8,489	8,500	8,349	8,368
Total suspended solids (TSS) – avg lbs/day	7,224	7,300	8,030	8,019

DEPARTMENT PERFORMANCE MEASURES

	FY 12-13	FY 13-14	FY 14-15	FY 15-16 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)	100%	100%	100%	100%
Maintain a citywide average PCI (Pavement Condition Index) score of at least 65	76	76	76	77
Complete 70% of Facilities Help Desk tickets within 3 days of receipt, excluding requests that require ordering specialty parts	97%	100%	96%	95%
Make initial response to Streets/Sewer/Water service calls within an average of 30 minutes or less	21 mins	21 mins	26 mins	30 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	100%	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%	99%	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

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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 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

No significant changes are proposed to the Engineering Division budget for FY 16-17. Personnel costs decreased due to filling a vacant position at less-than the budgeted maximum salary and benefit assumptions, but regular wage and benefit increases offset these cost savings. The small increase in internal services is due to a city-wide increase in Admin/IT and Facility cost allocations.

ENGINEERING DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,175,352	2,186,882	11,530	0.5%
Non-Personnel Costs	739,094	719,872	(19,222)	-2.6%
Internal Services	188,882	195,700	6,818	3.6%
Capital Outlay	0	0	0	0.0%
Total Appropriation	3,103,328	3,102,454	(874)	0.0%
Sources of Funds				
General Fund	1,780,328	1,690,487	(89,841)	-5.0%
Charges for Svc - General Fund	423,000	463,000	40,000	9.5%
Capital Projects Fund	900,000	900,000	0	0.0%
Landfill Fund	48,119	48,967	848	1.8%
Total Funding	3,151,447	3,102,454	(48,993)	-1.6%

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

Non-personnel costs in the Facilities Maintenance Division have risen significantly due in part to the addition of funding for a contract project manager. The inclusion of this contract position is made necessary due to an increase in the number and complexity of facilities projects. Also included in the non-personnel budget is an additional \$40,000 to replace 20 outdated automated external defibrillators for various buildings, \$25,000 for 11 new safety valves to shut off gas flow during earthquakes, and increased funding for the immediate needs of the Recreation Center (repair of the HVAC system and the replacement of windows and rotted doors).

The increase in internal services is primarily due to the cost allocation of departmental vehicles to the Facilities Maintenance Division.

FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	732,367	742,433	10,066	1.4%
Non-Personnel Costs	655,347	807,703	152,356	23.2%
Internal Services	36,276	48,725	12,449	34.3%
Capital Outlay	132,000	58,000	(74,000)	-56.1%
Total Appropriation	1,555,990	1,656,861	100,871	6.5%
Sources of Funds				
Charges for Services - ISF	1,274,140	1,356,596	82,456	6.5%
Charges for Svc - Outside Agencies	88,341	87,039	(1,302)	-1.5%
Interest Income	4,000	4,000	0	0.0%

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Reserves	189,509	209,226	19,717	10.4%
Total Funding	1,555,990	1,656,861	100,871	6.5%

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 mains, 30 miles of lower laterals, and seven lift stations. The Division also provides services to convey sewage from Hillsborough to the Wastewater Treatment Plant for its treatment and disposal.

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 conducts 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 repairing broken sewer mains and lower laterals as part of the Sewer System Overflows Reduction Program. The Division also rehabilitates manholes and cleanouts in order to prevent storm water infiltration into the system.

The Sewer Division performs daily checks of pump stations and preventative maintenance as required. This includes replacing damaged parts and making 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

No significant changes are proposed to the Sewer Maintenance Division budget for FY 2016-17. The personnel cost decrease is due to filling vacant positions at less-than-maximum salary and benefit assumptions. The increase in non-personnel costs is largely due to the anticipated increase in the cost of water for regular operations.

SEWER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,288,114	2,274,458	(13,656)	-0.6%
Non-Personnel Costs	1,015,146	1,054,630	39,484	3.9%
Debt Service	2,550,210	2,540,192	(10,018)	-0.4%
Internal Services	552,162	542,050	(10,112)	-1.8%
Capital Outlay	60,840	60,000	(840)	-1.4%
Total Appropriation	6,466,472	6,471,330	4,858	0.1%
Sources of Funds				
Charges for Svc - Sewer	12,631,056	11,726,659	(904,397)	-7.2%
Interest Income	150,000	121,000	(29,000)	-19.3%
Other Revenue	25,000	0	(25,000)	-100.0%
Total Funding	12,806,056	11,847,659	(958,397)	-7.5%

PUBLIC WORKS – SHUTTLE BUS PROGRAM

The Burlingame Shuttle Bus Program provides public transportation services to reduce traffic congestion during the peak commute hours. The Shuttle Program consists of four shuttles and is administered by the Public Works Department's Engineering Division, which coordinates with regional transportation agencies to provide the shuttle services. 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

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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

The increase in the Shuttle Division budget is in anticipation of providing additional shuttle services to accommodate increased ridership on the Bayside Commuter Shuttle.

SHUTTLE PROGRAM BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	147,500	183,700	36,200	24.5%
Total Appropriation	147,500	183,700	36,200	24.5%
Sources of Funds				
General Fund	85,500	120,500	35,000	40.9%
Grants & Contributions	62,000	63,200	1,200	1.9%
Total Funding	147,500	183,700	36,200	24.5%

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

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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 changes are proposed to the Solid Waste and Landfill Division budget for FY 2016-17. The internal services cost has increased in the Solid Waste Division due to the cost allocation of vehicles and equipment, including sweepers, a pressure washer, and new scrubbers.

SOLID WASTE AND LANDFILL FUNDS BUDGETS SUMMARY

Solid Waste Enterprise

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	357,223	353,083	(4,140)	-1.2%
Non-Personnel Costs	98,964	98,105	(859)	-0.9%
Internal Services	98,474	113,217	14,743	15.0%
Capital Outlay	0	0	0	0.0%
Total Appropriation	554,661	564,405	9,744	1.8%
Sources of Funds				
Charges for Svc - Solid Waste	772,700	772,700	0	0.0%
Interest Income	40,000	28,000	(12,000)	-30.0%
Total Funding	812,700	800,700	(12,000)	-1.5%

Landfill Post-Closure Maintenance Fund

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	48,119	48,967	848	1.8%
Non-Personnel Costs	194,771	194,974	203	0.1%
Internal Services	1,121	666	(455)	-40.6%
Capital Outlay	0	0	0	0.0%
Total Appropriation	244,011	244,607	596	0.2%

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
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 makes 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 cleans 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 sweeps streets in all residential, commercial and industrial areas, with six-day-a-week service in the Downtown and commercial areas. Street sweeping in the residential areas is conducted 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

Approximately half of the personnel cost increase in the Streets and Storm Drainage Division budget for FY 2016-17 is due to higher workers' compensation expenses. In addition, part-time non-benefitted employee hours have been increased to meet anticipated workload demands. The remaining \$30,000 increase is due to regular increases in the cost of wages (step increases) and benefits.

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Non-personnel costs in the Division have risen by \$65,000, or 8.0%. Included in the proposed budget is a \$30,000 increase for the professional services of a contractor to update the municipal regional storm water permit (MRP). Included in the maintenance budget is an additional \$10,000 for pump repairs and \$8,000 to replace two old graphic terminals. Slight increases in funding have also been proposed for traffic control signage, staff training and safety, and supplies for ditch and creek cleaning and rat control.

STREETS AND STORM DRAINAGE DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,007,228	1,108,199	100,971	10.0%
Non-Personnel Costs	804,886	869,461	64,575	8.0%
Internal Services	849,613	874,709	25,096	3.0%
Capital Outlay	49,680	38,500	(11,180)	-22.5%
Total Appropriation	2,711,407	2,890,869	179,462	6.6%
Sources of Funds				
General Fund	2,647,030	2,826,492	179,462	6.8%
Parking Fund	64,377	64,377	0	0.0%
Total Funding	2,711,407	2,890,869	179,462	6.6%

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 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 overall FY 2016-17 budget for the Division has decreased. The personnel budget decrease is primarily due to not budgeting for the compensated absences vacation as it was budgeted in the

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prior year and a decrease in the workers' compensation allocation as the claims for this Division have decreased.

The Internal Services cost allocations to the Division's budget are slightly decreased, mostly due to vehicle cost allocations. Although the FY 2016-17 Capital Outlay budget includes the cost of replacing several vehicles that are old and beyond repair for use in other departments, the Division utilizes only one vehicle, which is in good condition.

VEHICLE & EQUIPMENT MAINTENANCE BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	420,367	417,118	(3,249)	-0.8%
Non-Personnel Costs	336,322	337,091	769	0.2%
Internal Services	61,200	58,661	(2,539)	-4.1%
Capital Outlay	499,000	489,000	(10,000)	-2.0%
Total Appropriation	1,316,889	1,301,870	(15,019)	-1.1%
Sources of Funds				
Charges for Svc - ISF	1,154,041	1,233,684	79,643	6.9%
Interest Income	42,000	45,000	3,000	7.1%
Charges for Svc - Outside Agencies	45,000	45,000	0	0.0%
Revenue - Sale of Vehicles	0	0	0	0.0%
Reserves	75,848	(21,814)	(97,662)	-128.8%
Total Funding	1,316,889	1,301,870	(15,019)	-1.1%

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 105 miles of pipes, six metered connections with the San Francisco Public Utilities Commission, six 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

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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 non-personnel budget includes a 9.3%, or \$584,000, increase in the cost of wholesale water charged by the SFPUC, and assumes that consumption levels will remain steady. Furthermore, the credit processing fees, in the amount of \$82,000, that were previously offset by the revenues are now budgeted separately as an expense. The increase in expenses within the Division is offset by postponing the purchase of non-capital equipment.

Internal services charges for the Division increased primarily due to the city-wide cost allocation for Admin/IT, and a slight increase in its general liability insurance allocation based on frequency of claims. In addition, the Division is proposing to replace several pieces of equipment that are old and beyond repair, including a forklift and hydraulic utility pipe cutting chainsaw, and to refurbish worn out equipment.

WATER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,610,364	2,684,288	73,924	2.8%
Non-Personnel Costs	8,792,169	9,417,493	625,324	7.1%
Debt Service	2,078,481	2,071,803	(6,678)	-0.3%
Internal Services	306,970	329,994	23,024	7.5%
Capital Outlay	20,000	25,000	5,000	25.0%
Total Appropriation	13,807,984	14,528,578	720,594	5.2%

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	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Charges for Svc - Water	16,820,000	16,200,000	(620,000)	-3.7%
General Fund	0	49,117	49,117	0.0%
Interest Income	200,000	136,000	(64,000)	-32.0%
Other Revenue	189,500	187,500	(2,000)	-1.1%
Total Funding	17,209,500	16,572,617	(636,883)	-3.7%

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

The non-personnel cost increase in the FY 2016-17 budget for the Wastewater Treatment Plant is due to the higher cost anticipated for contractual services for bio solids hauling, electricity, and consultant services. The proposed budget also includes additional (Capital Outlay) funding to replace specialized equipment such as pumps, a grit conveyor, storage tanks, lab analytical scales, and filters.

WASTEWATER TREATMENT BUDGET SUMMARY

	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	3,750,944	3,838,039	87,095	2.3%
Internal Services	0	1,302	1,302	0.0%

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	FY2016 Adopted Budget	FY2017 Budget Request	+ / - Change in \$	+ / - Change in %
Capital Outlay	218,000	262,000	44,000	20.2%
Total Appropriation	3,968,944	4,101,341	132,397	3.3%

Sources of Funds

Charges for Svc - Sewer	2,668,944	3,081,341	412,397	15.5%
Charges for Svc - Outside Agencies	1,300,000	1,020,000	(280,000)	-21.5%
Total Funding	3,968,944	4,101,341	132,397	3.3%



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 Burlingame community depends on a reliable City infrastructure that fosters a safe environment in which to live and work. The Public Works Department is tasked with the creation of long-lasting improvements to aging infrastructure, facilities, and streets in order to sustain the quality of life that all residents and the business community 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 17,149 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, including one parking structure. The Parking and Garages Capital Improvement Program includes improvements and upgrades to parking surfaces; meters and pay stations; striping; landscaping; and ancillary equipment such as wheel stops, parking banners, and signage.

STREETS

The City operates and maintains 84 miles of streets along with 116 miles of sidewalks, 1,700 streetlights (both owned by the City and by Pacific Gas & Electric), and 18 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 105 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, an unincorporated area 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 130 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 (in unincorporated 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 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 foot 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						
CITYWIDE CIP BY MAJOR & MINOR PROGRAM	General Fund	Gas Tax	Measure A	Sewer Rates (City)	Storm Drain Fee	Water Rates (City)	Parking Fund	Total New FY17 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY17 Need (Existing + New)	FY18 Need	FY19 Need	FY20 Need	FY21 Need	FY17-21 Need Total	FY21+ Need	Total FY17-21+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. FACILITIES CAPITAL IMPROVEMENT PROGRAM																			
Improvements	100	0	0	0	0	0	0	100	386	0	386	486	1,000	2,700	1,000	1,000	6,186	51,048	57,234
Minor Upgrades	1,310	0	0	0	0	0	0	1,310	2,095	0	2,095	3,405	0	0	0	0	3,405	0	3,405
Miscellaneous Improvements	0	0	0	0	0	0	0	0	1,185	0	1,185	1,185	0	0	0	0	1,185	0	1,185
SUBTOTAL	1,410	0	0	0	0	0	0	1,410	3,666	0	3,666	5,076	1,000	2,700	1,000	1,000	10,776	51,048	61,824
B. PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM																			
Improvements	0	0	0	0	0	0	0	0	970	0	970	970	100	100	100	100	1,370	0	1,370
Meters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	0	0	0	970	0	970	970	100	100	100	100	1,370	0	1,370
C. PARKS & TREES CAPITAL IMPROVEMENT PROGRAM																			
Tree Management and Replacement	0	0	0	0	0	0	0	0	150	5	155	155	60	60	60	60	395	0	395
Citywide Parks Paving, Courts, Pathways	0	0	0	0	0	0	0	0	204	0	204	204	100	100	100	100	604	0	604
Citywide Playgrounds and Resilient Resurfacing	565	0	0	0	0	0	0	565	490	(2)	488	1,053	300	300	450	100	2,203	0	2,203
Citywide Parks Fencing	60	0	0	0	0	0	0	60	12	0	12	72	60	60	60	60	312	0	312
Citywide Parks Lighting	0	0	0	0	0	0	0	0	458	0	458	458	0	0	0	0	458	0	458
Parks Safety, Maintenance and Improvements	750	0	0	0	0	0	0	750	504	0	504	1,254	1,356	150	106	100	2,966	0	2,966
Aquatics Facility	0	0	0	0	0	0	0	0	60	0	60	60	0	0	0	0	60	0	60
Major Improvements	200	0	0	0	0	0	0	200	173	(3)	170	370	0	0	0	3,880	4,250	0	4,250
SUBTOTAL	1,575	0	0	0	0	0	0	1,575	2,051	0	2,051	3,626	1,876	670	776	4,300	11,248	0	11,248
D. SEWER CAPITAL IMPROVEMENT PROGRAM																			
Studies	0	0	0	300	0	0	0	300	551	16	567	867	150	100	100	100	1,317	0	1,317
Sewer Main Rehabilitation	0	0	0	3,180	0	0	0	3,180	6,522	(1,115)	5,407	8,587	2,125	2,945	2,695	2,500	18,852	41,000	59,852
Miscellaneous Sewer Repairs	0	0	0	50	0	0	0	50	54	0	54	104	100	50	100	50	404	1,000	1,404
Pump Stations	0	0	0	0	0	0	0	0	350	0	350	350	500	0	0	0	850	0	850
Treatment	0	0	0	1,170	0	0	0	1,170	797	1,099	1,896	3,066	1,325	1,055	1,055	1,500	8,001	2,930	10,931
Miscellaneous	0	0	0	0	0	0	0	0	14	0	14	14	0	50	50	50	164	0	164
SUBTOTAL	0	0	0	4,700	0	0	0	4,700	8,288	0	8,288	12,988	4,200	4,200	4,000	4,200	29,588	44,930	74,518
E. STORM DRAIN CAPITAL IMPROVEMENT PROGRAM																			
Studies	0	0	0	0	50	0	0	50	79	0	79	129	50	50	50	50	329	200	529
Capacity Improvements - Easton Creek	0	0	0	0	0	0	0	0	70	0	70	70	0	0	0	0	70	0	70
Capacity Improvements - Mills Creek	0	0	0	0	0	0	0	0	200	0	200	200	0	0	200	0	400	600	1,000
Capacity Improvements - Burlingame Creek	0	0	0	0	3,400	0	0	3,400	7,946	0	7,946	11,346	5,300	1,500	0	0	18,146	0	18,146
Capacity Improvements - Sanchez Creek, Terrace & Laguna	0	0	0	0	0	0	0	0	116	0	116	116	0	1,800	0	0	1,916	0	1,916
Capacity Improvements - El Portal Creek, Trousdale & Gilbreath	0	0	0	0	900	0	0	900	86	0	86	986	0	0	0	0	986	0	986
Neighborhood Area	0	0	0	0	700	0	0	700	1,484	0	1,484	2,184	700	700	700	700	4,984	0	4,984
Bridge & Storm Culvert Improvements	0	0	0	0	0	0	0	0	350	0	350	350	200	0	0	0	550	0	550
Pump Stations	0	0	0	0	0	0	0	0	514	0	514	514	100	100	100	100	914	500	1,414
SUBTOTAL	0	0	0	0	5,050	0	0	5,050	10,845	0	10,845	15,895	6,350	4,150	1,050	850	28,295	1,300	29,595
F. STREETS CAPITAL IMPROVEMENT PROGRAM																			
Studies	400	75	0	0	0	0	0	475	464	17	481	956	375	175	175	175	1,856	1,000	2,856
Paving & Reconstruction	0	825	1,100	0	0	0	0	1,925	4,600	500	5,100	7,025	2,000	2,020	2,000	2,020	15,065	20,150	35,215
Traffic Signals	500	0	0	0	0	0	0	500	737	0	737	1,237	100	0	100	0	1,437	500	1,937
Railroad Improvements	0	0	0	0	0	0	0	0	738	0	738	738	0	0	0	0	738	250,000	250,738
Downtown Improvements	0	0	0	0	0	0	0	0	985	(483)	502	502	300	0	0	0	802	0	802
Bike & Pedestrian Improvements	0	0	0	0	0	0	0	0	1,333	(34)	1,299	1,299	0	0	0	0	1,299	5,000	6,299
Lighting & Poles	0	0	0	0	0	0	0	0	371	0	371	371	0	200	200	200	971	3,000	3,971
Sidewalks, Curbs & Gutters	800	200	0	0	0	0	0	1,000	1,969	0	1,969	2,969	800	800	800	800	6,169	7,000	13,169
Bridges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	1,700	1,100	1,100	0	0	0	0	3,900	11,197	0	11,197	15,097	3,575	3,195	3,275	3,195	28,337	286,650	314,987
G. WATER CAPITAL IMPROVEMENT PROGRAM																			
Planning	0	0	0	0	0	50	0	50	227	0	227	277	100	50	100	50	577	2,270	2,847
Storage	0	0	0	0	0	0	0	0	302	0	302	302	0	100	100	100	602	24,750	25,352
Transmission Pipelines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,530	7,530
Pipelines Rehabilitation	0	0	0	0	0	1,850	0	1,850	4,484	(200)	4,284	6,134	2,250	2,150	2,350	2,250	15,134	38,210	53,344
Pump Stations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250
Water Quality & Dechloramination	0	0	0	0	0	150	0	150	50	0	50	200	150	0	0	0	350	0	350
Supervisory Control & Data Acquisition (SCADA)	0	0	0	0	0	50	0	50	160	0	160	210	0	250	0	50	510	0	510
Miscellaneous Improvements	0	0	0	0	0	400	0	400	789	200	989	1,389	0	0	0	100	1,489	1,010	2,499
SUBTOTAL	0	0	0	0	0	2,500	0	2,500	6,012	0	6,012	8,512	2,500	2,550	2,550	2,550	18,662	74,020	92,682
TOTAL, CITYWIDE CAPITAL IMPROVEMENT PROGRAM	\$4,685	\$1,100	\$1,100	\$4,700	\$5,050	\$2,500	\$0	\$19,135	\$43,029	\$0	\$43,029	\$62,164	\$19,601	\$17,565	\$12,751	\$16,195	\$128,276	\$457,948	\$586,224

FACILITIES CAPITAL IMPROVEMENT PROGRAM							5 YEAR CIP PLAN						
							FY18 Need	FY19 Need	FY20 Need	FY21 Need	FY17-21 Need Total	FY21+ Need	Total FY17-21+ Need
*in thousands							(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. IMPROVEMENTS													
a-1 Community Center Master Planning	0	0	340	0	340	340	0	0	0	0	340	3,000	3,340
a-2 City Hall Asbestos Remediation Plan	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	100	100	0	0	0	100	1,000	1,000	1,000	1,000	4,100	0	4,100
a-9 Citywide Minor Building Facilities	0	0	46	0	46	46	0	0	0	0	46	1,898	1,944
SUBTOTAL	100	100	386	0	386	486	1,000	2,700	1,000	1,000	6,186	51,048	57,234
B. MINOR UPGRADES													
b-1 Police Portable Radio Replacement and Upgrade	0	0	3	0	3	3	0	0	0	0	3	0	3
b-2 Police Antenna	60	60	0	0	0	60	0	0	0	0	60	0	60
b-3 Library RFID	0	0	16	0	16	16	0	0	0	0	16	0	16
b-4 Communications and IT Modernization	0	0	85	0	85	85	0	0	0	0	85	0	85
b-5 City Hall Boiler	0	0	55	0	55	55	0	0	0	0	55	0	55
b-6 Library PLP	0	0	7	0	7	7	0	0	0	0	7	0	7
b-7 Library Millenium Project	0	0	4	0	4	4	0	0	0	0	4	0	4
b-8 Police Records Management System	0	0	27	0	27	27	0	0	0	0	27	0	27
b-9 Library Lighting Control System Upgrade	0	0	107	0	107	107	0	0	0	0	107	0	107
b-10 Recreation Center Improvements	0	0	6	0	6	6	0	0	0	0	6	0	6
b-11 ADA Assessment Studies	0	0	25	0	25	25	0	0	0	0	25	0	25
b-12 Fire Stations Painting, Auto Gate Operator and Garage Floor	0	0	27	0	27	27	0	0	0	0	27	0	27
b-13 Police Station and Corp Yard Painting	0	0	43	0	43	43	0	0	0	0	43	0	43
b-14 City Buildings Energy Efficiency	0	0	42	0	42	42	0	0	0	0	42	0	42
b-15 IT Servers Upgrade	0	0	0	0	0	0	0	0	0	0	0	0	0
b-16 Police Station HVAC Improvements	0	0	648	0	648	648	0	0	0	0	648	0	648
b-17 Fire Station 35 Rehabilitation and HVAC System Upgrade	0	0	500	0	500	500	0	0	0	0	500	0	500
b-18 Building Facilities Condition Assessment & CIP Master Plan	0	0	193	0	193	193	0	0	0	0	193	0	193
b-19 Donnelly Parking Garage Roof Deck Resurfacing	0	0	70	0	70	70	0	0	0	0	70	0	70
b-20 Parks Yard Roof Replacement	0	0	60	0	60	60	0	0	0	0	60	0	60
b-21 Engineering Division Remodel	0	0	50	0	50	50	0	0	0	0	50	0	50
b-22 ADA Improvements at Recreation Center and PW Corp Yard	0	0	50	0	50	50	0	0	0	0	50	0	50
b-23 Backup / Recovery Server for City Information System	0	0	27	0	27	27	0	0	0	0	27	0	27
b-24 Library Security Camera System Update	0	0	50	0	50	50	0	0	0	0	50	0	50
b-25 Energy Efficiency Upgrades	300	300	0	0	0	300	0	0	0	0	300	0	300
b-26 Police Station Fuel Tank Removal and Replacement	500	500	0	0	0	500	0	0	0	0	500	0	500
b-27 Parking Lots Resurfacing (City Hall, Rec Center, Corp Yard and	250	250	0	0	0	250	0	0	0	0	250	0	250
b-28 Facilities ADA Improvements	50	50	0	0	0	50	0	0	0	0	50	0	50
b-29 Stormwater Pollution Prevention Plan for Facilities	50	50	0	0	0	50	0	0	0	0	50	0	50
b-30 Community Development Department Remodeling	50	50	0	0	0	50	0	0	0	0	50	0	50
b-31 Washington Park Grandstand Remodeling	50	50	0	0	0	50	0	0	0	0	50	0	50
SUBTOTAL	1,310	1,310	2,095	0	2,095	3,405	0	0	0	0	3,405	0	3,405

FACILITIES CAPITAL IMPROVEMENT PROGRAM

FACILITIES CAPITAL IMPROVEMENT PROGRAM		General Fund	Total New FY17 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY17 Need (Existing + New)	FY18 Need	FY19 Need	FY20 Need	FY21 Need	FY17-21 Need Total	FY21+ Need	Total FY17-21+ Need
		(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
*in thousands		(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
C.	MISCELLANEOUS													
c-1	General Plan Update	0	0	1,185	0	1,185	1,185	0	0	0	0	1,185	0	1,185
	SUBTOTAL	0	0	1,185	0	1,185	1,185	0	0	0	0	1,185	0	1,185
TOTAL, FACILITIES CAPITAL IMPROVEMENT PROGRAM		\$1,410	\$1,410	\$3,666	\$0	\$3,666	\$5,076	\$1,000	\$2,700	\$1,000	\$1,000	\$10,776	\$51,048	\$61,824

							5 YEAR CIP PLAN												
PARKS & TREES CAPITAL IMPROV PROGRAM							General Fund	Total New FY17 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY17 Need (Existing + New)	FY18 Need	FY19 Need	FY20 Need	FY21 Need	FY17-21 Need Total	FY21+ Need	Total FY17-21+ Need
*in thousands							(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. TREE MANAGEMENT AND REPLACEMENT																			
a-1	Eucalyptus Tree Management	0	0	85	0	85	85	55	55	55	55	305	0	305					
a-2	ECR Tree Management	0	0	50	0	50	50	0	0	0	0	50	0	50					
a-3	Annual Tree Replacement Program	0	0	15	5	20	20	5	5	5	5	40	0	40					
SUBTOTAL		0	0	150	5	155	155	60	60	60	60	395	0	395					
B. CITYWIDE PARKS PAVING, COURTS, PATHWAYS																			
b-1	Citywide Parks Pathways Improvements and Repairs	0	0	204	0	204	204	50	50	50	50	404	0	404					
b-2	Citywide Court Resurfacing	0	0	0	0	0	0	50	50	50	50	200	0	200					
SUBTOTAL		0	0	204	0	204	204	100	100	100	100	604	0	604					
C. CITYWIDE PLAYGROUNDS AND RESILIENT RESURFACING																			
c-1	Village (Deferred since 2009)	0	0	350	3	353	353	0	0	0	0	353	0	353					
c-2	Ray (Deferred since 2009)	350	350	105	0	105	455	0	0	0	0	455	0	455					
c-3	Victoria (Deferred since 2012)	100	100	0	0	0	100	0	0	0	0	100	0	100					
c-4	Murray	0	0	0	0	0	0	0	0	0	0	0	0	0					
c-5	Paloma	0	0	0	0	0	0	0	250	0	0	250	0	250					
c-6	J-Lot	0	0	0	0	0	0	0	0	200	0	200	0	200					
c-7	Trenton	0	0	0	0	0	0	0	0	200	0	200	0	200					
c-8	Washington	0	0	0	0	0	0	0	0	0	0	0	0	0					
c-9	Alpine	0	0	0	0	0	0	250	0	0	0	250	0	250					
c-10	Playground Replacement and Trees	55	55	0	(5)	(5)	50	50	50	50	50	250	0	250					
c-11	Playground Resilient Resurfacing	60	60	35	0	35	95	0	0	0	50	145	0	145					
SUBTOTAL		565	565	490	(2)	488	1,053	300	300	450	100	2,203	0	2,203					
D. CITYWIDE PARKS FENCING																			
d-1	Parks Yard Fencing	0	0	12	0	12	12	0	0	0	0	12	0	12					
d-2	City Parks Fencing	60	60	0	0	0	60	60	60	60	60	300	0	300					
SUBTOTAL		60	60	12	0	12	72	60	60	60	60	312	0	312					
E. CITYWIDE PARKS LIGHTING																			
e-1	Murray Lights Retrofits	0	0	258	0	258	258	0	0	0	0	258	0	258					
e-2	Washington Small Ball Field Lighting	0	0	200	0	200	200	0	0	0	0	200	0	200					
SUBTOTAL		0	0	458	0	458	458	0	0	0	0	458	0	458					
F. PARK SAFETY, MAINTENANCE AND IMPROVEMENTS																			
f-1	Park Safety Maintenance and Improvements	0	0	148	0	148	148	100	50	50	50	398	0	398					
f-2	Parks Picnic Tables, Benches and Fountains	0	0	62	0	62	62	50	50	50	50	262	0	262					
f-3	Central Irrigation Controller	50	50	49	0	49	99	6	0	6	0	111	0	111					
f-4	Dog Park Improvements	0	0	31	0	31	31	100	0	0	0	131	0	131					
f-5	Washington Park Restrooms	0	0	0	0	0	0	400	0	0	0	400	0	400					
f-6	Murray Field Renovations	500	500	123	0	123	623	700	0	0	0	1,323	0	1,323					
f-7	Open Space Fire Hazard Mitigation Plan	0	0	41	0	41	41	0	50	0	0	91	0	91					
f-8	Cuernavaca Park Improvements	0	0	50	0	50	50	0	0	0	0	50	0	50					
f-9	Athletic Fields Renovation (Citywide Parks)	200	200	0	0	0	200	0	0	0	0	200	0	200					
SUBTOTAL		750	750	504	0	504	1,254	1,356	150	106	100	2,966	0	2,966					
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					

PARKS & TREES CAPITAL IMPROV PROGRAM							5 YEAR CIP PLAN						
							FY18 Need	FY19 Need	FY20 Need	FY21 Need	FY17-21 Need Total	FY21+ Need	Total FY17-21+ Need
*in thousands							(000)	(000)	(000)	(000)	(000)	(000)	(000)
H. MAJOR IMPROVEMENTS													
h-1	Village Park Restroom	0	0	3	(3)	0	0	0	0	0	0	0	0
h-2	Bayview Park Improvements (State Lands)	0	0	135	0	135	0	0	0	3,880	4,015	0	4,015
h-3	Parks Yard and Murray Field Storage	0	0	35	0	35	0	0	0	0	35	0	35
h-4	S.P. Circle Plaza Improvements	200	200	0	0	0	0	0	0	0	200	0	200
SUBTOTAL		200	200	173	(3)	170	0	0	0	3,880	4,250	0	4,250
TOTAL, PARKS & TREES CAPITAL IMPROVEMENT PROGRAM							\$1,876	\$670	\$776	\$4,300	\$11,248	\$0	\$11,248

PARKING & GARAGES CAPITAL IMPROV PROGRAM		5 YEAR CIP PLAN													
		General Fund	Parking Fund	Total New FY17 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY17 Need (Existing + New)	FY18 Need	FY19 Need	FY20 Need	FY21 Need	FY17-21 Need Total	FY21+ Need	Total FY17-21+ 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	402	0	402	402	100	100	100	100	802	0	802
a-2	Lot O Re-Configuration	0	0	0	54	0	54	54	0	0	0	0	54	0	54
a-3	Wayfinding Signage Improvements	0	0	0	39	0	39	39	0	0	0	0	39	0	39
a-4	Downtown Smart Parking Meters	0	0	0	475	0	475	475	0	0	0	0	475	0	475
SUBTOTAL		0	0	0	970	0	970	970	100	100	100	100	1,370	0	1,370
TOTAL, PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM		\$0	\$0	\$0	\$970	\$0	\$970	\$970	\$100	\$100	\$100	\$100	\$1,370	\$0	\$1,370

SEWER CAPITAL IMPROV PROGRAM								5 YEAR CIP PLAN						
								FY18 Need	FY19 Need	FY20 Need	FY21 Need	FY17-21 Need Total	FY21+ Need	Total FY17-21+ Need
*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	(16)	16	0	0	0	0	0	0	0	0	0
a-2 Mitten Force Main & Pump Station	300	0	300	460	0	460	760	0	0	0	0	760	0	760
a-3 Geo Based Information System	0	0	0	52	0	52	52	0	50	0	50	152	0	152
a-4 Sewer Model & Study	0	0	0	14	0	14	14	100	50	50	50	264	0	264
a-5 Force Main Sewer Study	0	0	0	41	0	41	41	0	0	0	0	41	0	41
a-6 Carolan, Toyon, Carmelita & Sanchez Areas Study	0	0	0	0	0	0	0	50	0	50	0	100	0	100
SUBTOTAL	300	0	300	551	16	567	867	150	100	100	100	1,317	0	1,317
B. SEWER MAIN REHABILITATION														
b-1 Broadway & Rollins Interchange Sewer System Improvement	0	0	0	1,520	0	1,520	1,520	0	0	0	0	1,520	0	1,520
b-2 2013 Sanchez Area Sewer Rehabilitation Project, Phase 3	0	0	0	11	(11)	0	0	0	0	0	0	0	0	0
b-3 Easton Addition, Ray Park, Neighborhood Sewer Rehab Phase 1	1,680	0	1,680	2,410	88	2,498	4,178	0	0	0	0	4,178	0	4,178
b-4 Easton Addition, Ray Park, Neighborhood Sewer Rehab Phase 2	1,000	0	1,000	0	0	0	1,000	0	0	0	0	1,000	0	1,000
b-5 2014 Sanchez Area Sewer Rehabilitation Project, Phase 4	0	0	0	989	0	989	989	0	0	0	0	989	0	989
b-6 Rollins Road Sewer Rehabilitation	500	0	500	0	0	0	500	0	0	0	0	500	0	500
b-7 Burlingame Streetscape Sewer Improvement	0	0	0	93	(93)	0	0	0	0	0	0	0	0	0
b-8 Hillsborough Sewer Joint Project	0	0	0	400	0	400	400	0	0	0	0	400	0	400
b-9 Annual Citywide Sewer Master Plan Improvements	0	0	0	0	0	0	0	2,125	2,945	2,695	2,500	10,265	41,000	51,265
b-10 Airport Blvd. Force Main and Carolan Ave Utility Improvement	0	0	0	1,099	(1,099)	0	0	0	0	0	0	0	0	0
SUBTOTAL	3,180	0	3,180	6,522	(1,115)	5,407	8,587	2,125	2,945	2,695	2,500	18,852	41,000	59,852
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 Miscellaneous Sewer Root Foaming & Sewer Repair	50	0	50	54	0	54	104	50	50	50	50	304	500	804
SUBTOTAL	50	0	50	54	0	54	104	100	50	100	50	404	1,000	1,404
D. PUMP STATIONS														
d-1 Airport and Hyatt Pump Station Upgrade	0	0	0	250	0	250	250	0	0	0	0	250	0	250
d-2 Rollins Pump Station Upgrade	0	0	0	100	0	100	100	500	0	0	0	600	0	600
SUBTOTAL	0	0	0	350	0	350	350	500	0	0	0	850	0	850
E. TREATMENT														
e-1 Install Secondary Drive Turntable "A"	0	0	0	75	0	75	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	0	0	0	50	0	50	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 City Vac Truck Dumping & Washing Station	0	0	0	60	0	60	60	0	0	0	0	60	0	60
e-6 Secondary Clarifier Turntable Replacement B	0	0	0	0	0	0	0	170	0	0	0	170	180	350
e-7 New Weissman Barscreen System #1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
e-8 New Weissman Barscreen System #2	170	0	170	0	0	0	170	0	0	0	0	170	0	170
e-9 Liftstation Pump Replacement @ 6	0	0	0	0	0	0	0	55	55	55	0	165	0	165
e-10 Digester Mixing System Improvements	0	0	0	0	0	0	0	0	0	0	500	500	0	500
e-11 Digester #1 Roof and Dome Engineer Review	0	0	0	0	0	0	0	100	0	0	0	100	0	100
e-12 WWTP Master Plan and Improvements	0	0	0	412	1,099	1,511	1,511	1,000	1,000	1,000	1,000	5,511	2,000	7,511
e-13 WWTP Master Plan Improvement Ph. 1	1,000	0	1,000	0	0	0	1,000	0	0	0	0	1,000	0	1,000
SUBTOTAL	1,170	0	1,170	797	1,099	1,896	3,066	1,325	1,055	1,055	1,500	8,001	2,930	10,931

SEWER CAPITAL IMPROV PROGRAM		5 YEAR CIP PLAN													
		Sewer Rates (City)	Sewer Rates (Other Districts)	Total New FY17 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY17 Need (Existing + New)	FY18 Need	FY19 Need	FY20 Need	FY21 Need	FY17-21 Need Total	FY21+ Need	Total FY17-21+ Need
*in thousands		(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
F. MISCELLANEOUS															
f-1	SCADA Central Computer System Upgrade PR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
f-2	Large Main CCTV	0	0	0	14	0	14	14	0	50	50	50	164	0	164
SUBTOTAL		0	0	0	14	0	14	14	0	50	50	50	164	0	164
TOTAL, SEWER CAPITAL IMPROVEMENT PROGRAM		\$4,700	\$0	\$4,700	\$8,288	\$0	\$8,288	\$12,988	\$4,200	\$4,200	\$4,000	\$4,200	\$29,588	\$44,930	\$74,518

STORM DRAIN CAPITAL IMPROVEMENT PROGRAM								5 YEAR CIP PLAN								
								Storm Drain Bonds	Storm Drain Fee	Total New FY17 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY17 Need (Existing + New)	FY18 Need	FY19 Need
*in thousands								(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES																
a-1	Program Management 2014	0	0	0	79	(79)	0	0	0	0	0	0	0	0	0	
a-2	Program Management 2016	0	50	50	0	79	79	129	50	50	50	50	329	200	529	
SUBTOTAL		0	50	50	79	0	79	129	50	50	50	50	329	200	529	
B. CAPACITY IMPROVEMENTS - EASTON CREEK																
b-1	Marsten Pump Station Improvements	0	0	0	33	(33)	0	0	0	0	0	0	0	0	0	
b-2	Outfall Pipeline, Marsten PS to SF Bay	0	0	0	37	33	70	70	0	0	0	0	70	0	70	
SUBTOTAL		0	0	0	70	0	70	70	0	0	0	0	70	0	70	
C. CAPACITY IMPROVEMENTS - MILLS CREEK																
c-1	Mills Creek Improvements	0	0	0	200	0	200	200	0	0	200	0	400	600	1,000	
SUBTOTAL		0	0	0	200	0	200	200	0	0	200	0	400	600	1,000	
D. CAPACITY IMPROVEMENTS - BURLINGAME CREEK																
d-1	Burlingame Creek Bypass	0	500	500	200	0	200	700	5,300	0	0	0	6,000	0	6,000	
	Flap Gates on Sanchez Lagoon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
d-2	Ralston Creek Improvements	0	0	0	0	0	0	0	0	1,500	0	0	1,500	0	1,500	
d-3	Rollins/US 101 - Crossing	0	0	0	4,156	0	4,156	4,156	0	0	0	0	4,156	0	4,156	
d-4	Rollins Area Collection System	0	2,900	2,900	336	0	336	3,236	0	0	0	0	3,236	0	3,236	
d-5	New Rollins Pump Station	0	0	0	3,254	0	3,254	3,254	0	0	0	0	3,254	0	3,254	
SUBTOTAL		0	3,400	3,400	7,946	0	7,946	11,346	5,300	1,500	0	0	18,146	0	18,146	
E. CAPACITY IMPROVEMENTS - SANCHEZ CREEK, TERRACE & LAGUNA																
e-1	Terrace Creek Improvements	0	0	0	0	0	0	0	0	1,800	0	0	1,800	0	1,800	
e-2	Laguna Area Improvements	0	0	0	116	0	116	116	0	0	0	0	116	0	116	
SUBTOTAL		0	0	0	116	0	116	116	0	1,800	0	0	1,916	0	1,916	
F. CAPACITY IMPROVEMENTS - EL PORTAL CREEK, TROUSDALE & GILBREATH																
f-1	El Portal Creek, Trousdale Channel, Gilbreth Creek Improvements	0	900	900	86	0	86	986	0	0	0	0	986	0	986	
SUBTOTAL		0	900	900	86	0	86	986	0	0	0	0	986	0	986	
G. NEIGHBORHOOD AREA																
g-1	Citywide Neighborhood Storm Drain Improvements	0	700	700	1,384	0	1,384	2,084	700	700	700	700	4,884	0	4,884	
g-2	Downtown Burlingame Avenue Streetscape Storm Drain Improvements	0	0	0	100	0	100	100	0	0	0	0	100	0	100	
SUBTOTAL		0	700	700	1,484	0	1,484	2,184	700	700	700	700	4,984	0	4,984	
H. BRIDGE & STORM CULVERT IMPROVEMENTS																
h-1	Bridge and Culvert Facilities Improvements	0	0	0	160	0	160	160	200	0	0	0	360	0	360	
	Summit Drive Culvert Rehabilitation	0	0	0	190	0	190	190	0	0	0	0	190	0	190	
	Easton Creek Bridge Repair	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	City-wide Culvert Crossing Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL		0	0	0	350	0	350	350	200	0	0	0	550	0	550	
I. PUMP STATIONS																
i-1	Pump Station Improvements / 1740 Rollins & Cowan PS	0	0	0	514	0	514	514	100	100	100	100	914	500	1,414	
SUBTOTAL		0	0	0	514	0	514	514	100	100	100	100	914	500	1,414	
TOTAL, STORM DRAIN CAPITAL IMPROVEMENT PROGRAM		\$0	\$5,050	\$5,050	\$10,845	\$0	\$10,845	\$15,895	\$6,350	\$4,150	\$1,050	\$850	\$28,295	\$1,300	\$29,595	

										5 YEAR CIP PLAN						
STREETS CAPITAL IMPROVEMENT PROGRAM																
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	FY18 Need	FY19 Need	FY20 Need	FY21 Need	FY17-21 Need Total	FY21+ Need	Total FY17-21+ Need
A. STUDIES																
a-1 Traffic & Transportation Studies	100	0	0	0	100	29	17	46	146	100	100	100	100	546	500	1,046
a-2 City Monument Master Plan	0	75	0	0	75	75	0	75	150	75	75	75	75	450	0	450
a-3 California Dr. Class 1 Bike Route - Study Report and Feasibility Study	0	0	0	0	0	200	0	200	200	0	0	0	0	200	0	200
a-4 Traffic/Pedestrian Safety Improvements - City Hall	200	0	0	0	200	80	0	80	280	200	0	0	0	480	500	980
a-5 Shuttle Demand Study	0	0	0	0	0	80	0	80	80	0	0	0	0	80	0	80
a-6 El Camino Real Stakeholder Process	100	0	0	0	100	0	0	0	100	0	0	0	0	100	0	100
SUBTOTAL	400	75	0	0	475	464	17	481	956	375	175	175	175	1,856	1,000	2,856
B. PAVING & RECONSTRUCTION																
b-1 Annual Street Resurfacing Program 2016	0	300	1,100	0	1,400	0	500	500	1,900	0	0	0	0	1,900	0	1,900
b-2 Annual Street Resurfacing Program 2015	0	0	0	0	0	594	0	594	594	0	0	0	0	594	0	594
b-3 Annual Street Resurfacing Program	0	0	0	0	0	0	0	0	0	2,000	2,000	2,000	2,000	8,000	20,000	28,000
b-4 Pavement Management system	0	0	0	0	0	23	0	23	23	0	20	0	20	63	0	63
b-5 Carolan Ave. Complete Street Improvement	0	525	0	0	525	977	0	977	1,502	0	0	0	0	1,502	150	1,652
b-6 Thermoplastic Pavement Marking - Citywide	0	0	0	0	0	224	0	224	224	0	0	0	0	224	0	224
b-7 U.S. 101 - Broadway Interchange	0	0	0	0	0	2,782	0	2,782	2,782	0	0	0	0	2,782	0	2,782
SUBTOTAL	0	825	1,100	0	1,925	4,600	500	5,100	7,025	2,000	2,020	2,000	2,020	15,065	20,150	35,215
C. TRAFFIC SIGNALS																
c-1 City-Wide Traffic Signal Upgrade	0	0	0	0	0	44	0	44	44	0	0	0	0	44	500	544
c-2 Traffic Signal Interconnect System Software Upgrade	0	0	0	0	0	5	0	5	5	50	0	50	0	105	0	105
c-3 Gateway Signs (El Camino Real)	0	0	0	0	0	127	0	127	127	0	0	0	0	127	0	127
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 & Mast Arm 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	109	0	109	109	0	0	0	0	109	0	109
c-7 Hoover School Traffic And Safety Improvements	0	0	0	0	0	150	0	150	150	0	0	0	0	150	0	150
c-8 Hoover School -Sidewalk Feasibility Study	0	0	0	0	0	100	0	100	100	0	0	0	0	100	0	100
c-9 Oak Grove/Carolan Traffic Signal Improvements	500	0	0	0	500	0	0	0	500	0	0	0	0	500	0	500
SUBTOTAL	500	0	0	0	500	737	0	737	1,237	100	0	100	0	1,437	500	1,937
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	552	0	552	552	0	0	0	0	552	250,000	250,552
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	738	0	738	738	0	0	0	0	738	250,000	250,738
E. DOWNTOWN IMPROVEMENTS																
e-1 Burlingame Avenue Streetscape	0	0	0	0	0	625	(483)	142	142	0	0	0	0	142	0	142
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	985	(483)	502	502	300	0	0	0	802	0	802
F. BICYCLE & PEDESTRIAN IMPROVEMENTS																
f-1 Broadway Pedestrian Safety Improvement	0	0	0	0	0	17	(17)	0	0	0	0	0	0	0	0	0
f-2 Pedestrian & School Safety Improvements	0	0	0	0	0	5	0	5	5	0	0	0	0	5	0	5
f-3 Bike Route Improvements - West	0	0	0	0	0	7	(7)	0	0	0	0	0	0	0	0	0
f-4 California Drive Roundabout	0	0	0	0	0	1,234	0	1,234	1,234	0	0	0	0	1,234	5,000	6,234
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	10	(10)	0	0	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	1,333	(34)	1,299	1,299	0	0	0	0	1,299	5,000	6,299
G. LIGHTING & POLES																
g-1 Citywide Streetlight Improvements/Masterplan	0	0	0	0	0	371	0	371	371	0	200	200	200	971	3,000	3,971
SUBTOTAL	0	0	0	0	0	371	0	371	371	0	200	200	200	971	3,000	3,971

STREETS CAPITAL IMPROVEMENT PROGRAM										5 YEAR CIP PLAN							
		General Fund	Gas Tax	Measure A	Measure M	Total New FY17 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY17 Need (Existing + New)	FY18 Need	FY19 Need	FY20 Need	FY21 Need	FY17-21 Need Total	FY21+ Need	Total FY17-21+ Need
*in thousands		(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
H.	SIDEWALKS, CURBS & GUTTERS																
h-1	2016-17 Annual Sidewalk Program	500	0	0	0	500	0	0	0	500	0	0	0	0	500	0	500
h-2	2016-17 Annual ADA Program	100	0	0	0	100	0	0	0	100	0	0	0	0	100	0	100
h-3	2016-17 Annual Curb & Gutter Program	0	200	0	0	200	0	0	0	200	200	200	200	200	1,000	0	1,000
h-4	2012-13 Annual Sidewalk Program	0	0	0	0	0	50	0	50	50	0	0	0	0	50	0	50
h-5	2014-15 Annual Sidewalk Program	0	0	0	0	0	756	(550)	206	206	0	0	0	0	206	0	206
h-6	Bayfront ADA Improvements	200	0	0	0	200	166	200	366	566	0	0	0	0	566	0	566
h-7	2015-16 Sidewalk, C&G, and ADA Ramp Program	0	0	0	0	0	997	350	1,347	1,347	100	100	100	100	1,747	0	1,747
h-8	Annual Sidewalk Program	0	0	0	0	0	0	0	0	0	500	500	500	500	2,000	7,000	9,000
SUBTOTAL		800	200	0	0	1,000	1,969	0	1,969	2,969	800	800	800	800	6,169	7,000	13,169
TOTAL, STREETS CAPITAL IMPROVEMENT PROGRAM		\$1,700	\$1,100	\$1,100	\$0	\$3,900	\$11,197	\$0	\$11,197	\$15,097	\$3,575	\$3,195	\$3,275	\$3,195	\$28,337	\$286,650	\$314,987

WATER CAPITAL IMPROVEMENT PROGRAM								5 YEAR CIP PLAN						
								FY18 Need	FY19 Need	FY20 Need	FY21 Need	FY17-21 Need Total	FY21+ Need	Total FY17-21+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. PLANNING														
a-1 CIP Administrative Services	0	0	0	0	0	0	0	0	0	0	0	0	1,450	1,450
a-2 Recycled Water and Well Water Distribution Planning	0	0	0	74	0	74	74	0	0	0	0	74	100	174
a-3 Geo Base Information System	0	0	0	57	0	57	57	50	0	50	0	157	720	877
a-4 Regional Water Supply Studies/Modeling	50	0	50	96	0	96	146	50	50	50	50	346	0	346
SUBTOTAL	50	0	50	227	0	227	277	100	50	100	50	577	2,270	2,847
B. STORAGE														
b-1 Emergency Storage Tank Expansion	0	0	0	102	0	102	102	0	0	0	0	102	7,250	7,352
b-2 Roof Repair - Hillside Storage Tank	0	0	0	200	0	200	200	0	0	0	0	200	17,500	17,700
b-3 Mills, Alcazar and Donnelly Storage Tank Repairs	0	0	0	0	0	0	0	0	100	100	100	300	0	300
SUBTOTAL	0	0	0	302	0	302	302	0	100	100	100	602	24,750	25,352
C. TRANSMISSION PIPELINES														
c-1 Howard - Primrose to Carolan	0	0	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	0	0	2,500	2,500
c-3 Easton Turnout to Easton Pump Station	0	0	0	0	0	0	0	0	0	0	0	0	2,510	2,510
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	7,530	7,530
D. PIPELINES REHABILITATION														
d-1 Emergency Water Main Replacement	100	0	100	295	0	295	395	250	300	300	300	1,545	3,900	5,445
d-2 Burlingame Avenue Streetscape Improvement	0	0	0	120	(120)	0	0	0	0	0	0	0	0	0
d-3 Adeline Drive and Peninsula Ave Water Main Replacement	0	0	0	200	(200)	0	0	0	0	0	0	0	0	0
d-4 Burlingame Ave and Broadway (West) Water Replacement	0	0	0	117	(117)	0	0	0	0	0	0	0	0	0
d-5 El Camino Real Water Main Replacement	500	0	500	1,576	237	1,813	2,313	0	0	0	0	2,313	0	2,313
d-6 South Rollins Road and Neighborhood Water Improvements, Phase 1	900	0	900	1,897	0	1,897	2,797	0	0	0	0	2,797	0	2,797
d-7 South Rollins Road and Neighborhood Water, Phase 2	300	0	300	0	0	0	300	800	0	0	0	1,100	0	1,100
d-8 South Rollins Road and Neighborhood Water, Phase 3	0	0	0	0	0	0	0	1,000	0	0	0	1,000	0	1,000
d-9 US101/Broadway - Airport Blvd Water Main Improvements	0	0	0	179	0	179	179	0	0	200	0	379	0	379
d-10 Kenmar Water Main Improvement	0	0	0	100	0	100	100	0	0	0	0	100	0	100
d-11 South ECR WMR, Phase 1 Sanchez to Barroilhet	0	0	0	0	0	0	0	0	1,850	0	0	1,850	3,060	4,910
d-12 South ECR WMR, Phase 2 Burlingame Park Subdivision	0	0	0	0	0	0	0	0	0	1,850	0	1,850	5,000	6,850
d-13 South ECR WMR, Phase 3 Glenwood and Burlingame Height Subdivision	0	0	0	0	0	0	0	0	0	0	1,650	1,650	0	1,650
d-14 Lagoon Bridge Study and Design	50	0	50	0	0	0	50	200	0	0	0	250	0	250
d-15 Ray Park/Easton Fire Flow Improvement, Phase 1, 2 & 3	0	0	0	0	0	0	0	0	0	0	300	300	4,730	5,030
d-16 Broadway from ECR to Chula Vista	0	0	0	0	0	0	0	0	0	0	0	0	3,800	3,800
d-17 Replace Riveted Steel on Loma Vista	0	0	0	0	0	0	0	0	0	0	0	0	500	500
d-18 Oakgrove/Burlingame/Washington Park/Rollins Road Subdivision	0	0	0	0	0	0	0	0	0	0	0	0	8,370	8,370
d-19 2100 Block of Trousdale	0	0	0	0	0	0	0	0	0	0	0	0	100	100
d-20 Industrial Area (Steel Valves) Prevention Program	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-21 Mills Canyon Crossing	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-22 El Prado Road (Canyon to Summit)	0	0	0	0	0	0	0	0	0	0	0	0	750	750
d-23 Burlingame Terrance Subdivision	0	0	0	0	0	0	0	0	0	0	0	0	4,000	4,000
d-24 Unincorporated Areas	0	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
SUBTOTAL	1,850	0	1,850	4,484	(200)	4,284	6,134	2,250	2,150	2,350	2,250	15,134	38,210	53,344
E. PUMP STATIONS														
e-1 Trousdale Pump Station Improvements	0	0	0	0	0	0	0	0	0	0	0	0	250	250
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	250	250

WATER CAPITAL IMPROVEMENT PROGRAM								5 YEAR CIP PLAN								
								Water Rates (City)	Parking Fund	Total New FY17 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY17 Need (Existing + New)	FY18 Need	FY19 Need
*in thousands								(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
F. WATER QUALITY & CHLORAMINATION																
f-1	Unidirectional Flushing Program	100	0	100	50	0	50	150	0	0	0	0	150	0	150	
f-2	Frontera Water Quality Improvement Project	50	0	50	0	0	0	50	150	0	0	0	200	0	200	
SUBTOTAL		150	0	150	50	0	50	200	150	0	0	0	350	0	350	
G. SUPERVISORY CONTROL & DATA ACQUISITION (SCADA)																
g-1	SCADA & RTU's for turnouts	50	0	50	160	0	160	210	0	250	0	50	510	0	510	
SUBTOTAL		50	0	50	160	0	160	210	0	250	0	50	510	0	510	
H. MISCELLANEOUS IMPROVEMENTS																
h-1	Water Meter Replacement	300	0	300	57	0	57	357	0	0	0	0	357	920	1,277	
h-2	Urban Water Management Plan Update	0	0	0	0	0	0	0	0	0	0	100	100	90	190	
h-3	Hillside Reservoir Electrical Building (MCC) Relocation	0	0	0	25	0	25	25	0	0	0	0	25	0	25	
h-4	Miscellaneous Reservoir and Pump Station Improvement	100	0	100	707	200	907	1,007	0	0	0	0	1,007	0	1,007	
SUBTOTAL		400	0	400	789	200	989	1,389	0	0	0	100	1,489	1,010	2,499	
TOTAL, WATER CAPITAL IMPROVEMENT PROGRAM		\$2,500	\$0	\$2,500	\$6,012	\$0	\$6,012	\$8,512	\$2,500	\$2,550	\$2,550	\$2,550	\$18,662	\$74,020	\$92,682	



Appendix

Summary of Community Funding Awards

**CITY OF BURLINGAME
COMMUNITY GROUP FUNDING
FISCAL YEAR 2016-17**

Community Group	Award \$
Burlingame Historical Society	\$ 1,200
Burlingame Neighborhood Network	\$ 1,500
CALL Primrose Center	\$ 6,800
Community Gatepath	\$ 4,150
Community Overcoming Relationship Abuse	\$ 3,250
Hillbarn Theatre, Inc.	\$ 150
HIP Housing-Human Investment Project	\$ 4,150
Legal Aid Society of San Mateo County	\$ 500
LifeMoves (formerly InnVision)	\$ 5,300
Life Steps Foundation, In.	\$ 350
Mission Hospice	\$ 800
Music at Kohl Mansion	\$ 500
Ombudsman Program of San Mateo	\$ 300
PARCA	\$ 1,250
Peninsula Museum of Art	\$ 1,400
Samaritan House Core Services	\$ 4,200
Samaritan House Safe Harbor-Winter Shelter	\$ 4,850
San Mateo County Jobs for Youth	\$ 1,400
StarVista (Youth & Family Enrichment)	\$ 1,550
Sustainable San Mateo County	\$ 1,400
Totals:	\$ 45,000