



# FISCAL YEAR 2017-18

## ***ADOPTED BUDGET***

*City of Burlingame, CA*



On June 19, 2017, the Proposed Fiscal Year 2017-18 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 2017-18

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## ADOPTED OPERATING AND CAPITAL BUDGET

FINANCE DEPARTMENT  
501 PRIMROSE ROAD,  
BURLINGAME, CA 94010





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**Cover Art**

Credit: Maryam Refahi, Graphic Artist



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## CITY MANAGER'S TRANSMITTAL LETTER

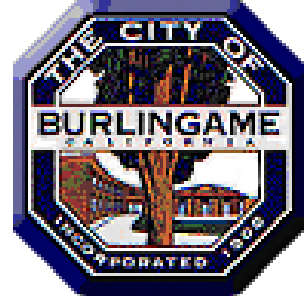
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Date: June 19, 2017

To: Mayor Ricardo Ortiz & the Burlingame City Council

From: Lisa K. Goldman, City Manager

Subject: Budget Transmittal Letter for Fiscal Year 2017-18



In accordance with the City of Burlingame Municipal Code, I am pleased to transmit to you the recommended budget for fiscal year 2017-18. 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 May of 2017, the City Council approved a set of priorities for fiscal year 2017-18. The priorities are aimed at increasing environmental sustainability in City operations, improving transportation and roadway safety, addressing housing affordability with a focus on socioeconomic diversity, and improving the City's infrastructure. These priorities are intended to serve as guiding principles that will help the Council and City leaders determine future initiatives, policies, and strategies.

During the past fiscal year, the City made significant progress on many important initiatives, including the first comprehensive update of the City's General Plan and Zoning Regulations, known as Envision Burlingame. The work of the Citizens Advisory Committee is concluding, and the consultant/staff teams are diligently working on drafting all General Plan Elements, preparing the Environmental Impact Report (EIR) for the project, and beginning work on the updated Zoning Regulations that will implement the policies within the General Plan. The General Plan and EIR are on track to be completed by the end of the first quarter of calendar year 2018. This thorough process will ensure that the new General Plan is an easy-to-use tool for not only staff, but citizens and the development community.

As the San Francisco Peninsula continues to see strong demand for office space, a major development project, Burlingame Point, broke ground in February 2017. This significant construction project will include 767,000 square feet of office and life science space, along with several public amenities. Located in the City's Bayshore area, the development will mark an important change for the 18-acre property – a former drive-in theater – that has been vacant for about 15 years. As such, the project is hoped to be a catalyst for future redevelopment and revitalization of the area.

## CITY OF BURLINGAME | FISCAL YEAR 2017-18

After weighing a variety of competing proposals to redevelop its Bayfront driving range, the City Council also voted to begin talks with Topgolf, a major sports entertainment company, to provide optimal use of this City-owned property.

Cognizant of the impact of escalating home prices and the severe shortage of affordable housing that exists throughout the Bay Area, the City Council also moved forward with plans to leverage two City-owned parking properties for the construction of affordable housing units and a public parking garage situated in proximity to downtown shops and restaurants. To the extent possible, the units would be set aside for teachers, emergency response personnel, city workers, and others who wish to live and work in Burlingame.

Winter storms in Northern California delivered the highest average precipitation in 122 years of record-keeping, causing area flooding and challenging the City's water, sewer, and storm drain response and maintenance efforts. Still, the City completed physical improvements of its infrastructure as planned, with the resurfacing of 14 streets (a total of nearly 373,000 square feet); the installation of 50,000 square feet of new sidewalk, 34 curb ramps, 6,500 linear feet of sanitary sewer main, 4,325 linear feet of new water main; park improvements, field lighting, and other enhancements to the City's infrastructure assets.

The City Manager's Office this year directed a robust community engagement process that included visits by key departmental representatives to 25 different community organizations, as well as telephone and online surveys, water bill inserts, emails, and more. Although 93% of respondents to the community survey conducted in the summer of 2016 said that Burlingame's quality of life is excellent or good, many expressed concerns about the City's aging streets, potholes, and WWII-era Recreation Center. Feedback overwhelmingly confirmed that maintenance of the strong public safety services that the City provides should remain the top priority when developing the annual budget plan.

The budget process for the 2017-18 fiscal year started 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 the next fiscal year.

At the Mid-Year Budget Review for the 2016-17 fiscal year that was presented in March; staff discussed revenue estimates, expenditure projections, and the five-year forecast with the City Council. Preliminary departmental budgets for 2017-18 were submitted and compiled for additional evaluation by the City Manager. Once adjusted, an initial budget was presented to the Council on May 10, 2017, for a high-level review and further direction. The fiscal year 2017-18 budget proposed herein includes funding for the City's day-to-day operations and reflects the City's four fiscal year priorities.

### FISCAL SUMMARY AND ECONOMIC OUTLOOK

Data from the Bureau of Economic Analysis (BEA) showed the nation's economy picking up momentum after a somewhat sluggish 2016. The year ended with a fourth quarter that saw a weaker-than-expected 1.9 percent growth rate, a trend that was largely driven by a substantial



increase in the nation's trade deficit. Although soft growth continued into the first quarter of 2017, other indicators suggest growing momentum in the economy. Consumer demand (driven by increases in consumer, business, and government spending) grew at a 2.6 percent pace, the highest rate since the third quarter of 2015. Also significant is the nation's increasingly tight labor market. The headline U.S. unemployment rate was reported to be well below 5 percent after the first quarter of 2017. In April, the U.S. job market strengthened further, and the unemployment rate fell to the lowest level seen in a decade, 4.4 percent. Average hourly earnings rose by 2.5 percent in April from the previous year.

The California economy generally tracked the national economy as it advanced throughout 2016. The state's unemployment rate fell to its lowest level in 10 years at 5.1 percent in January 2017, marginally higher than the U.S. rate. California's real Gross Domestic Product in the fourth quarter of 2016 (latest available data) grew 2.5 percent over the prior quarter in annualized terms, well beyond the nation's 2.1 percent rate in that period. As automation and technology become increasingly important, California continues to achieve significant GDP growth from the tech sector. The state experienced steady job growth as it entered 2017. Wage and salary jobs rose by 2.0 percent year-over-year in January 2017.

Beacon Economics provides analysis of the economy of the San Francisco Metropolitan Division (MD) in their quarterly "Regional Outlook" report. The MD covers the counties of San Francisco and San Mateo. The San Francisco MD posted another year of solid employment gains, adding 28,100 jobs from January 2016 to January 2017, a 2.6 percent rate of growth. These latest data show that San Francisco reached another record high for total employment, with nonfarm payrolls hitting 1,105,000 jobs in January 2017. Furthermore, the unemployment rate in the area held steady at 3.0 percent - a decrease of 0.1 percentage points from one year earlier. This is particularly impressive considering the fact that the labor force grew by 1.2 percent in 2016, reflecting the opportunity and desirability to be in the San Francisco MD market.

Over the next few quarters, Beacon Economics expects employment in the San Francisco MD to continue its steady expansion, growing at about 0.3 percent per quarter and hitting 1,120,000 positions by the end of 2017. Likewise, Beacon Economics expects unemployment to hold steady at around 2.9 percent well into 2018.

In line with employment trends, single family home prices in San Francisco have continued to reach record levels, although prices are growing at a slightly slower pace than in recent quarters. From the fourth quarter of 2015 to the fourth quarter of 2016, median home prices in San Francisco grew from \$1,150,000 to \$1,276,000, an increase of 10.9 percent.

Over the same time period, home sales decreased by 9.9 percent, with a total of 1,800 sales. This comes on top of a 3.9 percent annual decrease in home sales from 2014 to 2015. One reason why home sales have fallen to near historic lows is the region's serious affordability problem. According to the California Association of Realtors, just 13 percent of all households in San Francisco could afford to purchase the median-priced home in 2016. High housing prices have caused apartment rents to continue to climb in the area. In the fourth quarter of 2016, average monthly rents were \$2,930, while vacancy rates hovered at around 5.0 percent.

## CITY OF BURLINGAME | FISCAL YEAR 2017-18

Overall consumer spending has slowed in recent months. Taxable sales in San Mateo County decreased 0.5 percent in the fourth quarter of 2016 from the same quarter one year prior. In comparison, taxable sales grew by 1.6 percent in the Bay Area and 1.5 percent in the state overall in that same period.

Similar to other agencies dependent on traditional brick-and-mortar retail stores for a major portion of their sales tax, Burlingame will be facing new challenges in the coming year as merchants retrench and downsize to cope with a rapidly changing environment. Generational preferences for experiences over merchandise, plus the growing costs of health care, education, and housing, are reducing discretionary spending for taxable goods, while time-challenged consumers are opting for the convenience of online shopping. Online sales accounted for 13.0 percent of all general consumer goods purchased in 2016, with a 9.2 percent gain over calendar year 2015, while tax receipts from brick-and-mortar stores only grew 0.6 percent.

Even with the positive economic trends of the last few years, the FY 2017-18 budget has been developed with a relatively conservative approach. Some of the City's largest sources of revenue are highly volatile and inexorably linked to the health of the general economy and events that cannot be anticipated in the short term. The City's General Fund Reserve Policy, established in 2015, acknowledges and provides for contingencies related to both economic downturns and other potential emergencies. Budgeting for the longer-term will continue to be an important focus as the City addresses its unfunded needs and liabilities.

In recognition of the significant unfunded liabilities presented by its retiree medical benefits obligations, the City established an irrevocable trust fund in fiscal year 2013-14; pre-funding of these obligations is now included in the operating budgets of each department. The City's estimated unfunded pension liability totaled over \$50 million per the June 30, 2016 valuation date. To address the gap between its pension obligations and the assets set aside to fund them, the City plans to budget at a threshold contribution rate above the actual rate required by CalPERS over the next several years, putting the excess funds in a trust or reserve fund. The monies in the trust or reserve can be accessed to meet the City's obligations in future years, when actual rates exceed these threshold (budgeted) rates. The effect of this fiscal plan is to smooth out rising pension costs over multiple budget years. Such additional funding will allow the City to set aside \$3.7 million over the employer contribution rates paid to CalPERS in fiscal year 2017-18.

Current capital projects are adequately funded through a mix of capital reserves, debt financing, and special revenue funds. General Fund reserves are healthy. The City has an estimated \$29.8 million in General Fund reserves as of the end of fiscal year 2016-17. The City's General Fund ending balances are anticipated to level off in the near term, as the Council considers options to increase funding of prior year liabilities and/or address currently unfunded capital needs in the future. General Fund reserves are extremely important to the City's ability to maintain its current level of services through varying economic climates.

## CITY OF BURLINGAME | FISCAL YEAR 2017-18

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.

### BUDGET OVERVIEW – ALL FUNDS

The recommended City budget and capital improvements plan for the City of Burlingame for fiscal year 2017-18 totals \$117,678,707. A breakdown by major funds is as follows:

CITY OF BURLINGAME, CA BUDGET SUMMARY BY FUND		
	FY16-17 Adjusted Budget	FY17-18 Proposed
General Fund	\$52,316,128	\$55,565,258
Capital Projects	19,675,000	24,808,000
Financing Authority	8,008,965	7,634,037
Building Enterprise	2,216,026	1,757,187
Landfill Fund	244,607	252,223
Parking Enterprise	563,037	616,657
Sewer Enterprise	10,572,671	10,967,292
Solid Waste Enterprise	564,405	674,925
Water Enterprise	14,528,578	14,699,794
Special Revenue Funds	60,000	60,000
Other Funds	554,650	643,334
<b>Total</b>	<b>\$109,304,067</b>	<b>\$117,678,707</b>

Overall, the City's budget increased by \$8,374,640, or 7.7 percent, in the new fiscal year, when compared with the prior year *adjusted* budget. General Fund appropriations are \$3.2 million higher than in the prior year, a 6.2 percent increase. The increase was largely the result of higher personnel costs – a combination of 2.8 added full-time equivalent positions (FTEs), wage increases negotiated with labor groups, and increases in the cost of pension and other benefits. The appropriation to the Capital Projects Fund grew by \$5.1 million due primarily to increased funding for the Parks and Trees Capital Improvement Program and the Streets Capital Improvement Program. A Federal pass-through grant to Caltrans of \$1.97 million will partially fund the Streets projects. The 3.7 percent rise in the Sewer Enterprise Fund reflects the increase in the personnel costs for wages and benefits and other operational costs. The Building Enterprise Fund has decreased from the fiscal year 2016-17 mid-year adjusted budget due to an expected reduction in permit applications, which will result in lower third-party expenses associated with building permit review. The Other Funds category includes the appropriation of various internal service funds (ISFs) and the Shuttle Transportation Fund. ISF budgets are shown net of departmental charges, as these costs 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, and assuming no enhancement in the level of services offered by the City, the long-term forecast provides for a relatively stable General Fund for at least the next several years.

### Revenue Highlights

The following table shows the current forecast of fiscal year 2017-18 General Fund revenue projections in the context of recent-year actual amounts and current-year estimated amounts. The 2016-17 Adjusted Budget column includes the revenue amendments approved with the mid-year report on March 15th. These fiscal year 2017-18 projections show continued improvement over the current mid-year projections for many revenue sources; the resulting increase in General Fund revenues for the upcoming fiscal year is 2.1 percent.

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND REVENUES				
	FY14-15 Actual	FY15-16 Actual	FY16-17 Adjusted Budget	FY17-18 Proposed
<b>Property Tax</b>	\$16,677,381	\$17,645,289	\$18,851,000	\$19,189,000
<b>Sales and Use Tax</b>	11,100,900	12,827,673	12,150,000	12,205,000
<b>Transient Occupancy Tax</b>	23,698,396	26,092,240	26,216,000	26,871,000
<b>Other Taxes</b>				
Franchise Tax	1,579,976	1,604,757	1,614,000	1,630,000
Business Tax	966,675	985,568	990,000	994,000
State HOPTR	64,810	63,710	62,000	62,000
Real Property Transfer Tax	436,853	499,514	292,000	360,000
<b>Licenses &amp; Permits</b>	83,840	86,154	88,000	88,500
<b>Fines, Forfeitures and Penalties</b>	837,704	864,393	942,000	901,500
<b>Use of Money &amp; Property</b>	207,952	200,196	161,000	165,000
<b>Charges for Services</b>	4,481,618	4,470,274	5,247,200	5,257,500
<b>Other Revenue</b>	1,046,512	35,974	30,500	30,500
<b>State Subventions</b>	578,158	146,530	234,000	234,000
<b>Interest Income</b>	260,740	757,153	630,000	945,000
<b>Total, General Fund Revenue</b>	<b>\$62,021,516</b>	<b>\$66,279,425</b>	<b>\$67,507,700</b>	<b>\$68,933,000</b>

### Property Taxes

Burlingame has 8,701 taxable parcels, with a net assessed value in the secured property roll of over \$10.1 billion. The total assessed value subject to taxes increased by 6.8 percent in fiscal year 2015-16, and then by 7.85 percent in the current fiscal year, per the County Assessor's Roll Tracker. As of the date of this transmittal, assessed value in Burlingame is now 6.3 percent



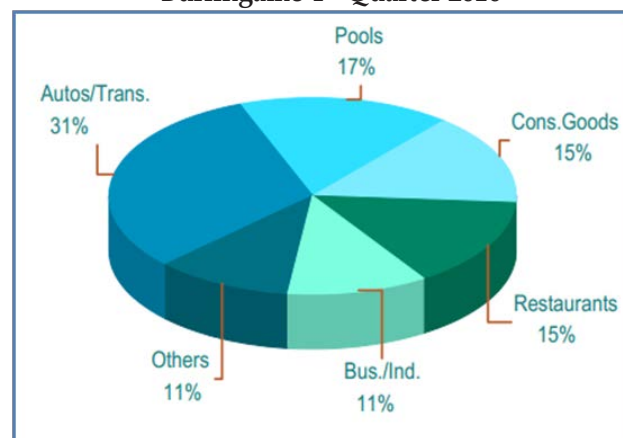
higher than last year. While this does not equate to a 1-to-1 increase in property tax revenues for Burlingame, it is a good indicator of growth in this area. Staff anticipates secured property tax revenues in fiscal year 2017-18 to be approximately 6.0 percent higher than in the current fiscal year. However, given that the future of refunds from the County's Educational Revenue Augmentation Fund is very uncertain, a downward adjustment of \$800,000 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 percent of the property taxes generated within the jurisdiction. All told, property taxes comprise 27.8 percent of General Fund revenues in the FY 2017-18 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 percent growth for the year. This was followed by an 8.9 percent increase in fiscal year 2014-15 and a 15.6 percent increase in fiscal year 2015-16. However, the one-time adjustment in fiscal year 2015-16 for the unwinding of the State "triple flip" revenue swapping mechanism skewed sales tax revenues somewhat: the projected decline in sales and use tax revenues for the current fiscal year (5.3 percent) still reflects moderate growth. In this 2017-18 fiscal year budget, sales taxes are projected to stabilize, reflecting true economic activity, in the years to come.

**Sales by Business Group  
Burlingame 4<sup>th</sup> Quarter 2016**



The largest segment of sales tax revenue in Burlingame (31 percent) comes from automobile sales and other transportation-related sales, largely due to the numerous 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**



Taxable transactions in the segment of general consumer goods have recovered in the past five years. 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 remain fairly stable in the coming fiscal year, though retail analysts expect on-line sales to expand in the future. Such a trend may increase the amount of local sales tax to the county pool, but hurt the sales of traditional brick-and-mortar stores. 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 2017-18.

Sales and use taxes account for 17.7 percent of General Fund revenue in the forecast for fiscal year 2017-18.

#### Hotel Tax - Transient Occupancy Tax

Burlingame's 12 major hotels provide convenient overnight accommodations for business travelers and tourists using San Francisco International Airport (SFO), with 3,770 hotel rooms available for rental. Burlingame hotel tax revenues have increased every fiscal year since the recession, boosted not only by the recovery of the travel industry, but also by the increase of the tax rate from 10% to 12% beginning in January 2010. Transient occupancy tax (TOT) receipts are usually a good indicator of current economic activity. In the current fiscal year, the City's TOT revenues are expected to exceed \$26.2 million, as compared to the \$16.2 million reported just five years ago. With continued growth in Average Daily Room Rates (ADR) and extremely

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high occupancy rates, it is conservatively estimated that this revenue growth can be maintained, with an additional 2.5 percent growth in fiscal year 2017-18.

TOT constitutes 39.0 percent of total General Fund revenue projected for fiscal year 2017-18. 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 General Fund's Economic Stabilization Reserve be replenished and strengthened in times of economic growth.

## Expenditure Highlights

The \$68.9 million in General Fund revenue will finance \$70.5 million in expenditures in the 2017-18 fiscal year. Appropriations include over \$55.6 million in departmental expenditures, nearly \$6.3 million to fund specific capital projects, \$3.3 million in net debt service payments, a \$3.1 million contribution to a trust or reserve account for unfunded pension obligations, and a \$3 million transfer to the City's Renewal and Replacement Reserve in the Capital Projects Fund. The expenditures are partially offset by a net \$800,000 of transfers in from other funds to cover the cost of direct and indirect services provided by the General Fund. The (net) operating deficit of \$1.6 million is due largely to the current funding of previously unfunded long-term liabilities, and will serve to reduce the General Fund's unassigned fund balance by approximately 13 percent. Even with this 13 percent reduction, the City will still have a positive ending fund balance of \$28.2 million, which includes \$9.1 million in unassigned fund balance.

General Fund departmental operating expenditures of \$55.6 million in the new fiscal year represent an increase of \$3.2 million, or 6.2 percent, 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					
	FY15-16 Actuals	FY16-17 Adjusted Budget	FY17-18 <sup>2</sup>		
			FY17-18 Proposed	\$ Change from Prior Year	% Change from Prior Year
<b>By General Fund Program</b>					
General Government	\$4,477,401	\$5,281,871	\$5,799,089	\$517,218	9.8%
Public Safety	24,625,071	26,325,304	26,937,169	611,865	2.3%
Public Works	4,693,548	5,093,323	5,958,029	864,706	17.0%
Community Development	1,405,794	1,718,233	1,836,358	118,125	6.9%
Leisure & Cultural Services	12,257,646	13,897,397	15,034,613	1,137,216	8.2%
<b>TOTAL, Operating Expenditures</b>	<b>\$47,459,460</b>	<b>\$52,316,128</b>	<b>\$55,565,258</b>	<b>\$3,249,130</b>	<b>6.2%</b>

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As explained in the Key Budgetary Changes noted throughout the document, increases in 2017-18 fiscal year General Fund appropriations are partially due to a strategic increase in FTE (full-time equivalent) staff positions, as well as an addition to the hours in certain part-time staff positions needed to carry out the City's priorities. These staffing increases (2.8 FTE plus increased use of several part-time positions) are explained in the related departmental summaries. Increases in personnel budgets city-wide also reflect contractually-agreed upon increases for most employees, and anticipated increases in the cost of benefits.

Charges to Departments to pay the cost of internal service have also increased over the prior year, in particular to allocate increased expenditures anticipated in the Admin/IT and General Liability internal service funds (ISFs). The Admin/IT budget includes a 4 percent increase in the contract for IT services with Redwood City. This budget also contains funding to support other initiatives such as improved cyber-security measures and converting City records into a digital format. The general liability allocation went up by \$300,000 due to an expected increase in contractual services, such as out-sourced investigation services

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, approximately \$1.0 million for the General Fund in the 2017-18 fiscal year budget. The amortization of the accrued liability for obligations incurred in all prior years is recorded as non-personnel costs, amounting to \$2.9 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	FY16-17 Adopted	FY17-18 Proposed	\$ Change from Prior Year	% Change from Prior Year
2006 Pension Obligation Bonds	FY2036	\$3,734,042	\$3,845,225	\$111,183	3.0%
2010 Corp Yard Lease Refunding Bonds	FY2021	1,163,975	1,164,875	900	0.1%
2011 Master Equipment Lease Purchase	FY2018	240,646	0	(240,646)	-100.0%
2011 CEC LED Streetlight Loan	FY2021	54,594	0	(54,594)	-100.0%
2012 Lease Revenue Bond*	FY2042	548,488	549,588	1,100	0.2%
Debt Administration Costs		15,000	15,000	0	0.0%
Subtotal, Principal and Interest		5,756,745	5,574,688	(182,057)	-3.2%
Contributions from Other Funds		(2,267,169)	(2,296,965)	(29,796)	1.3%
Net General Fund Debt Service		\$3,489,576	\$3,277,723	(\$211,853)	-6.1%

\*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 2016-17, the only changes in the City's outflows for debt service in the current fiscal year relate



to the various bond payment schedules, including the final payoffs of the Master Equipment lease and the CEC LED Streetlight loan.

#### Central County Fire

Burlingame's cost of fire services provided by the Central County Fire Department (CCFD) decreased 1 percent (\$104,000) 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 percent of CCFD's operational budget; the remaining 70 percent 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, and emergency preparedness activities. The City continues to work with partner cities to identify efficiencies in the delivery of fire services.

#### Community Group Funding

The budget for fiscal year 2017-18 includes \$50,000 to fund the City's traditional Community Group Funding Program, which is \$5,000 above last year's base amount.

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 \$50,000 appropriation, and presented the resulting funding recommendation to the City Council for approval on June 5th. As a result of this process, 20 organizations will be granted funding from this program with the approval of the fiscal year 2017-18 budget.

#### 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 2022-23. Future revenue growth assumptions were based largely on current trends for each revenue source as well as historic rates of growth. 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 varied greatly, with different revenues forecast to adjust with

the 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, with no enhancement of services, in order 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 slowly decreasing budgetary “surpluses” in the City’s future, which can be used to fuel the Renewal and Replacement Reserve within the Capital Projects Fund and the trust/reserve account to be established for the escalating CalPERS rates for employer contributions.

The Renewal and Replacement 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 remaining (committed) Capital Projects Fund balance, the Renewal and Replacement Reserve is intended to prevent further accumulation of the unfunded liabilities that aging facilities represent as well as to provide funding for new capital projects. As such, funding will not be appropriated to a specific project, but will be appropriated for needed capital projects as determined and authorized by the City Council. The City Council will further consider and approve a policy identifying future sources and uses of this reserve within the Capital Projects Fund.

The 2017-18 Budget includes \$3.7 million to fund the City’s unfunded pension obligations. The need for such funding efforts is the result of current actuarial projections that reveal the impact of reduced discount rate assumptions now in place for CalPERS. While the new assumptions represent a more realistic measurement of pension obligations, they will result in significant increases in employer contributions for the next 10-15 years. The annual contribution to a pension trust or reserve fund represents prudent planning, designed to smooth the City’s pension expense in future years, and offset potential volatility in CalPERS annual contribution or rate requirements.

### **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

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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 the Renewal and Replacement Reserve within the Capital Projects Fund.

As of June 30, 2017, a fund balance of approximately \$29.8 million represents 53.6 percent of the 2017-18 fiscal year's General Fund operating expenditures of \$55.6 million. Although this would normally be considered a very strong level of reserves, the City's risk-based General Fund Reserve Policy targets reserve levels as a percentage of General Fund budgeted revenues (before transfers). Because the policy is based on an assessment of the City's revenue volatility, as well as the possibility of extreme events, the City Council's reserve management strategies reflect best practices in public finance.

The fiscal year 2017-18 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. The General Fund reserve is projected to decline by \$1.6 million due to the initial transfer of \$3.1 million to the pension benefit trust or reserve fund. Any remaining fund balance will be reported as "unassigned fund balance". The General Fund will have approximately \$9.1 million in unassigned fund balance as of June 30, 2018. The current assignments (projected as of June 30, 2018) 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 \$16.5 million in the FY 2017-18 budget, based on projected revenues for the fiscal year.

CITY OF BURLINGAME, CA GENERAL FUND BALANCE ASSIGNMENTS			
	FY15-16 Actual Results	FY16-17 Adjusted Budget	FY17-18 Proposed
<b>Economic Stability Reserve</b>	\$ 15,700,000	\$ 16,200,000	\$ 16,544,000
<b>Catastrophic Reserve</b>	2,000,000	2,000,000	2,000,000
<b>General Plan Reserve</b>	0	0	0
<b>Contingency Reserve</b>	500,000	500,000	500,000
<b>Subtotal, Assigned Fund Balance</b>	18,200,000	18,700,000	19,044,000
<b>Add: Unassigned Fund Balance</b>	11,003,467	11,091,891	9,146,469
<b>Total, Ending Fund Balance</b>	<b>\$ 29,203,467</b>	<b>\$ 29,791,891</b>	<b>\$ 28,190,469</b>

*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. Per the City's General Fund Reserve Policy, the Catastrophic Reserve is set at a target of \$2 million in the FY 2017-18 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 2017-18 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. As a result of the Governor's emergency drought measures announced in April of 2015, and staff's work to ensure that Burlingame met the State's drought mandates, City residents achieved reductions in water use well beyond the State's mandate. Although the reduction in consumption served to decrease the amount of wholesale water needed from the San Francisco Public Utilities Commission (SFPUC), the rate for these water purchases increased 38.2 percent over the past two fiscal years.

Recent winter rains have brought an end to drought conditions, but water consumption is not projected to return to pre-conservation levels. As a result of a comprehensive water rate study in the fall of 2016, the City increased water rates (effective January 1, 2017) to cover the increases in the cost of wholesale water and to pay for the ongoing capital improvements needed to bring the City's aging water system to current standards. The rate increases are equivalent to 9 percent in calendar year 2017, 7.5 percent in 2018, and 7.5 percent in 2019.

The 2017-18 fiscal year budget reflects nearly \$18 million in revenues for water sales. As water consumption patterns are linked to sewer revenue, the City has proposed a fairly level revenue estimate for the Sewer Enterprise. Both revenue assumptions will be revisited in the fall of 2017 when more is known about changes in water consumption patterns. Sewer rates, which have not been increased since 2012, will also be examined for adequacy.

The Water Fund will contribute \$2.75 million from its capital improvements reserve to fund capital projects, as well as combined debt service payments of \$2.8 million. The budget also provides for a transfer (\$423,000) to the General Fund to cover the cost of administrative services. The Sewer Fund will contribute \$4.7 million to fund capital improvements, and spend nearly \$3.3 million for debt service. A \$215,000 transfer out will reimburse the General Fund for the cost of administrative services.

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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 2017. (All annual increases are based on the CPI for the San Francisco-Oakland-San Jose area, but are capped at 2 percent.) The City will collect approximately \$2.8 million in storm drainage fee revenue in FY 2017-18. Expenditures for the year include \$2.1 million in debt service. Storm Drain capital improvements will draw on proceeds from the Storm Drainage Revenue Bonds, Series 2016, issued early in the current fiscal 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.

Several of the City's internal service funds (ISFs) are projected to experience higher costs in 2017-18, which will require higher allocations to the various operating department budgets. The higher internal service costs are due not only to cost increases within the Internal Service Funds themselves, but in several instances, to a reallocation of the costs to General Fund activities. In total, General Liability increased by \$300,000 (25 percent) due to the additional cost of contract investigations; Admin/IT costs are expected to increase by \$163,000 (15 percent); and Facilities Maintenance costs are decreasing by \$127,000 (7 percent) over the current year's budget. The Workers' Compensation Program cost allocation to the other departments remains at the prior year level.

CITY OF BURLINGAME, CA INTERNAL SERVICE FUNDS					
	FY15-16 Actuals	FY16-17 Adjusted Budget	FY17-18 Proposed	\$ Change from Prior Year	% Change from Prior Year
Admin & Info Technology ISF	\$1,011,816	\$1,081,064	\$1,244,111	\$163,047	15.1%
Facilities Services ISF	1,341,271	1,656,861	1,529,812	(127,049)	-7.7%
Fleet & Equipment ISF	1,190,343	1,301,870	1,706,502	404,632	31.1%
OPEB Retiree Medical ISF	4,615,727	4,660,556	4,838,078	177,522	3.8%
General Liability ISF	599,281	1,210,000	1,510,000	300,000	24.8%
Worker's Comp ISF	476,678	793,000	758,000	(35,000)	-4.4%
<b>Total</b>	<b>\$9,235,116</b>	<b>\$10,703,351</b>	<b>\$11,586,503</b>	<b>\$883,152</b>	<b>8.3%</b>

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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 \$4.8 million in fiscal year 2017-18. Expenses of the fund include payments of actual retiree medical premiums and costs of the program's third party administrator (approximately \$3.1 million), with any remainder funds contributed 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 2017-18 is approximately \$24.8 million, an increase of approximately \$5.7 million from the FY 2016-17 Capital Projects budget. The proposed Capital Projects budget assumes a total of nearly \$6.3 million in funding from the General Fund, including over \$3.2 million for park and playground improvements, \$2.0 million for building facility improvements, and approximately \$1.0 million for traffic and pedestrian safety improvements.

In addition to the General Fund support, the Streets CIP program will also receive \$2.2 million in Measure A funds, \$1.4 million in Gas Tax funds, and over \$2.0 million in federal grant funds for street resurfacing and sidewalk improvement programs. The remaining general government improvements are being funded from storm drainage fees (\$5.5 million). Water projects (\$2.7 million) and sewer projects (\$4.7 million) are being funded from the respective Water Enterprise and Sewer Enterprise Funds.

CITY OF BURLINGAME			
		Other	FY17-18
<b>CAPITAL IMPROVEMENT PROGRAM</b>	<b>General Fund</b>	<b>Funds/Sources</b>	<b>Total</b>
Facilities CIP	\$2,010,000	\$0	\$2,010,000
Parking & Garages CIP	0	0	0
Parks & Trees CIP	3,228,000	0	3,228,000
Sewer CIP	0	4,700,000	4,700,000
Storm Drain CIP	0	5,450,000	5,450,000
Streets CIP	1,050,000	5,620,000	6,670,000
Water CIP	0	2,750,000	2,750,000
<b>All CIP Funding Sources, FY2017-18</b>	<b>\$6,288,000</b>	<b>\$18,520,000</b>	<b>\$24,808,000</b>

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 No. 68, the City reflected city-wide net pension liabilities of nearly \$47 million in its Statement of Net Position as of June 30, 2016. 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.

In recent years, CalPERS has responded to these 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 voted to reduce the discount rate further, from the current 7.5 percent, to 7.0 percent, over the next three years. While these strategies will hopefully stabilize contribution rates over the long run and ensure the long-term sustainability of the fund, they will no doubt send employer contribution rates even higher in the years to come.

Based on an actuarial report performed to determine the impact of the anticipated discount rate reductions, the City's combined contribution rates for both "Classic "and PEPRA employees are projected to rise to 42 percent (as a percentage of covered payroll) for miscellaneous members, and 86.2 percent for safety members in the next ten to fifteen years. (Current combined rates are 22.9 percent for miscellaneous employees and 40.6 percent for safety employees.) These projected rate escalations will compound existing pension funding challenges of the City, as both the miscellaneous and safety plans are currently less than 75 percent funded.

Given the magnitude of the projected increases, the City Council requested that staff provide alternatives for prefunding these pension liabilities. Although the actual prefunding vehicle has not been established, the fiscal year 2017-18 budget includes \$3.7 million for an initial



contribution to a pension prefunding trust or reserve. This funding is reflected as separate transfers out (expenses) of the City's various operating funds, but the cost will be allocated to all functional areas for financial statement purposes. The initial funding amount was determined through the use of a "target" budget rate for the employer's contributions to CalPERS that is higher than the current required rate. Once the CalPERS rate exceeds the budgeted rate, the trust or reserve can be drawn on to supplement CalPERS contributions. However, this is but one scenario for the prefunding of the City's pension liabilities. Future contributions to the prefunding trust or reserve will be determined with each subsequent year's budget.

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 will increase from 3 percent to 4 percent as of January 1, 2018. 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.

Personnel costs are expected to be approximately \$38.1 million in the new fiscal year, representing 32.4% of the overall expenditures (net of recoveries) from all funds. The City's main operating fund (the General Fund) provides \$29.8 million in appropriations for personnel expenditures, approximately 53.6% 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 (i.e., 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 growing demands on the General Fund in the long-term, the City continues to fund a Renewal and Replacement Reserve in the City's Capital Projects Fund. The FY 2017-18 budget provides funding of \$3 million for an increase to this reserve.

A top priority for the 2016-17 fiscal year that will continue into fiscal year 2017-18 is to develop potential funding options for each of these projects that the Council wishes to initiate in the near future. Due to the nature of deferred capital maintenance, deferral of the inevitable renewal and replacement needs of the City's existing assets creates a capital liability that increases at a higher rate than other liabilities. As such, 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 the

2017-18 fiscal year anticipates a \$1.6 million draw on the General Fund in order to accommodate all of the year's operating and capital needs, fund future renewal and replacement projects, begin prefunding pension obligations, and adjust reserves to target levels. Given the inevitable contraction of business cycles, the ability to save for unfunded capital needs and pension obligations 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 longer-term infrastructure needs and unfunded liabilities will not be easily accommodated. Depending on the duration of the next economic cycle, reduced funding of these long-term demands is apt to be the necessary response, which would further aggravate capital conditions, slow prefunding of pension obligations, 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, continue a pattern of saving for and leveraging investments in the City's infrastructure, and pursue prudent pre-funding of currently unfunded pension obligations. The City is committed to continuing to reflect the community's priorities so that the local quality of life is maintained, no matter what happens nationally or with the economy. Options of future funding to support these priorities are being examined, including the potential of asking the voters to support a local revenue measure at a future election.

## **MAJOR CAPITAL PROJECTS**

### **Parks and Recreation Upgrades (\$3,228,000)**

The budget for fiscal year 2017-18 includes a total of \$3,228,000 for the following Park and Recreation projects:

The Murray soccer field needs a complete upgrade. Installation of synthetic turf (non-rubber) will allow for year-round play, increasing the usage from approximately 1500 hours to 2500 hours, and will reduce water consumption. Many of the City's playgrounds need resurfacing: the Ray Park playground project will improve safety and upgrade the high-use playground with new equipment and resilient surfacing; while the Paloma Park playground project will replace a 20-year old, non-compliant playground that was permanently damaged by vandalism this year. The playground and soccer field projects will cost approximately \$2.6 million. In addition, the Washington Park restroom and the Aquatic Club pool deck will be replaced in FY 2017-18, along with annual playground repair work and tree replacement.

Funding for a City Parks Master Plan is also included in this budget. Based upon input from the community, a comprehensive plan will be developed to prioritize and manage maintenance and upgrades. Such a plan may also help the City become more competitive when applying for grants.

**Public/Community Facilities (\$1,400,000)**

The City owns and maintains 20 public or community facilities with over 200,000 square feet of office space. The proposed budget includes a total of \$1,400,000 for the following public/community facilities upgrade projects:

Fire Stations #34, 35, and 36 need various repairs, including a roof replacement and an updated HVAC system, fire sprinklers, plumbing upgrades, a remodel of some of the living quarters and renovation of bathrooms at Fire Station #35; and replacement of outdated Automatic Transfer Switch (ATS) emergency generators at all three stations.

In addition, there is a need to retrofit all existing high pressure sodium lights in City parking lots and Parks facilities with new LED lights for cost efficiency. The gasoline fuel pump area at the Public Works Corporation Yard needs replacement due to aging and regulatory compliance issues, and an upgrade to the pedestrian access ramp at the Police Station is needed to comply with the Americans with Disabilities Act (ADA).

**Bicycle, Pedestrian, and Traffic Safety (\$1,050,000)**

There are several bicycle, pedestrian and traffic safety improvements that are proposed with an estimated cost of \$1,050,000. These include:

- Improving bicycle safety along California Drive, north of Broadway, by installing Class II bike lanes.
- Using City and federal grant funds to improve pedestrian safety in the vicinity of Hoover School by installing a new sidewalk along Summit Drive near the school.
- Using City and federal grant funds to improve lighting and pedestrian safety along the Broadway corridor.
- Implementing traffic calming measures and conducting a feasibility study for safe alternate bicycle routes through neighborhoods.

Over the course of the next year, City staff will work closely with the Peninsula Corridor Joint Powers Board (PCJPB) on the Broadway grade separation project environmental study and preliminary engineering phase work. This joint effort with the PCJPB is supported by \$3.85M in Measure A funds from the San Mateo County Transportation Authority. High priority residential sidewalk repair work, as identified by the community, will also be addressed during the fiscal year.

**Software and Equipment (\$530,000)**

The City's financial software system is outdated and needs to be replaced. A professional consultant will provide project management services and support the selection and implementation of the new system. Several equipment replacements and upgrades are required within the Police department, including portable radios and the dispatch system. The City also needs an efficient electronic records management system, as there is currently no centralized

document repository, making storage and retrieval of records slow and inefficient. This effort will improve transparency and the ability to respond to public records requests.

**Water Program (\$2,750,000)**

The City owns and maintains over 100 miles of the drinking water distribution system, with five storage reservoirs and several pump stations. Based on a condition assessment of the City's water distribution system, and prioritization of the Capital Improvements Plan, the budget includes funding for a number of improvements to the City's drinking water system::

- Replacement of old cast iron water mains with new PVC/ductile iron pipe (Phases 2 and 3 of the South Rollins Road Water Main Improvement project);
- Preparation of the required bid document to rehabilitate the Lagoon Bridge 12-inch diameter water main;
- Development of engineering design and the preparation of plans, specifications, and cost estimates necessary to prepare the bid documents for the replacement of the old and aging cast iron water mains in two large subdivision with new PVC/ductile iron water mains.

**Sewer Program (\$4,700,000)**

The City owns and maintains over 100 miles of sanitary sewer collection system with several pump stations and the Waste Water Treatment Plant. The proposed work is based on a condition assessment of both components of the waste water collection system and the treatment plant. Improvements to the City's sanitary sewer system funded in the 2017-18 fiscal year budget include:

- Easton Addition, Ray Park and Neighborhood Sewer rehabilitation (\$2,100,000). The project scope consists of rehabilitating over 5,000 linear feet of aging sanitary sewer mains within the upper area of the Easton Addition No. 7 Subdivision and the 1200 block of Mills Avenue, areas identified as high priority in the Sewer Master Plan.
- Improvements to the 1740 Rollins Road Pump Station (\$1,000,000). Rehabilitating the existing deteriorated pump station is critical, as failure of the pump would result in a significant adverse impact to a large part of the city.
- Repairs to the sewer main and sewer root foaming throughout the city.

**Storm Drainage Projects (\$5,450,000)**

In 2009, Burlingame property owners approved a ballot measure to upgrade the aging and deteriorated storm drainage system. Significant improvements have been completed; the additional projects proposed for the current fiscal year include:

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- Upgrading the two storm water pump stations at 1740 Rollins Road and 842 Cowan (\$2,000,000). The project involves the replacement of all pumps and associated electrical and plumbing equipment. The facilities will also be upgraded to meet current building code requirements.
- Improving neighborhood area storm drains (\$1,200,000). This effort will address flooding in various parts of the city and will also focus on areas that were impacted by the 2017 winter storm events.
- Improving storm drain flap gates, repairing culvert crossings and storm drain channels, and drain line cleaning.

### **ACKNOWLEDGEMENTS**

I wish to thank Mayor Ortiz and the City Council for their leadership and support during the FY 2017-18 priority-setting and budget development processes. The budget for the 2017-18 fiscal year represents a spending plan of over \$117 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 Finance staff for their work on the operating and capital budgets, as well as the 2017-18 Budget-In-Brief 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

Citywide Organization Chart

FY 2017-18 Priorities





# 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.

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## ABOUT THE CITY OF BURLINGAME

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### Burlingame Statistics

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Total Population: 30,148

Area: 6.1 square miles on 3,517 acres

Persons per Household: 2.21

Median Household Income: \$94,500

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: 704,000

Library Print & Non-Print Volumes: Approx. 290,707

Sources:  
California Dept. of Finance Population and Housing Estimates  
Department of Finance; City data (2017)

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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.

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## CITY ORGANIZATION BY CRITICAL SERVICE AREA

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### **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, implementation of City policy and strategy, management of City communications and sustainability programs

#### **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,

### **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 City of Burlingame and the Town of Hillsborough; provision of service to the City of Millbrae via contract

### **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

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## ROSTER OF ELECTED OFFICIALS AND APPOINTEES

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Mayor  
Ricardo Ortiz



Vice Mayor  
Michael Brownrigg



Council Member  
Donna Colson



Council Member  
Emily Beach



Council Member  
Ann Keighran



City Manager  
Lisa K. Goldman



City Attorney  
Kathleen Kane

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## EXECUTIVE TEAM

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City Clerk  
Meaghan Hassel-Shearer



Community Development Director  
William Meeker



Finance Director and Treasurer  
Carol Augustine



Public Works Director  
Syed Murtuza



Human Resources Director  
Sonya Morrison



City Librarian  
Brad McCulley



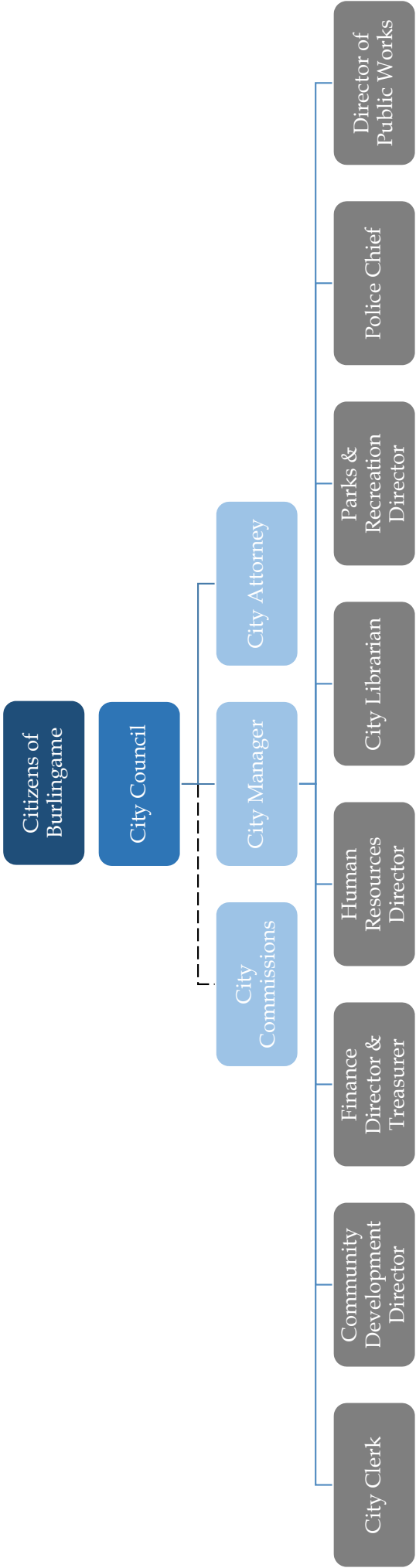
Parks and Recreation Director  
Margaret Glomstad



Police Chief  
Eric Wollman



Central County Fire Chief  
John Kammeyer





## City of Burlingame Fiscal Year 2017-2018 Priorities

### Sustainability

Exceed carbon reduction targets and develop strategies to address changing environmental realities.

### Transportation

Improve roadway safety and reduce congestion for all modes of transportation (cars, pedestrians, and cyclists).

### Housing

Address affordability crisis and retain socioeconomic diversity of our community.

### Infrastructure

Develop near-term, fiscally responsible funding strategies to renovate City facilities.

These four priorities were developed during the January 28, 2017 Annual Goal-Setting Session with input gathered from the community, staff, and the City Council. They were adopted by the City Council during the May 1, 2017 City Council meeting. These priorities are meant to serve as the guiding principles that will help the Council and staff prioritize future initiatives, policies, and strategies.







## Understanding the Budget

Guide to City Budget Process

Guide to Understanding the Budget

Gann Appropriation Limit



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## GUIDE TO CITY BUDGET PROCESS

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### STRATEGIC AND FINANCIAL PLANNING

The budget planning process begins in January with a public goal-setting session. During this session, the City Council, community, and staff discussed and developed four priorities to guide the City during the 2017-18 fiscal year. These priorities—sustainability, housing, transportation, and infrastructure--were adopted by the City Council during the May 1, 2017 City Council meeting.

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](http://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 citywide 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 Stability 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 the Central County Fire Department (CCFD). CCFD is a stand-alone employer recognized by CalPERS.

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 43% of CCFD's budgetary support (based upon the adopted FY 2017-18 CCFD budget).

The CCFD budget is separately adopted by the Fire Board.

A copy of the Fiscal Year 2017-18 Adopted Budget for the Central County Fire Department may be obtained at:

1399 Rollins Road,  
Burlingame, CA 94010

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## GUIDE TO UNDERSTANDING THE BUDGET

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### 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, 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.

## **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.

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

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## ARTICLE XIII(B) GANN APPROPRIATION LIMIT

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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:

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### CALCULATION OF GANN APPROPRIATION LIMIT

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2016-17 Appropriation Limit - Restated	74,276,991
State of California Inflation Factor	1.036900
Percentage Change City Population	0.780000
State of California Population Factor	1.007800
Total Allowable Adjustment	1.044988
2017-18 Appropriation Limit	77,618,551
Proceeds of Taxes	61,216,805
Exclusions:	
Qualified Capital Projects and Debt	-22,525,072
Appropriation Subject to Limit	38,691,733
2017-18 Appropriation Limit	77,618,551
Appropriation Subject to Limit	38,691,733
Over/(Under) Limit	-38,926,818



## Budget Summaries, Charts & Graphs

### Key Budgetary Assumptions

Chart – Proposed FY 2017-18 Citywide Revenue by Type

Budget Summary - Estimated Revenues and Interfund Transfers

Chart – General Fund Revenues from FY 2008 - 2018

Chart – Property Tax Revenues from FY 2008 - 2018

Chart – Where Do Your Burlingame Property Tax Dollars Go?

Chart – Transient Occupancy Tax Revenues from FY 2008 - 2018

Chart – Sales and Use Tax Revenues from FY 2008 –2018

Chart – Proposed FY 2017-18 Expenses by Type

Budget Summary – Expenses by Department and Type

Chart – Proposed FY 2017-18 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 Unrestricted Net Position – Water, Sewer and Parking Enterprises



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## KEY BUDGETARY ASSUMPTIONS

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

### GENERAL ECONOMIC OUTLOOK

The State's economy grew moderately in 2016, with signs of improving strength in the latter half of the year and into the first quarter of 2017. Multiple sectors contributed to this strength including technology, health care, leisure and hospitality, and professional services. Job growth was steady, and in January 2017, the State's unemployment rate fell to 5.1 percent, the lowest level in 10 years. Housing price gains have been mixed at the state level, with demand supported by low interest rates but supply constrained by weak new construction and low availability of existing homes. The San Francisco Bay area, however, has seen strong demand and rising prices due to solid job growth. Home prices in the region are expected to continue to increase, making affordability and rising rental costs of particular concern. High local housing costs and changes in shopping habits have contributed to slowing consumer spending and greater uncertainty in the outlook for related sales tax revenue. Overall, the local economy is stable, with continued growth expected. However, the current recovery is maturing, and the City must be cognizant of the potential for another downturn or recession to emerge and budget prudently.

Economic Indicator	Projected 2016-17	Forecast 2017-18
U.S. Real GDP Growth	2.1%	2.3%
U.S. CPI Inflation	2.4%	2.4%
U.S. Unemployment Rate	4.7%	4.6%
California Non-Farm Employment Growth	2.2%	1.9%
California Unemployment Rate	5.1%	5.1%
California Median Existing Home Price Growth	8.0%	1.6%
California Median Existing Home Price	\$456,056	\$463,176

*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.

At the State level, data from the California Association of Realtors shows that the median sales price of single-family homes rose by 6.8%, year-over-year, as of March 2017. New sales listings continued to decline, putting further upward pressure on prices, with San Francisco County showing the highest home price per square foot, followed closely by San Mateo. A vibrant technology sector and strong local job growth should support regional home prices and property tax revenue in the coming year. Within the City's jurisdiction, the County shows assessed property values have grown at 5.27% since the beginning of the fiscal year, indicating a stable 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 ERAF monies, these distributions are projected to decline and could be eliminated in the near future.

- **Despite a projected 5.27% increase in the City's secured property assessed values, property tax receipts are projected to only rise modestly over the next fiscal year, due to the uncertainty of distributions from the County's ERAF.**

#### **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. This trend is expected to continue in future fiscal years. 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 nearly \$1.5 million in excess ERAF in the current fiscal year, but as this revenue is uncertain, it has been budgeted conservatively for fiscal year 2017-18.

- **The proposed budget assumes that the City will receive \$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 was effective for four years, from January 1, 2013, through December 31, 2016. As of January 1, 2017 the statewide sales tax rate returned to its prior level of 7.25%.

In November 2012, San Mateo County voters 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 8.75%, as of January 1, 2017.

Although overall sales tax receipts have been stable as the local economy has improved, the proposed sales tax revenue budget for fiscal year 2017-18 reflects a slight slowdown in the City's Auto and Transportation sector. Cyclical factors and a continuing growth in the use of ride sharing services are tempering sales growth.

- **The City's sales and use tax revenue projection assumes that growth in taxable sales transactions will slow in fiscal year 2017-18.**

## 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 occupancy and 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. Because this revenue source is so volatile, funds received during times of strong economic performance can be used to bolster reserves and tapped when conditions turn downward.

Fiscal year 2016-17 TOT revenue is projected to be 0.8% higher than originally anticipated, reflecting relatively high occupancy rates. Occupancy is currently averaging a strong 84.9%, slightly higher than the initial estimate of 84.7%. For fiscal year 2017-18, taking into account current strength but also acknowledging the uncertainty of future travel activity, TOT revenue is expected to grow 2.5%.

- **The proposed budget of nearly \$26.9 million assumes a 2.5% increase in TOT revenues from the current fiscal year anticipated receipts of \$26.2 million.**

## WATER & SEWER RATES

The severe statewide drought over the last several years resulted in an aggressive campaign of water conservation. 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. Burlingame impressively exceeded this mandate by conserving approximately 29% of water use compared to the baseline period. As water consumption decreased, revenue to the City from water charges also decreased, an impact partially offset by the reduction in the amount of wholesale water purchased from the San Francisco Public Utilities Commission (SFPUC).



As the City's water wholesale water supplier, the SFPUC has nearly quadrupled water rates in the last ten years. Increases at the wholesale level are needed to fund the SFPUC's ongoing \$4.6 billion Water System Improvement Project. In December 2016, authorized by Resolution No. 112-2016, the City Council established water rates for the next three calendar years, increasing rates 9% in 2017, 7.5% in 2018, and 7.5% in 2019.

The most recent winter/spring season brought heavy rain and snow, providing substantial relief and supporting sustained reductions in water consumption. For fiscal year 2017-18, water consumption levels are expected to be flat.

- **The proposed budget assumes revenue of approximately \$18.0 million for the Water Enterprise and \$16.2 million for the Sewer Enterprise. The assumption is based on currently enacted rates and conservative consumption forecasts. The budget provides for increased capital spending in order to maintain the quality of infrastructure supporting these major utilities.**

## **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's 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%.

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

## **WAGES AND BENEFITS OTHER THAN RETIREMENT BENEFITS**

The 2017-18 fiscal year budget expenditures include an additional 2.80 full time equivalent (FTE) positions, which are needed to carry out the City's priorities, as well as several position reclassifications. In addition, several reclassifications were generally 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 general, wages have increased based on the negotiated MOU's for each bargaining unit (2-3%), along with certain benefit increases.

- **The proposed General Fund budget assumes a \$1.7 million increase in wages and benefits 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 contribution rates in recent years, with lower earnings forecasted, new actuarial methods, and a projection of longer life spans. In order to fund CalPERS pensions, the blended (Classic and PEPRA combined) employer contribution rates for the City's employees for the upcoming fiscal year are 45.2% for Safety personnel and 24.6% for Miscellaneous personnel, up from the 40.6% and 22.9%, respectively, charged in the 2016-17 fiscal year.

- **The proposed General Fund budget assumes that increased employer rates and required lump-sum payments to CalPERS will increase pension costs by \$587,000 in the upcoming fiscal year.**

## PENSION LIABILITY STRATEGY

Earlier this year, CalPERS voted to reduce its investment return assumption to 7 percent from 7.5 percent over the course of three years. This comes after several years of lower-than-expected rates of return on its investment portfolio; the resulting shortfalls must be offset by larger employer contributions. More realistic assumptions will add transparency to the true level of funding needed to ensure CalPERS has the resources to meet its obligations to retiring workers in the future. However, this reduction in the discount rate will result in a significant increase in the City's Miscellaneous and Safety employer contribution rates.

The rates provided by CalPERS through FY 2017-18 and the estimated rates derived through a recently completed actuarial study by Bartel & Associates show the City's contribution rates rising from the current 22.9% for Miscellaneous employees and 42.0% for Safety employees to 40.6% and 86.2%, respectively, over the next 10 to 15 years. These rates reflect blended rates for Classic and PEPRA employees.

The City's total estimated unfunded pension liability is \$49.3 million per the June 30, 2015 valuation date. To address the gap between its pension obligations and the assets set aside to fund them, the City plans to budget at contribution rates above the actual CalPERS rates over the next several years, putting the excess funds in a trust or reserve fund. Beginning with fiscal year 2017-18, the City will budget employer contribution rates at 37.7% and 76.9% (for Miscellaneous and Safety plans, respectively) generating an additional \$3.7 million over the required rates for this initial year. Once actual rates (required by CalPERS) exceed the budgeted rates, drawdowns from the trust or reserve will be made to meet the City's obligations. The effect of this fiscal plan is to smooth out rising pension costs over multiple budgets. Each year, the budgeted rate will be evaluated and adjusted as necessary during the budget study session.

- **The proposed budget assumes the establishment of a pension trust or reserve fund and setting aside \$3.7 million over the required employer contributions to CalPERS in fiscal year 2017-18.**

## INTERNAL SERVICE FUND CHARGES

Funded through charges to City departments, the Administrative/Information Technology Services Internal Service Fund (ISF) is used to account mainly for the City's information technology and printing services, which reflect an allocation of the citywide costs of various activities. Although the budget for the Administrative/Information Technology Services ISF includes an increase of 4% in the contract for IT services with Redwood City, several other cost increases are reflected in the fund's budget for FY2017-18, which will push allocations to all City departments (charges for services) higher. For example, the increased costs of cybersecurity and scanning the citywide records for enhanced electronic retention were included in the proposed budget.

The Facility Services ISF allocation increased due not only to an increase in wage and benefits costs, which increased for both full and part-time employees, but as a result of CCFD no longer participating in the Facility Services allocation. CCFD will assume much of the routine maintenance on Fire facilities, freeing up Facility Services resources for other City buildings. The General Liability ISF allocation increase is due largely to an increase in contractual services, such as investigations.

- **The proposed budget assumes increases to the internal service funds for Admin/IT Services, Facilities, and General Liability, in the amounts of 20.3%, 12.84%, and 25.3%, or \$156,000, \$147,000, and \$229,000, respectively.**

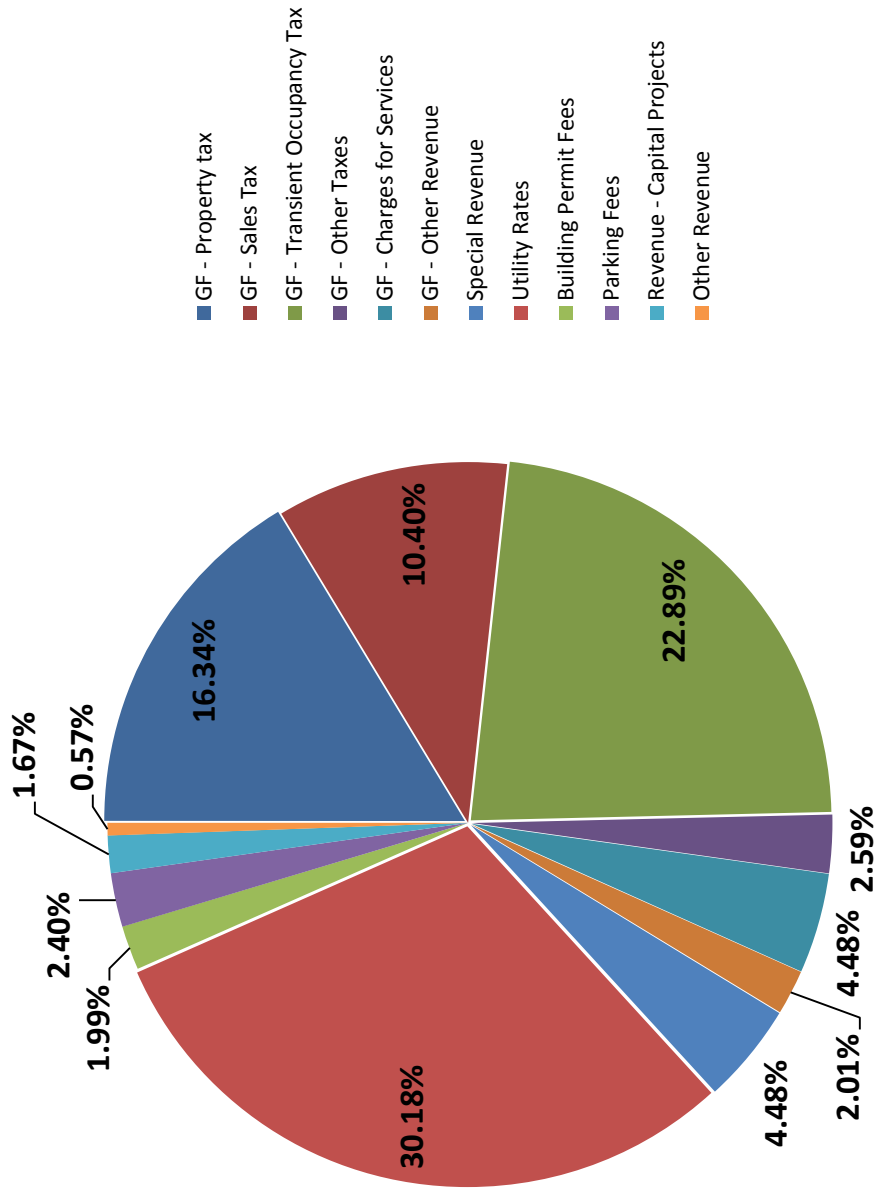
## CENTRAL COUNTY FIRE DEPARTMENT BUDGET PRESENTATION

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. Costs associated with the CCFD budget that are NOT reimbursed as part of the agreement 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. In addition, the costs of workers' compensation for coverage of claims incurred prior to the merger are included in the City's budget. In December 2014, CCFD entered into a contract to provide fire protection services to the City of Millbrae, further reducing the cost of Fire services per capita for participating cities.

CCFD's FY 2017-18 operating budget as approved in April, reflects a decrease of approximately 2% (\$104,000) from the FY 2016-17 adopted budget.

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

## Proposed FY 2017-18 Citywide Revenue by Type



CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2017-18  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 PROPOSED
<b>GENERAL FUND</b>				
Current Secured Property Tax	11,946,937	12,717,000	12,843,000	13,614,000
Secured Supplemental Property Tax (SB 813)	455,228	500,000	500,000	545,000
Current Unsecured Property Tax	656,423	705,000	680,000	700,000
Unsecured Personal Property Tax	(7,374)	(16,000)	(16,000)	(17,000)
Property Tax in-lieu of VLF	2,849,279	3,019,000	3,063,000	3,247,000
Unitary Tax	283,469	301,000	291,000	300,000
ERAF Refund	1,461,327	800,000	1,490,000	800,000
<b>Subtotal - Property Taxes</b>	<b>17,645,289</b>	<b>18,026,000</b>	<b>18,851,000</b>	<b>19,189,000</b>
Sales & Use Tax	10,203,203	11,825,000	11,996,000	12,051,000
Sales Tax Compensation Fund (Triple Flip)	2,475,469	-	-	-
Prop 172 Public Safety Fund (Sales Tax)	149,001	144,000	154,000	154,000
<b>Subtotal - Sales and Use Tax</b>	<b>12,827,673</b>	<b>11,969,000</b>	<b>12,150,000</b>	<b>12,205,000</b>
Transient Occupancy Tax	26,092,240	26,000,000	26,216,000	26,871,000
<b>Subtotal - Transient Occupancy Taxes</b>	<b>26,092,240</b>	<b>26,000,000</b>	<b>26,216,000</b>	<b>26,871,000</b>
Real Property Transfer Tax	499,514	477,000	292,000	360,000
State Homeowner Property Tax Reimbursement	63,710	66,000	62,000	62,000
Business License Tax	985,568	990,000	990,000	994,000
PG&E - Franchise Tax -- Natural Gas	97,415	93,000	93,000	94,000
PG&E - Franchise Tax -- Surcharge (SB278)	12,450	17,000	17,000	17,000
PG&E - Franchise Tax -- Electricity	203,696	202,000	202,000	204,000
PG&E - Franchise Tax -- Surcharge-Prior Year	25,225	20,000	20,000	20,000
Franchise Tax -- Solid Waste	699,539	717,000	717,000	724,000
Comcast - Franchise Tax -- Cable Television (5%)	437,018	424,000	440,000	444,000
Astound - Franchise Tax -- Cable Television (5%)	25,079	24,000	24,000	25,000
AT&T Video Service Franchise Tax	104,336	101,000	101,000	102,000
<b>Subtotal - Other Taxes</b>	<b>3,153,551</b>	<b>3,131,000</b>	<b>2,958,000</b>	<b>3,046,000</b>
<b>TOTAL TAXES</b>	<b>59,718,753</b>	<b>59,126,000</b>	<b>60,175,000</b>	<b>61,311,000</b>
Overnight Parking Permits	14,590	14,000	14,000	14,000
Taxi Licenses	10,608	14,000	14,000	14,000
Taxicab Inspections	274	-	-	500
Alarm Permit Fees	60,682	60,000	60,000	60,000
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>86,154</b>	<b>88,000</b>	<b>88,000</b>	<b>88,500</b>
Parking Citations	767,774	820,000	820,000	800,000
Vehicle Code Fines	94,219	122,000	122,000	100,000
Code Enforcement Citations	2,400	-	-	1,500
<b>TOTAL FINES, FORFEITURES AND PENALTIES</b>	<b>864,393</b>	<b>942,000</b>	<b>942,000</b>	<b>901,500</b>
Interest Income	757,153	389,000	630,000	945,000
Lease Payments	110,737	127,000	115,000	120,000
Golf Center Lease Payments	89,459	79,000	46,000	45,000
<b>TOTAL USE OF MONEY AND PROPERTY</b>	<b>957,349</b>	<b>595,000</b>	<b>791,000</b>	<b>1,110,000</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2017-18  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 PROPOSED
False Alarm Charges	22,892	13,000	13,000	13,000
Falses Alarm Charges - Collections	414	1,000	1,000	1,000
Massage Operator and Practionar	-	-	-	2,000
Special Police Services	9,452	1,500	1,500	2,000
Livescan Fees	4,567	4,000	4,000	4,000
Police Booking Fees - County	(1,781)	5,100	5,100	5,000
Police Booking Fees - City	254	2,100	2,100	2,000
Vehicle Release Charges	23,044	36,000	36,000	37,000
State Highway Maintenance	25,000	35,000	35,000	35,000
Public Works Fees and Services	374,307	405,000	837,000	440,000
Library Fees and Services	88,426	78,000	78,000	74,000
Passport Intake	-	60,000	15,000	60,000
Library Service to Town of Hillsborough	531,082	550,000	615,000	645,000
Recreation Fees and Services	2,637,298	2,602,000	2,602,000	2,962,000
Aquatics Reimbursement	-	176,000	176,000	130,000
Parks Special Services	100,498	120,000	120,000	105,000
Arborist Plan Check & Inspections	13,204	18,000	18,000	18,000
Arborist Planning Fees	15,556	17,500	17,500	18,000
Protected Tree Application Fee and Banner Fee	19,314	17,000	17,000	17,000
Filing and Certification Fees	374	500	500	500
Special Event Permit Fee	615	-	-	500
Nomination/Filing/Certification Fees	1,460	-	-	-
Amusement/Entertainment Permit Fee	198	-	-	-
Zoning & Plan Check Services	200,721	190,000	190,000	195,700
Use Permit Fees	36,500	36,500	36,500	36,500
2nd Unit Amnesty Fee	176	-	-	-
Planning Fees	340,016	400,000	400,000	425,000
Plan Check Fees - Engineering	22,689	23,000	23,000	25,300
SMCCVB Processing Fee	4,000	4,000	4,000	4,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>4,470,274</b>	<b>4,795,200</b>	<b>5,247,200</b>	<b>5,257,500</b>
Police Officer Standards/Training Reimbursement	5,342	10,000	-	-
SLESF COPS Grant	124,300	100,000	100,000	100,000
State Motor Vehicle in Lieu of Tax	12,060	-	-	-
State Mandated Cost Reimbursements	686	10,000	-	-
AB 1546 C/CAG Vehicle Registration Fees & Measure M	4,141	134,000	134,000	134,000
<b>TOTAL FEDERAL &amp; STATE SUBVENTIONS</b>	<b>146,530</b>	<b>254,000</b>	<b>234,000</b>	<b>234,000</b>
Utility Reimbursements	(1,380)	500	500	500
Abandoned Vehicle Abatement Charges	-	30,000	-	-
Sale of Property	878	-	-	-
Litigation Settlement	2,734	-	-	-
Miscellaneous Revenue	33,742	-	30,000	30,000
<b>TOTAL OTHER REVENUE</b>	<b>35,974</b>	<b>30,500</b>	<b>30,500</b>	<b>30,500</b>
<b>GENERAL FUND, BEFORE TRANSFERS</b>	<b>\$ 66,279,426</b>	<b>\$ 65,830,700</b>	<b>\$ 67,507,700</b>	<b>\$ 68,933,000</b>

**CITY OF BURLINGAME, CA**  
**PROPOSED BUDGET FISCAL YEAR 2017-18**  
**ESTIMATED REVENUES AND INTERFUND TRANSFERS**

<b>FUND AND DESCRIPTION</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 BUDGET</b>	<b>2016-2017 EST. ACTUAL</b>	<b>2017-2018 PROPOSED</b>
Transfer In (Out) from Gas Tax Fund	6,000	6,000	6,000	6,000
Transfer In (Out) from Water Fund	1,167,108	1,183,938	1,183,938	1,293,887
Transfer In (Out) from Sewer Fund	1,031,524	1,048,354	1,048,354	1,085,859
Transfer In (Out) from Traffic Safety Fund	43,201	-	-	-
Transfer In (Out) from Solid Waste Fund	115,200	115,200	86,600	86,600
Transfer In (Out) from Storm Drain Fund	15,000	15,000	15,000	(29,829)
Transfer In (Out) from Development Impact Fee Fund	1,774	-	-	-
Transfer In (Out) from Local Grants & Donations Fund	(10,000)	-	-	-
Transfer In (Out) from Parking Fund	355,394	319,531	319,531	326,927
Transfer In (Out) from Building Fund	91,800	91,800	91,800	99,000
Transfer In (Out) from CIP Renewal & Replacement Reserve	(10,500,000)	(3,000,000)	(7,000,000)	(3,000,000)
Transfer In (Out) from Shuttle Bus Fund	(85,500)	(120,500)	(120,500)	(140,000)
Transfer In (Out) from Burlingame Finance Authority	(6,404,731)	(5,756,745)	(5,756,745)	(5,579,688)
Transfer In (Out) from Facilities CIP	(1,870,000)	(1,410,000)	(1,410,000)	(2,010,000)
Transfer In (Out) from Streets CIP	(1,260,000)	(1,700,000)	(2,200,000)	(1,050,000)
Transfer In (Out) from Parks & Trees CIP	(1,155,000)	(1,575,000)	(1,615,000)	(3,228,000)
Transfer In (Out) from Equipment Services Fund	-	(102,512)	-	-
Transfer In (Out) from Special Assessment District	279,044	310,007	310,007	310,000
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(18,179,186)</b>	<b>(10,574,927)</b>	<b>(15,041,015)</b>	<b>(11,829,244)</b>
Transfer In (Out) Pension Trust Fund	-	-	-	(3,139,920)
<b>GENERAL FUND REVENUE, NET OF TRANSFERS</b>	<b>\$ 48,100,240</b>	<b>\$ 55,255,773</b>	<b>\$ 52,466,685</b>	<b>\$ 53,963,836</b>

**SPECIAL REVENUE FUNDS**

**TRAFFIC SAFETY FUND**

Transfer In (Out) from General Fund	(43,201)	-	-	-
<b>TRAFFIC SAFETY FUND, NET OF TRANSFERS</b>	<b>\$ (43,201)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**BURLINGAME AVENUE SPECIAL ASSESSMENT DISTRICT**

Special Assessment Revenue	310,094	294,000	310,000	310,000
Interest Income	6,844	4,000	6,000	9,000
<b>SPECIAL ASSESSMENT, BEFORE TRANSFERS</b>	<b>316,938</b>	<b>298,000</b>	<b>316,000</b>	<b>319,000</b>

Transfer In (Out) to General Fund	(279,044)	(310,007)	(310,007)	(310,000)
<b>SPECIAL ASSESSMENT, NET OF TRANSFERS</b>	<b>\$ 37,894</b>	<b>\$ (12,007)</b>	<b>\$ 5,993</b>	<b>\$ 9,000</b>

**FEDERAL & STATE GRANTS**

CA Office of Traffic Safety STEP Grant (DUI)	98,978	-	-	-
CA Office of Traffic Safety STEP Grant (Traffic Safety)	66,132	-	-	-
Bullet Proof Vest Partnership Grant	409	10,000	9,400	-
California State Library Grant - Wheels Outreach Bicycle	6,900	-	-	-
California State Library Grant - Community Podcast	4,998	-	-	-
<b>FEDERAL &amp; STATE GRANTS</b>	<b>\$ 177,416</b>	<b>\$ 10,000</b>	<b>\$ 9,400</b>	<b>\$ -</b>



CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2017-18  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 PROPOSED
<b>MEASURE A &amp; GAS TAX FUND</b>				
Measure A Sales Tax	767,021	824,000	824,000	824,000
Interest Income	61,675	33,000	56,200	85,000
Section 2103 -- Excise Tax	153,544	71,000	72,000	119,000
Section 2106--New Construction	122,036	96,000	111,000	280,600
Section 2107--Maintenance and Construction	218,521	259,000	227,000	223,000
Section 2107.5 - Administration	6,000	6,000	6,000	6,000
Section 2105--Proposition 111 Gas Tax	167,817	187,000	176,000	206,800
<b>MEASURE A &amp; GAS TAX, BEFORE TRANSFERS</b>	<b>1,496,614</b>	<b>1,476,000</b>	<b>1,472,200</b>	<b>1,744,400</b>
Transfer In (Out) from General Fund	(6,000)	(6,000)	(6,000)	(6,000)
Transfer In (Out) from Capital Projects Fund	(1,248,000)	(2,200,000)	(2,200,000)	(3,654,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(1,254,000)</b>	<b>(2,206,000)</b>	<b>(2,206,000)</b>	<b>(3,660,000)</b>
<b>MEASURE A &amp; GAS REVENUE, NET OF TRANSFERS</b>	<b>\$ 242,614</b>	<b>\$ (730,000)</b>	<b>\$ (733,800)</b>	<b>\$ (1,915,600)</b>
<b>PUBLIC TV ACCESS FUND</b>				
PEG Access Fees	113,535	110,000	110,000	110,000
Interest Income	5,921	-	5,000	8,000
<b>PUBLIC TV REVENUE</b>	<b>119,456</b>	<b>110,000</b>	<b>115,000</b>	<b>118,000</b>
<b>DEVELOPMENT FEES FUND</b>				
Public Facilities Impact Fee	190,797	-	-	-
North Burlingame Development Fee	76,271	-	-	-
Burlingame Ave Parking in lieu Fees	45,527	-	-	-
Interest Income	13,772	-	12,600	19,000
<b>DEVELOPMENT FEES, BEFORE TRANSFERS</b>	<b>326,367</b>	<b>-</b>	<b>12,600</b>	<b>19,000</b>
Transfer In (Out) from General Fund	(1,774)	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(1,774)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEVELOPMENT FEES, NET OF TRANSFERS</b>	<b>\$ 324,593</b>	<b>\$ -</b>	<b>\$ 12,600</b>	<b>\$ 19,000</b>
<b>STORM DRAIN FUND</b>				
Storm Drainage Fees	2,712,328	2,830,000	2,830,000	2,825,200
Interest Income	172,361	79,000	157,000	236,000
<b>STORM DRAIN REVENUE, BEFORE TRANSFERS</b>	<b>2,884,689</b>	<b>2,909,000</b>	<b>2,987,000</b>	<b>3,061,200</b>
Transfer In (Out) from General Fund	(15,000)	(15,000)	(15,000)	29,829
Transfer In (Out) from Capital Projects Fund	(1,400,000)	-	-	-
Transfer In (Out) from Burlingame Financing Authority	(1,414,679)	(2,252,410)	(2,252,410)	(2,059,239)
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>(2,829,679)</b>	<b>(2,267,410)</b>	<b>(2,267,410)</b>	<b>(2,029,410)</b>
<b>STORM DRAIN, NET OF TRANSFERS</b>	<b>\$ 55,010</b>	<b>\$ 641,590</b>	<b>\$ 719,590</b>	<b>\$ 1,031,790</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2017-18  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 PROPOSED
<b>ENTERPRISE FUNDS</b>				
<b>WATER ENTERPRISE FUND</b>				
Sales	14,966,780	16,200,000	16,200,000	17,415,000
Penalties	33,535	30,000	30,000	30,000
Flows and Turn-ons	390	500	500	500
Fire Services	32,746	29,000	29,000	29,000
Taps for New Meters	124,329	120,000	120,000	120,000
Sale of Recyclable	8,338	-	-	-
Interest Income	271,269	136,000	247,000	370,500
Miscellaneous Revenue	12,321	8,000	-	-
<b>WATER FUND REVENUE, BEFORE TRANSFERS</b>	<b>15,449,709</b>	<b>16,523,500</b>	<b>16,626,500</b>	<b>17,965,000</b>
Transfer In (Out) to Water Capital Projects Fund	(2,500,000)	(2,500,000)	(2,500,000)	(2,750,000)
Transfer In (Out) from Water Capital Projects Fund	6,404,112	2,500,000	2,500,000	2,750,000
Transfer In (Out) from General Fund	(1,167,108)	(1,183,938)	(1,183,938)	(1,293,887)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>2,737,004</b>	<b>(1,183,938)</b>	<b>(1,183,938)</b>	<b>(1,293,887)</b>
Transfer In (Out) Pension Trust Fund	-	-	-	(205,573)
<b>WATER FUND, NET OF TRANSFERS</b>	<b>\$ 18,186,713</b>	<b>\$ 15,339,562</b>	<b>\$ 15,442,562</b>	<b>\$ 16,465,540</b>
<b>SEWER ENTERPRISE FUND</b>				
Service Charges	14,181,426	14,700,000	14,700,000	14,700,000
Charges to Other Agencies	1,305,634	1,020,000	1,020,000	1,020,000
Discharge Permits	87,973	100,000	100,000	100,000
Connection Fees	59,307	8,000	8,000	8,000
Interest Income	250,656	121,000	228,600	343,000
<b>SEWER FUND REVENUE, BEFORE TRANSFERS</b>	<b>15,884,995</b>	<b>15,949,000</b>	<b>16,056,600</b>	<b>16,171,000</b>
Transfer In (Out) to Sewer Capital Projects Fund	(4,200,000)	(4,700,000)	(4,700,000)	(4,700,000)
Transfer In (Out) from Sewer Capital Projects Fund	10,534,306	4,700,000	4,700,000	4,700,000
Transfer In (Out) from General Fund	(1,031,524)	(1,048,354)	(1,048,354)	(1,085,859)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>5,302,782</b>	<b>(1,048,354)</b>	<b>(1,048,354)</b>	<b>(1,085,859)</b>
Transfer In (Out) Pension Trust Fund	-	-	-	(169,791)
<b>SEWER FUND, NET OF TRANSFERS</b>	<b>\$ 21,187,778</b>	<b>\$ 14,900,646</b>	<b>\$ 15,008,246</b>	<b>\$ 14,915,350</b>
<b>SOLID WASTE MANAGEMENT FUND</b>				
AB939 Administration	174,885	174,000	174,000	174,000
Management Fee	115,200	115,200	86,600	86,600
Household Hazardous Waste Fee	3,540	-	-	-
Rate Stabilization Fee	174,885	173,500	112,500	112,500
Steam Cleaning Downtown	75,000	75,000	116,500	116,500
Street Sweeping Fee	234,980	235,000	263,300	263,300
Interest Income	77,914	28,000	71,000	107,000
Miscellaneous Revenue	32,742	-	31,200	-
<b>SOLID WASTE, BEFORE TRANSFERS</b>	<b>889,146</b>	<b>800,700</b>	<b>855,100</b>	<b>859,900</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2017-18  
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 PROPOSED
Transfer In (Out) from Building Fund	162,073	-	34,695	-
Transfer In (Out) from General Fund	(115,200)	(115,200)	(86,600)	(86,600)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>46,873</b>	<b>(115,200)</b>	<b>(51,905)</b>	<b>(86,600)</b>
Transfer In (Out) Pension Trust Fund	-	-	-	(30,101)
<b>SOLID WASTE, NET OF TRANSFERS</b>	<b>\$ 936,018</b>	<b>\$ 685,500</b>	<b>\$ 803,195</b>	<b>\$ 743,199</b>
<b>LANDFILL FUND</b>				
Landfill Closure	437,212	434,000	434,000	434,000
<b>LANDFILL FUND, BEFORE TRANSFERS</b>	<b>437,212</b>	<b>434,000</b>	<b>434,000</b>	<b>434,000</b>
Transfer In (Out) Pension Trust Fund	-	-	-	(4,752)
<b>LANDFILL FUND, NET OF TRANSFERS</b>	<b>\$ 437,212</b>	<b>\$ 434,000</b>	<b>\$ 434,000</b>	<b>\$ 429,248</b>
<b>BUILDING INSPECTION FUND</b>				
Construction Permits	1,291,505	1,180,000	1,180,000	1,180,000
Building Plan Check Fees	906,080	1,010,000	1,529,000	1,010,000
Imaging Fees	58,240	40,000	40,000	40,000
Interest Income	78,525	38,000	71,600	107,000
Miscellaneous Income	328,850	-	-	-
<b>BUILDING INSPECTION, BEFORE TRANSFERS</b>	<b>2,663,200</b>	<b>2,268,000</b>	<b>2,820,600</b>	<b>2,337,000</b>
Transfer In (Out) from Solid Waste Fund	(162,073)	-	(34,695)	-
Transfer In (Out) from General Fund	(91,800)	(91,800)	(91,800)	(99,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(253,873)</b>	<b>(91,800)</b>	<b>(126,495)</b>	<b>(99,000)</b>
Transfer In (Out) Pension Trust Fund	-	-	-	(82,011)
<b>BUILDING, NET OF TRANSFERS</b>	<b>\$ 2,409,327</b>	<b>\$ 2,176,200</b>	<b>\$ 2,694,105</b>	<b>\$ 2,155,989</b>
<b>PARKING ENTERPRISE FUND</b>				
Parking Fees	2,281,495	2,335,000	2,335,000	2,335,000
Monthly Parking Permits	356,142	322,000	356,000	356,000
Electric Vehicle Charging Station	11,618	-	12,000	12,000
Interest Income	83,975	33,000	76,700	115,000
<b>PARKING REVENUE, BEFORE TRANSFERS</b>	<b>2,733,230</b>	<b>2,690,000</b>	<b>2,779,700</b>	<b>2,818,000</b>
Transfer In (Out) from Parking Capital Projects Fund	636,385	-	-	-
Transfer In (Out) to General Fund	(355,394)	(319,531)	(319,531)	(326,927)
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>280,991</b>	<b>(319,531)</b>	<b>(319,531)</b>	<b>(326,927)</b>
Transfer In (Out) Pension Trust Fund	-	-	-	(19,122)
<b>PARKING REVENUE, NET OF TRANSFERS</b>	<b>\$ 3,014,221</b>	<b>\$ 2,370,469</b>	<b>\$ 2,460,169</b>	<b>\$ 2,471,951</b>
<b>INTERNAL SERVICE FUNDS</b>				
Miscellaneous Revenue (Non-City)	636,102	207,039	207,039	416,100
<b>ISF REVENUE, BEFORE TRANSFERS</b>	<b>636,102</b>	<b>207,039</b>	<b>207,039</b>	<b>416,100</b>
Transfer In (Out) from General Fund	-	102,512	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>102,512</b>	<b>-</b>	<b>-</b>
Transfer In (Out) Pension Trust Fund	-	-	-	3,651,270
<b>ISF REVENUE, NET OF TRANSFERS</b>	<b>\$ 636,102</b>	<b>\$ 309,551</b>	<b>\$ 207,039</b>	<b>\$ 4,067,370</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2017-18  
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 PROPOSED
<b>CAPITAL PROJECT FUNDS (ALL FUNDS, PROGRAMS &amp; SUB-PROGRAMS)</b>				
Federal, State or Local Grants	438,506	-	-	-
Strategic Growth Grant - GP Update	40,156	-	-	-
OBAG2 Programs	-	-	-	1,966,000
<b>CAPITAL PROJ REVENUE, BEFORE TRANSFERS</b>	<b>478,662</b>	<b>-</b>	<b>-</b>	<b>1,966,000</b>
Transfer In (Out) from General Fund (CIP Projects)	4,285,000	4,685,000	5,225,000	6,288,000
Transfer In (Out) from General Fund (CIP Reserve)	10,500,000	3,000,000	7,000,000	3,000,000
Transfer In (Out) from Gas Tax & Measure A Fund	1,248,000	2,200,000	2,200,000	3,654,000
Transfer In (Out) from Water Capital Projects Fund	(3,904,112)	-	-	-
Transfer In (Out) from Sewer Capital Projects Fund	(6,334,306)	-	-	-
Transfer In (Out) from Other Local Grants & Donations	55,250	-	-	-
Transfer In (Out) from Parking Capital Projects Fund	(636,385)	-	-	-
Transfer In (Out) from Storm Drain Fund	1,551,948	-	-	-
Transfer In (Out) from Burlingame Financing Authority	1,489,056	5,050,000	5,050,000	5,450,000
<b>TOTAL INTERFUND TRANSFERS</b>	<b>8,254,451</b>	<b>14,935,000</b>	<b>19,475,000</b>	<b>18,392,000</b>
<b>CAP PROJ REVENUE, NET OF TRANSFERS</b>	<b>\$ 8,733,113</b>	<b>\$ 14,935,000</b>	<b>\$ 19,475,000</b>	<b>\$ 20,358,000</b>

**OTHER FUNDS**

**SHUTTLE BUS PROGRAM FUND**

Grants & Contributions	63,200	63,200	63,200	64,150
<b>SHUTTLE REVENUE, BEFORE TRANSFERS</b>	<b>63,200</b>	<b>63,200</b>	<b>63,200</b>	<b>64,150</b>
Transfer In (Out) from General Fund	85,500	120,500	120,500	140,000
<b>TOTAL INTERFUND TRANSFERS</b>	<b>85,500</b>	<b>120,500</b>	<b>120,500</b>	<b>140,000</b>
<b>SHUTTLE REVENUE, NET OF TRANSFERS</b>	<b>\$ 148,700</b>	<b>\$ 183,700</b>	<b>\$ 183,700</b>	<b>\$ 204,150</b>

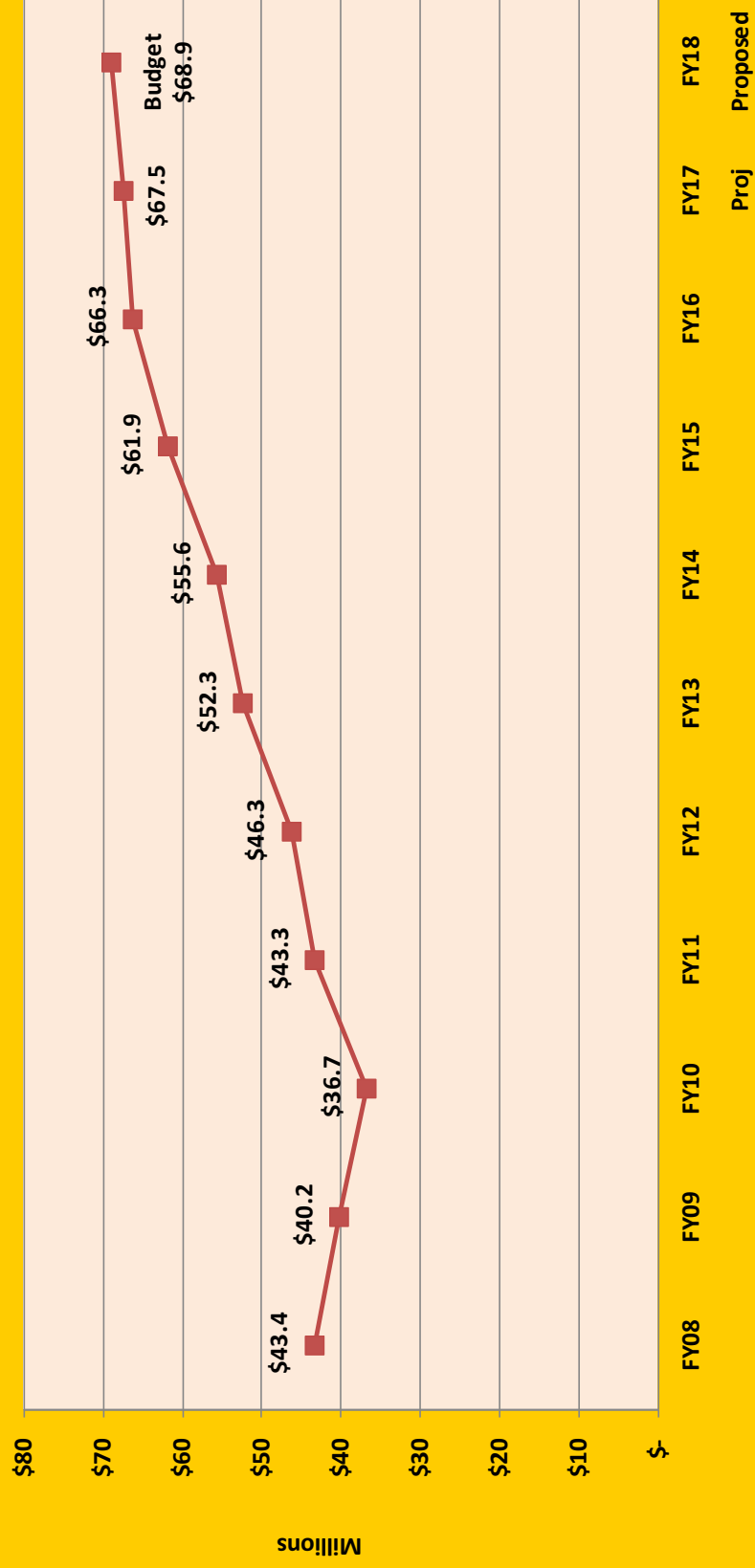
**OTHER LOCAL GRANTS & DONATIONS**

Library Foundation (Millenium Project)	55,250	-	-	-
Youth Scholarship Donation	4,830	10,000	10,000	15,000
Grant Revenue	217,154	-	-	-
Interest Income	-	-	4,000	6,000
<b>DONATIONS, BEFORE TRANSFERS</b>	<b>277,234</b>	<b>10,000</b>	<b>14,000</b>	<b>21,000</b>
Transfer In (Out) from Capital Projects Fund	(55,250)	-	-	-
Transfer In (Out) from General Fund	10,000	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(45,250)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DONATIONS, NET OF TRANSFERS</b>	<b>\$ 231,984</b>	<b>\$ 10,000</b>	<b>\$ 14,000</b>	<b>\$ 21,000</b>

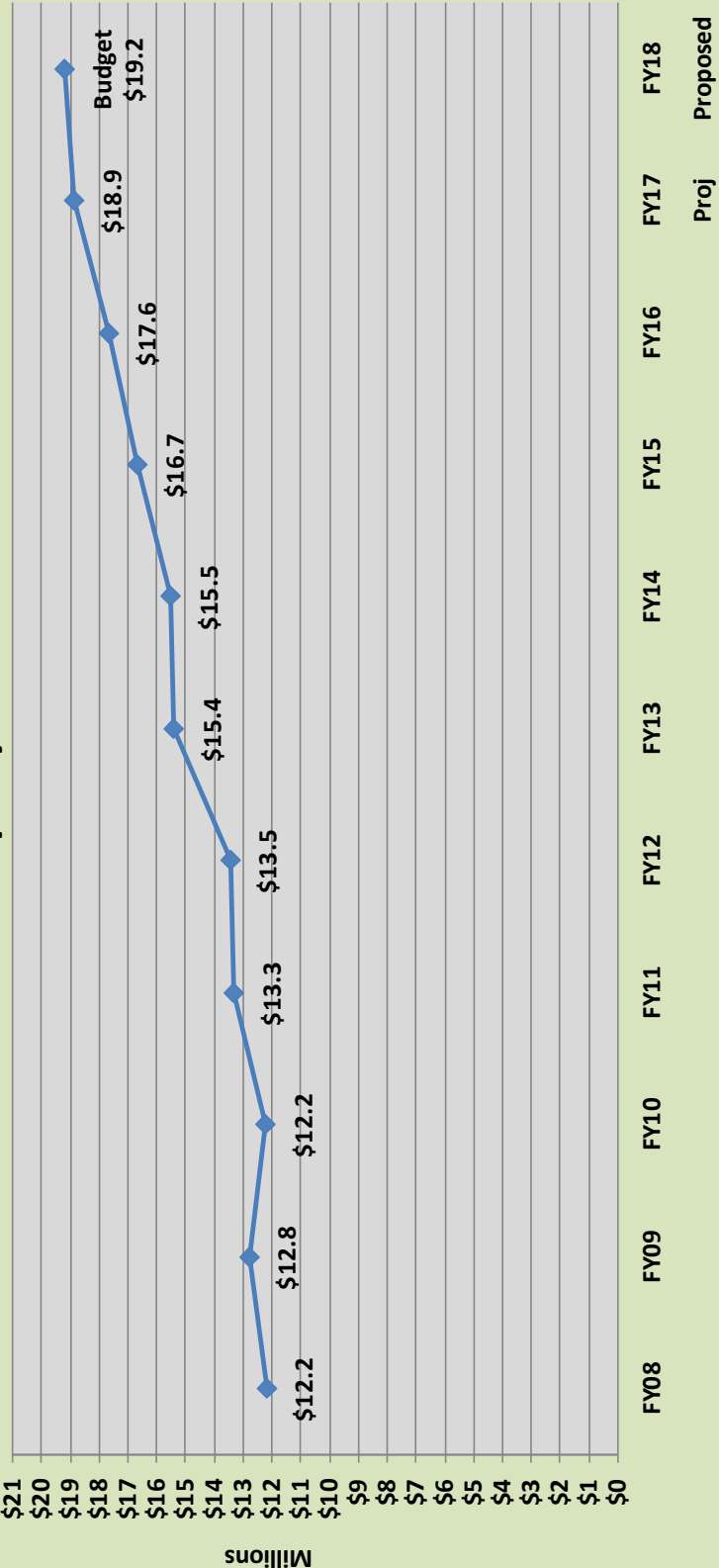
CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2017-18  
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 EST. ACTUAL	2017-2018 PROPOSED
<b>DEBT SERVICE FUND</b>				
<b>BURLINGAME FINANCING AUTHORITY</b>				
Other Financing Source-2016 Storm Drain	10,900,133	-	-	-
IRS Refund (BAB's)	154,609	-	154,859	154,859
Interest Income	17,985	8,000	8,000	8,000
<b>DEBT SERVICE FUND REVENUE, BEFORE TRANSFERS</b>	<b>11,072,727</b>	<b>8,000</b>	<b>162,859</b>	<b>162,859</b>
Transfer In (Out) from Storm Drain Fund	1,414,679	2,252,410	2,252,410	2,059,239
Transfer In (Out) from General Fund	6,404,731	5,756,745	5,756,745	5,579,688
Transfer In (Out) to Capital Project Fund (Storm Drain CIP)	(1,641,004)	(5,050,000)	(5,050,000)	(5,450,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>6,178,406</b>	<b>2,959,155</b>	<b>2,959,155</b>	<b>2,188,927</b>
<b>FINANCING AUTH, NET OF TRANSFERS</b>	<b>\$ 17,251,133</b>	<b>\$ 2,967,155</b>	<b>\$ 3,122,014</b>	<b>\$ 2,351,786</b>
<b>GRAND TOTAL (ALL FUNDS), GROSS REVENUE</b>	<b>122,186,321</b>	<b>109,587,139</b>	<b>112,439,498</b>	<b>117,409,609</b>
<b>GRAND TOTAL (ALL FUNDS), NET OF TRANSFERS</b>	<b>\$ 122,186,322</b>	<b>\$ 109,587,139</b>	<b>\$ 112,439,498</b>	<b>\$ 117,409,609</b>

## City of Burlingame, CA General Fund Revenues



# City of Burlingame, CA Property Taxes



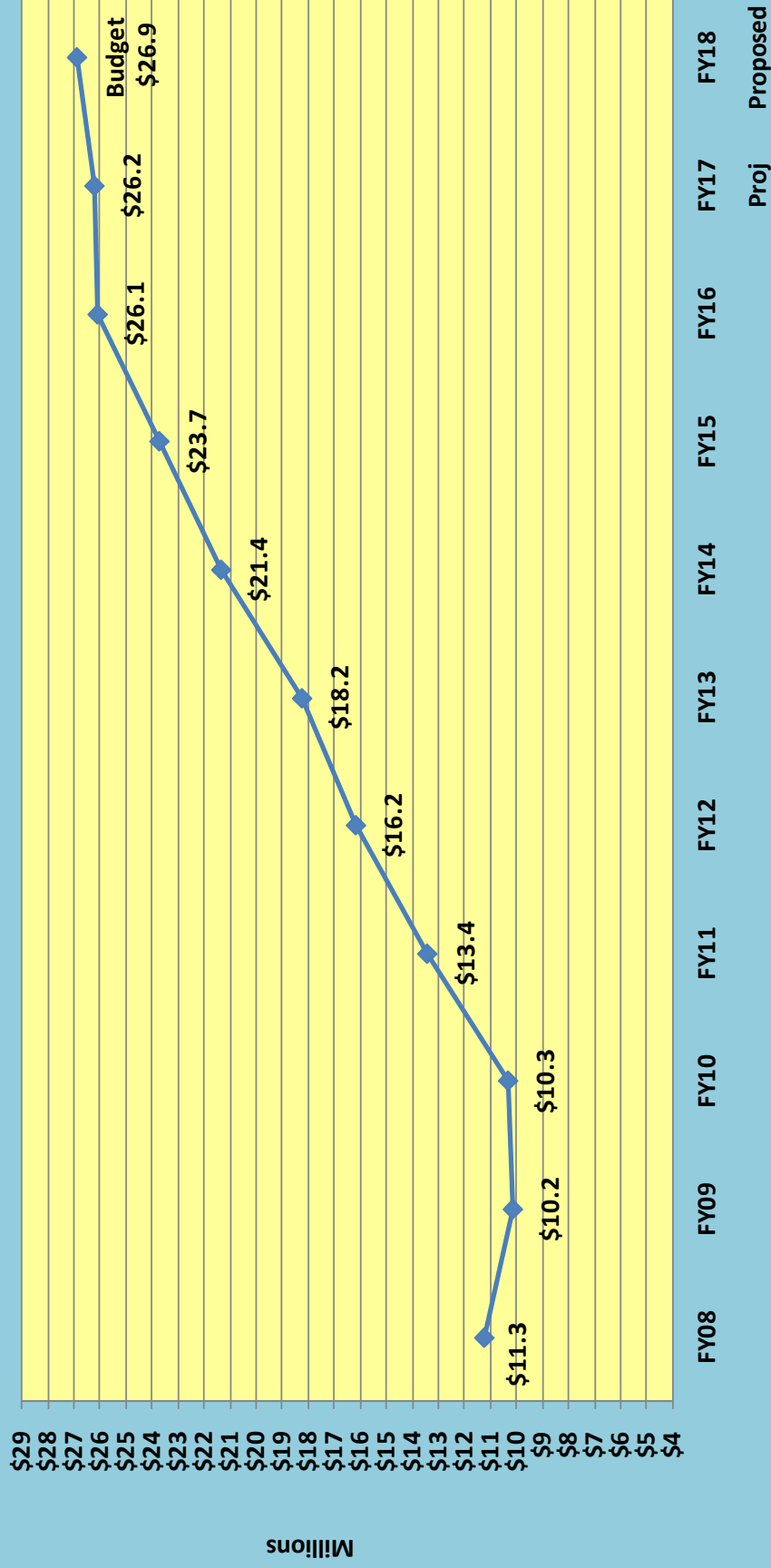


## Where do your Burlingame property tax dollars go?

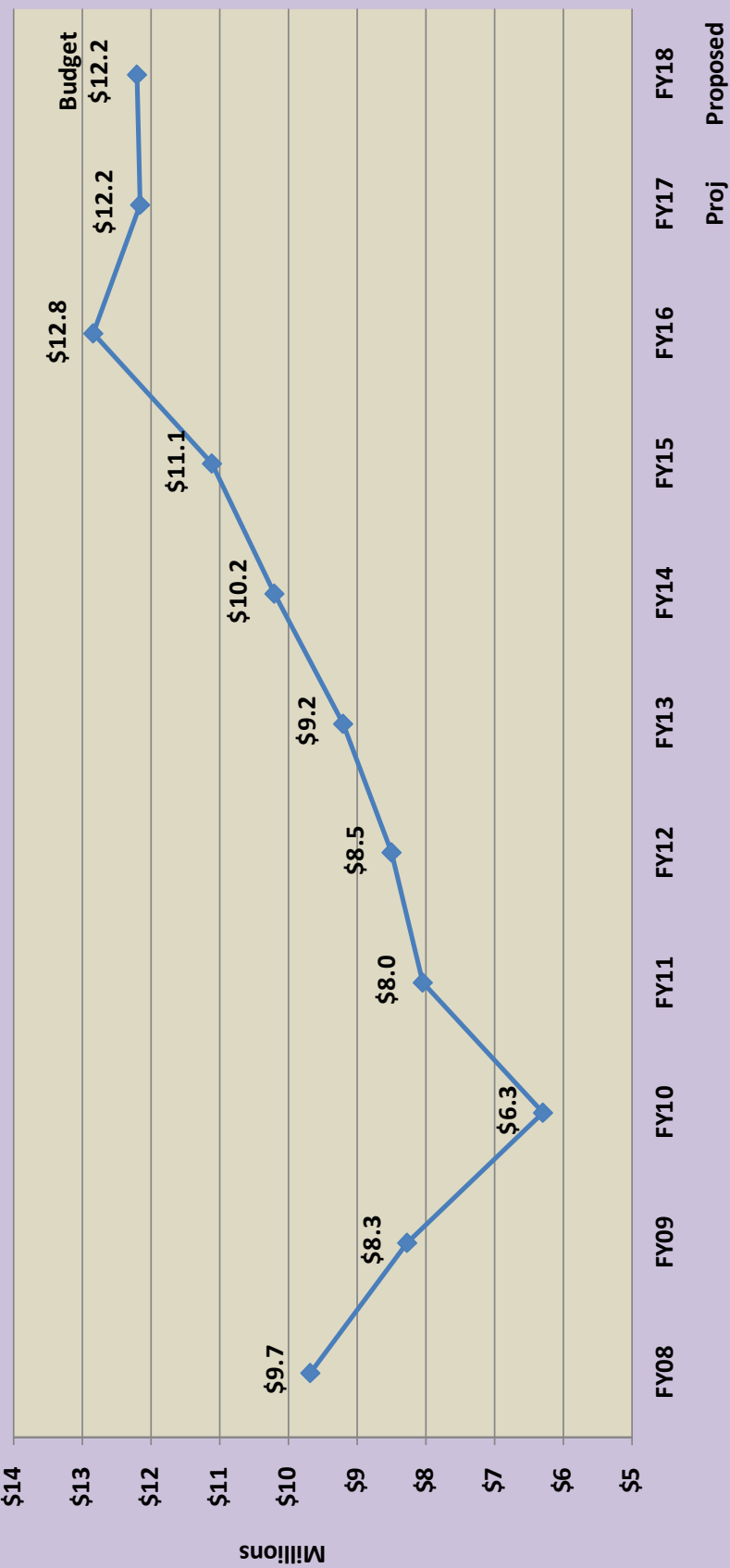


Burlingame property owners pay approximately 1.1% of the assessed value of their property in taxes each year. This includes the maximum of 1.0% percent allowed under California Proposition 13 plus an additional 0.1% agreed to by voters to support educational districts, including the San Mateo County 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.

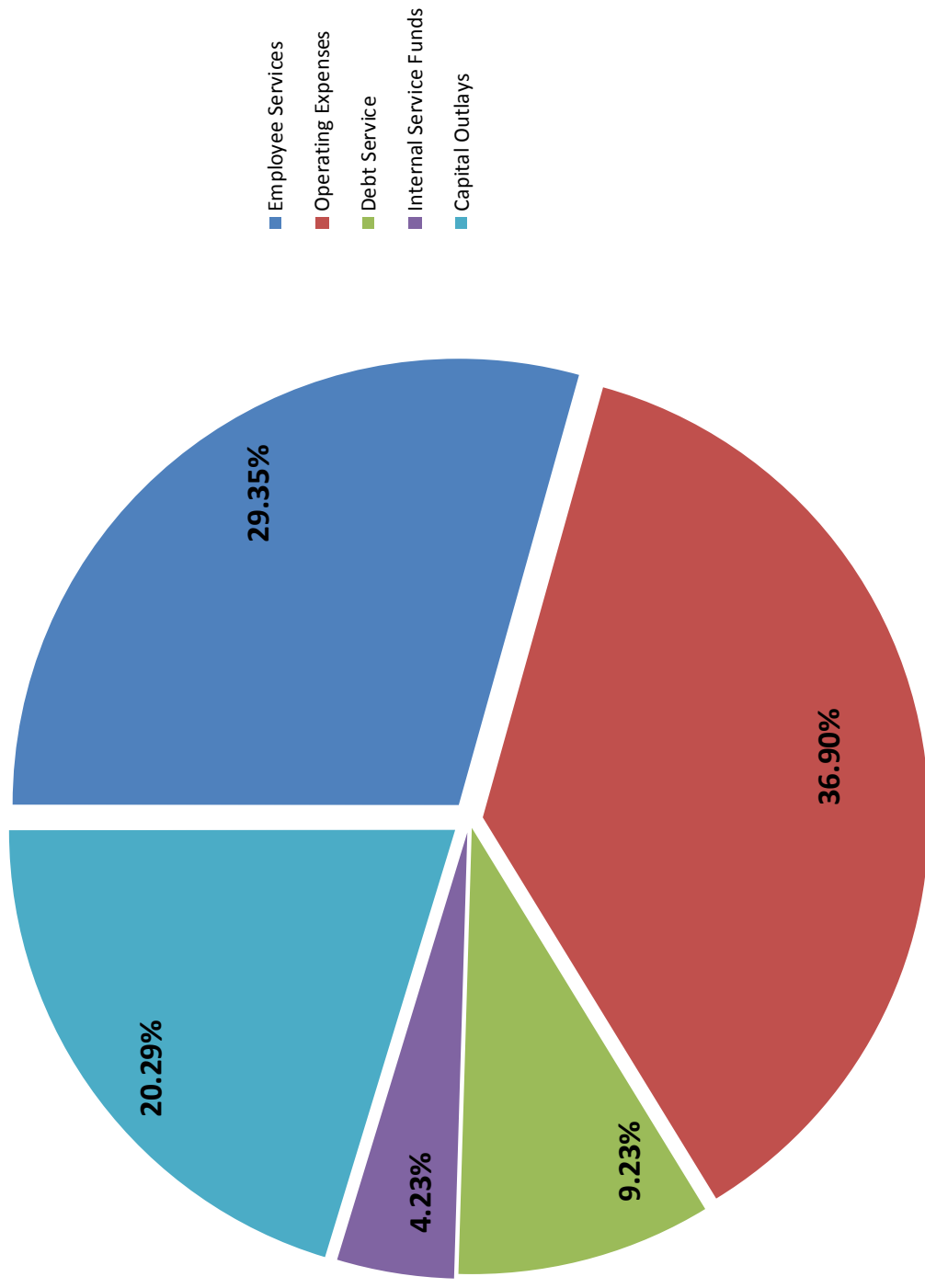
# City of Burlingame, CA Transient Occupancy Taxes



City of Burlingame, CA  
Sales and Use Taxes



## Proposed FY 2017-18 Expenses by Type



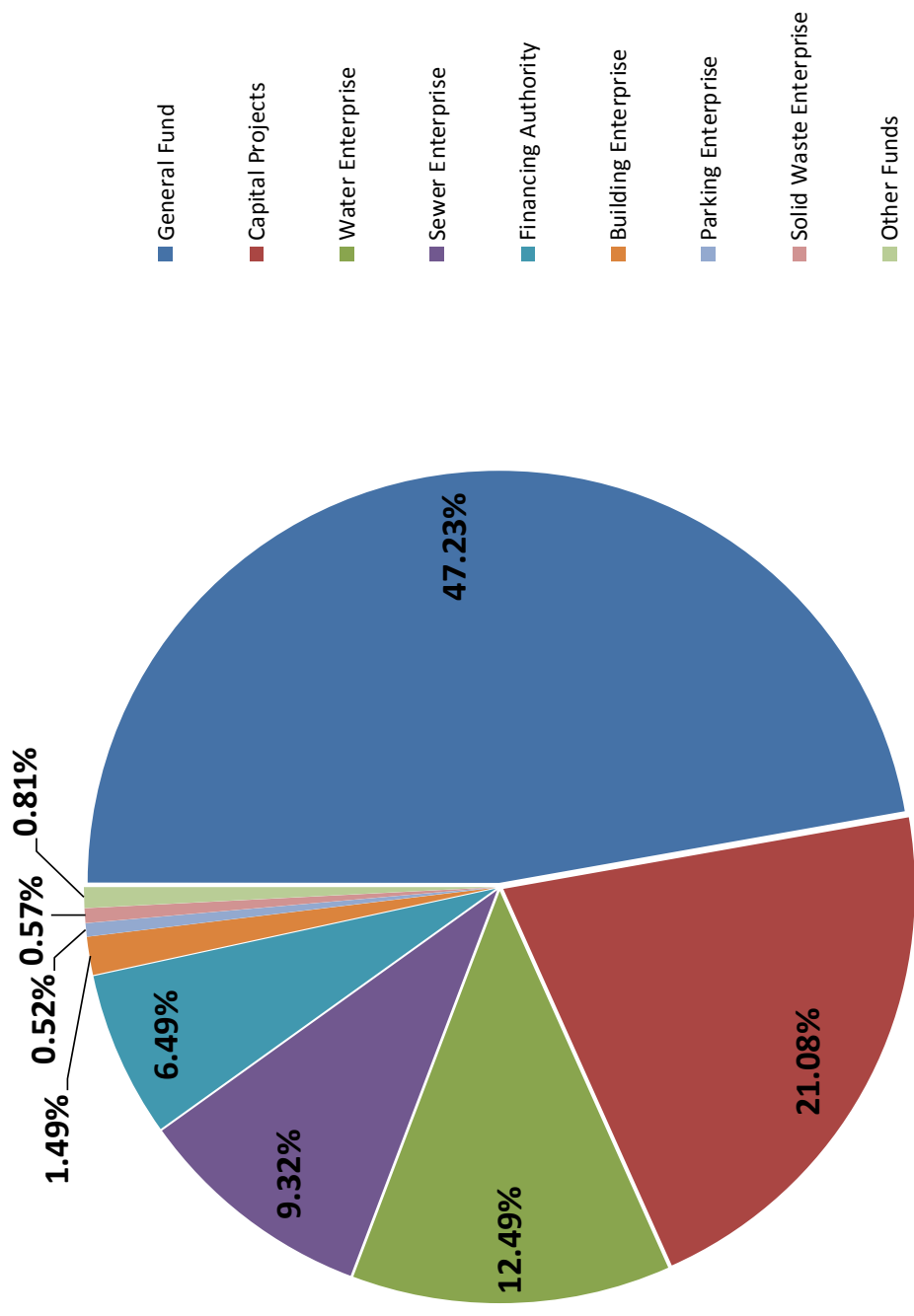
**CITY OF BURLINGAME**  
**PROPOSED BUDGET FISCAL YEAR 2017-18**  
**EXPENSES BY DEPARTMENT & TYPE**

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
<b><u>GENERAL FUND</u></b>							
Central County Fire Department	\$ -	\$ 10,456,780	\$ -	\$ -	\$ 394,889	\$ -	\$ 10,851,669
City Attorney	621,628	248,165	-	-	37,172	-	906,965
City Clerk	273,087	63,902	-	-	29,178	-	366,167
City Council	155,013	195,510	-	-	176	-	350,699
City Manager	582,788	191,304	-	-	49,185	-	823,277
Community Development - Planning	1,398,333	337,519	-	-	100,506	-	1,836,358
Elections	-	168,000	-	-	-	-	168,000
Finance	1,615,872	452,917	-	-	159,016	-	2,227,805
Human Resources	603,821	293,715	-	-	58,640	-	956,176
Library	3,497,980	1,196,502	-	-	496,245	-	5,190,727
Parks	2,884,756	1,462,023	-	94,600	345,254	-	4,786,633
Police	10,512,891	2,698,706	-	40,000	617,751	-	13,869,348
Police - Communications	1,313,539	246,814	-	-	17,377	-	1,577,730
Police - Parking Enforcement	525,522	97,721	-	-	15,179	-	638,422
Public Works - Engineering	2,413,727	750,309	-	-	241,169	-	3,405,205
Public Works - Street & Storm Drains	1,342,929	930,843	-	54,500	1,124,552	-	3,452,824
Recreation	2,046,244	2,057,321	-	5,100	438,088	-	4,546,753
Recreation - Aquatic Center	-	495,500	-	15,000	-	-	510,500
Public Works Allocation to CIP	-	-	-	-	-	(900,000)	(900,000)
<b>Total General Fund</b>	<b>29,788,130</b>	<b>22,343,551</b>	<b>-</b>	<b>209,200</b>	<b>4,124,377</b>	<b>(900,000)</b>	<b>55,565,258</b>
<b>BURLINGAME FINANCING AUTHORITY</b>							
	<b>-</b>	<b>42,960</b>	<b>7,591,077</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,634,037</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>							
Burlingame Ave. Special Assessment	-	-	-	-	-	-	-
Development Fees	-	-	-	-	-	-	-
Federal & State Grants	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Public TV Access	-	60,000	-	-	-	-	60,000
Storm Drain	-	-	-	-	-	-	-
Traffic Safety	-	-	-	-	-	-	-
<b>Total Special Revenue Funds</b>	<b>-</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,000</b>

**CITY OF BURLINGAME**  
**PROPOSED BUDGET FISCAL YEAR 2017-18**  
**EXPENSES BY DEPARTMENT & TYPE**

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
<b>INTERNAL SERVICE FUNDS*</b>							
Administrative & Information Technology	98,321	1,095,790	-	50,000	-	(1,244,111)	-
Facilities Services	776,905	703,885	-	-	49,022	(1,529,812)	-
Fleet & Equipment Maintenance	465,778	338,214	-	832,946	69,564	(1,202,138)	504,364
OPEB Retiree Medical	-	4,838,078	-	-	-	(4,812,878)	25,200
Risk Management - General Liability	-	1,510,000	-	-	-	(1,510,000)	-
Risk Management - Worker's Comp	-	758,000	-	-	-	(848,883)	(90,883)
Pension Trust Fund	-	-	-	-	-	-	-
<b>Total Internal Service Funds</b>	<b>1,341,004</b>	<b>9,243,967</b>	<b>-</b>	<b>882,946</b>	<b>118,586</b>	<b>(11,147,822)</b>	<b>438,681</b>
*Budgets are allocated to operating departments or funded via reserves.							
<b>ENTERPRISE FUNDS</b>							
Solid Waste Enterprise	418,828	114,313	-	-	141,784	-	674,925
Landfill Enterprise	55,766	195,590	-	-	867	-	252,223
Parking Enterprise	251,839	284,934	-	-	79,884	-	616,657
Building Enterprise	1,029,146	614,955	-	-	113,086	-	1,757,187
Water Enterprise	2,811,137	9,456,062	1,952,751	115,500	364,344	-	14,699,794
Sewer Enterprise	2,379,176	5,311,783	2,423,206	310,000	543,130	-	10,967,295
<b>Total Enterprise Fund</b>	<b>6,945,892</b>	<b>15,977,637</b>	<b>4,375,957</b>	<b>425,500</b>	<b>1,243,095</b>	<b>-</b>	<b>28,968,081</b>
<b>CAPITAL PROJECT FUNDS</b>							
Facilities CIP	-	-	-	2,010,000	-	-	2,010,000
Parking & Garages CIP	-	-	-	-	-	-	-
Parks & Trees CIP	-	-	-	3,228,000	-	-	3,228,000
Sewer CIP	-	-	-	4,700,000	-	-	4,700,000
Storm Drain CIP	-	-	-	5,450,000	-	-	5,450,000
Streets CIP	-	-	-	6,670,000	-	-	6,670,000
Water CIP	-	-	-	2,750,000	-	-	2,750,000
<b>Total Capital Project Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,808,000</b>	<b>-</b>	<b>-</b>	<b>24,808,000</b>
<b>OTHER FUNDS</b>							
Shuttle Bus	-	204,650	-	-	-	-	204,650
<b>Total Other Funds</b>	<b>-</b>	<b>204,650</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>204,650</b>
<b>TOTAL BUDGET - ALL FUNDS</b>	<b>\$ 38,075,026</b>	<b>\$ 47,872,765</b>	<b>\$ 11,967,034</b>	<b>\$ 26,325,646</b>	<b>\$ 5,486,058</b>	<b>\$ (12,047,822)</b>	<b>\$ 117,678,707</b>

## Proposed FY 2017-18 Appropriations by Major Fund





CITY OF BURLINGAME  
PROPOSED BUDGET FISCAL YEAR 2017-18  
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)
<b>GENERAL FUND</b>	<b>\$ 68,933,000</b>	<b>\$ (14,969,164)</b>	<b>\$ 53,963,836</b>	<b>\$ (55,356,058)</b>	<b>\$ -</b>	<b>\$ (209,200)</b>	<b>\$ (55,565,258)</b>	<b>\$ (1,601,422)</b>
<b>SPECIAL REVENUE FUNDS</b>								
Traffic Safety Fund	-	-	-	-	-	-	-	-
Burlingame Ave. Special Assessment	319,000	(310,000)	9,000	-	-	-	-	9,000
Federal & State Grants	-	-	-	-	-	-	-	-
Measure A & Gas Tax Fund	1,744,400	(3,660,000)	(1,915,600)	-	-	-	-	(1,915,600)
Public TV Access Fund	118,000	-	118,000	(60,000)	-	-	(60,000)	58,000
Development Fees Fund	19,000	-	19,000	-	-	-	-	19,000
Storm Drain Fund	3,061,200	(2,029,410)	1,031,790	-	-	-	-	1,031,790
<b>Total, Special Revenue Funds</b>	<b>5,261,600</b>	<b>(5,999,410)</b>	<b>(737,810)</b>	<b>(60,000)</b>	<b>-</b>	<b>-</b>	<b>(60,000)</b>	<b>(797,810)</b>
<b>BURLINGAME FINANCING AUTHORITY</b>	<b>162,859</b>	<b>2,188,927</b>	<b>2,351,786</b>	<b>(42,960)</b>	<b>(7,591,077)</b>	<b>-</b>	<b>(7,634,037)</b>	<b>(5,282,251)</b>
<b>ENTERPRISE FUNDS</b>								
Water Enterprise Fund	17,965,000	(1,499,460)	16,465,540	(12,631,543)	(1,952,751)	(2,865,500)	(17,449,794)	(984,254)
Sewer Enterprise Fund	16,171,000	(1,255,650)	14,915,350	(8,234,089)	(2,423,206)	(5,010,000)	(15,667,295)	(751,945)
Solid Waste Fund	859,900	(116,701)	743,199	(674,925)	-	-	(674,925)	68,274
Landfill Fund	434,000	(4,752)	429,248	(252,223)	-	-	(252,223)	177,025
Building Inspection Fund	2,337,000	(181,011)	2,155,989	(1,757,187)	-	-	(1,757,187)	398,802
Parking Enterprise Fund	2,818,000	(346,049)	2,471,951	(616,657)	-	-	(616,657)	1,855,294
<b>Total, Enterprise Funds</b>	<b>40,584,900</b>	<b>(3,403,623)</b>	<b>37,181,277</b>	<b>(24,166,624)</b>	<b>(4,375,957)</b>	<b>(7,875,500)</b>	<b>(36,418,081)</b>	<b>763,196</b>
<b>INTERNAL SERVICE FUNDS</b>								
Administrative & Information Technology ISF	15,000	(5,641)	9,359	50,000	-	(50,000)	-	9,359
Facilities Maintenance ISF	7,100	(56,212)	(49,112)	-	-	-	-	(49,112)
Fleet & Equipment Maintenance ISF	195,000	(36,669)	158,331	328,582	-	(832,946)	(504,364)	(346,033)
OPEB Retiree Medical ISF	3,000	-	3,000	-	-	-	(25,200)	(22,200)
Risk Management - General Liability ISF	63,000	-	63,000	-	-	-	-	63,000
Risk Management - Worker's Comp ISF	133,000	-	133,000	90,883	-	-	90,883	223,883
Pension Trust Fund	-	3,749,792	3,749,792	-	-	-	-	3,749,792
<b>Total, Internal Service Funds</b>	<b>416,100</b>	<b>3,651,270</b>	<b>4,067,370</b>	<b>469,465</b>	<b>-</b>	<b>(882,946)</b>	<b>(438,681)</b>	<b>3,628,689</b>
<b>CAPITAL PROJECT FUNDS</b>								
Facilities CIP	-	2,010,000	2,010,000	-	-	(2,010,000)	(2,010,000)	-
Parking & Garages CIP	-	-	-	-	-	-	-	-
Parks & Trees CIP	-	3,228,000	3,228,000	-	-	(3,228,000)	(3,228,000)	-
Sewer CIP	-	-	-	-	-	-	-	-
Storm Drain CIP	-	5,450,000	5,450,000	-	-	(5,450,000)	(5,450,000)	-
Streets CIP	1,966,000	4,704,000	6,670,000	-	-	(6,670,000)	(6,670,000)	-
Water CIP	-	-	-	-	-	-	-	-
CIP Renewal & Replacement Reserve	-	3,000,000	3,000,000	-	-	-	-	3,000,000
<b>Total, Capital Project Funds</b>	<b>1,966,000</b>	<b>18,392,000</b>	<b>20,358,000</b>	<b>-</b>	<b>-</b>	<b>(17,358,000)</b>	<b>(17,358,000)</b>	<b>3,000,000</b>
<b>OTHER FUNDS</b>								
Other Local Grants & Donations	21,000	-	21,000	-	-	-	-	21,000
Shuttle Bus Fund	64,150	140,000	204,150	(204,650)	-	-	(204,650)	(500)
<b>Total, Other Funds</b>	<b>85,150</b>	<b>140,000</b>	<b>225,150</b>	<b>(204,650)</b>	<b>-</b>	<b>-</b>	<b>(204,650)</b>	<b>20,500</b>
<b>TOTAL, ALL FUNDS CITY-WIDE</b>	<b>\$ 117,409,609</b>	<b>\$ -</b>	<b>\$ 117,409,609</b>	<b>\$ (79,360,827)</b>	<b>\$ (11,967,034)</b>	<b>\$ (26,325,646)</b>	<b>\$ (117,678,707)</b>	<b>\$ (269,098)</b>

**CITY OF BURLINGAME**  
**PROPOSED BUDGET FISCAL YEAR 2017-18**  
**DEBT SERVICE OBLIGATIONS**

	<u>General Fund</u>	<u>Storm Drain</u>	<u>Water Enterprise</u>	<u>Sewer Enterprise</u>	<u>Parking Enterprise</u>	<u>Burlingame Avenue District</u>
<b>REVENUE FOR DEBT SERVICE</b>						
General Fund Revenues	1,258,163	0	0	0	0	0
Storm Drain Fees	0	2,059,239	0	0	0	0
Burlingame Avenue Special Assessment District	0	0	0	0	0	310,000
Water Rates	871,188	0	2,834,262	0	0	0
Sewer Rates	871,188	0	0	3,301,276	0	0
Parking Rates - Meters & Permits	277,294	0	0	0	244,589	0
<b>Total Revenue for Debt Service</b>	<b>3,277,833</b>	<b>2,059,239</b>	<b>2,834,262</b>	<b>3,301,276</b>	<b>244,589</b>	<b>310,000</b>
<b>EXPENDITURES FOR DEBT SERVICE</b>						
<b>Principal</b>						
2006 Pension Obligation Bonds	3,175,000	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	1,020,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	240,000	0	0	0	0
2012 Burlingame Streetscape Lease Revenue Bonds	225,000	0	0	0	0	0
2012 Storm Drain Revenue Bonds	0	290,000	0	0	0	0
2016 Storm Drain Revenue Bonds	0	265,000	0	0	0	0
2011 Water & Wastewater Refunding Bonds	0	0	190,000	110,000	0	0
2003 State Water Resources Control Board	0	0	0	557,835	0	0
2010 State Water Resources Control Board	0	0	0	240,797	0	0
2013 Water & Wastewater Refunding Bonds	0	0	505,000	250,000	0	0
2016 Water & Wastewater Refunding Bonds	0	0	485,000	435,000	0	0
<b>Total Principal</b>	<b>4,420,000</b>	<b>795,000</b>	<b>1,180,000</b>	<b>1,593,632</b>	<b>0</b>	<b>0</b>
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(679,932)	0	339,966	339,966	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(793,750)	0	396,875	396,875	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(225,000)	0	0	0	99,240	125,760
<b>Subtotal, Transfer (In) / Out</b>	<b>(1,698,682)</b>	<b>0</b>	<b>736,841</b>	<b>736,841</b>	<b>99,240</b>	<b>125,760</b>
<b>Total Adjusted Principal</b>	<b>2,721,318</b>	<b>795,000</b>	<b>1,916,841</b>	<b>2,330,473</b>	<b>99,240</b>	<b>125,760</b>
<b>Interest</b>						
2006 Pension Obligation Bonds	670,225	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	144,875	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	526,770	0	0	0	0
2012 Burlingame Streetscape Lease Bonds	324,888	0	0	0	0	0
2012 Storm Drain Revenue Bonds	0	329,344	0	0	0	0
2016 Storm Drain Revenue Bonds	0	379,975	0	0	0	0
2011 Water & Wastewater Refunding Bonds	0	0	125,263	71,488	0	0
2003 State Water Resources Control Board	0	0	0	156,241	0	0
2010 State Water Resources Control Board	0	0	0	132,232	0	0
2013 Water & Wastewater Refunding Bonds	0	0	299,038	150,863	0	0
2016 Water & Wastewater Refunding Bonds (2007)	0	0	348,450	318,750	0	0
<b>Total Interest</b>	<b>1,139,988</b>	<b>1,236,089</b>	<b>772,751</b>	<b>829,574</b>	<b>0</b>	<b>0</b>
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(96,574)	0	48,287	48,287	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(167,556)	0	83,778	83,778	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(324,888)	0	0	0	143,276	181,612
<b>Subtotal, Transfer (In) / Out</b>	<b>(589,018)</b>	<b>0</b>	<b>132,065</b>	<b>132,065</b>	<b>143,276</b>	<b>181,612</b>
<b>Total Adjusted Interest</b>	<b>550,970</b>	<b>1,236,089</b>	<b>904,816</b>	<b>961,639</b>	<b>143,276</b>	<b>181,612</b>
<b>Debt Administration</b>						
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	10,322	6,882	0	0
<b>Total Debt Administration</b>	<b>14,810</b>	<b>28,150</b>	<b>10,322</b>	<b>6,882</b>	<b>0</b>	<b>0</b>
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	2,073	2,627
<b>Subtotal, Transfer (In) / Out</b>	<b>(9,265)</b>	<b>0</b>	<b>2,282</b>	<b>2,282</b>	<b>2,073</b>	<b>2,627</b>
<b>Total Adjusted Debt Administration</b>	<b>5,545</b>	<b>28,150</b>	<b>12,605</b>	<b>9,164</b>	<b>2,073</b>	<b>2,627</b>
<b>Total Expenditures for Debt Service</b>	<b>3,277,833</b>	<b>2,059,239</b>	<b>2,834,262</b>	<b>3,301,276</b>	<b>244,589</b>	<b>310,000</b>
<b>Recap of Debt Service-Related Expenditure</b>						
Direct Debt Service	5,559,988	2,031,089	1,952,751	2,423,206	0	0
Debt Administration	14,810	28,150	10,322	6,882	0	0
Contributions / Reimbursements via Transfers (In) Out	(2,296,965)	0	871,188	871,188	244,589	310,000
<b>Total Debt Service-Related Expenditure</b>	<b>3,277,833</b>	<b>2,059,239</b>	<b>2,834,262</b>	<b>3,301,276</b>	<b>244,589</b>	<b>310,000</b>

**CITY OF BURLINGAME, CA**  
**PROPOSED BUDGET FISCAL YEAR 2017-18**  
**BUDGET SUMMARIES BY DEPARTMENT**

DEPARTMENT	FY 2016-17 Adopted	FY 2017-18 Proposed	% Percent of Total	Chg Since PY (\$)	Chg Since PY (%)
<b>General Fund</b>					
Central County Fire District	\$ 10,896,255	\$ 10,851,669	9%	(44,586)	0%
City Attorney	746,424	906,965	1%	160,541	22%
City Clerk	296,493	366,167	0%	69,674	23%
City Council	360,513	350,699	0%	(9,814)	-3%
Elections	-	168,000	0%	168,000	-
City Manager	791,092	823,277	1%	32,185	4%
Community Development - Planning	1,658,233	1,836,358	2%	178,125	11%
Finance	2,092,939	2,227,805	2%	134,866	6%
Human Resources	894,810	956,176	1%	61,366	7%
Library	5,016,939	5,190,727	4%	173,788	3%
Parks	4,305,964	4,786,633	4%	480,669	11%
Police	13,322,611	13,869,348	12%	546,737	4%
Police - Communications	1,463,615	1,577,730	1%	114,115	8%
Police - Parking Enforcement	617,823	638,422	1%	20,599	3%
Public Works - Engineering	3,102,454	3,405,205	3%	302,751	10%
Public Works - Streets & Storm Drainage	2,890,869	3,452,824	3%	561,955	19%
Recreation	4,098,294	4,546,753	4%	448,459	11%
Recreation - Aquatics Center	476,000	510,500	0%	34,500	7%
Public Works Allocation to CIP	(900,000)	(900,000)	-1%	-	0%
<b>Subtotal, Operating Budget</b>	<b>52,131,328</b>	<b>55,565,258</b>	<b>47%</b>	<b>3,433,930</b>	<b>7%</b>
<b>Burlingame Financing Authority</b>	<b>8,008,965</b>	<b>7,634,037</b>	<b>6%</b>	<b>(374,928)</b>	<b>-5%</b>
<b>Enterprise Funds</b>					
Building Inspection	1,697,026	1,757,187	1%	60,161	4%
Landfill Fund	244,607	252,223	0%	7,616	-
Parking Enterprise	563,037	616,657	1%	53,620	10%
Sewer Enterprise (Maintenance & Treatment)	10,572,671	10,967,295	9%	394,624	4%
Solid Waste Enterprise	564,405	674,925	1%	110,520	20%
Water Enterprise	14,528,578	14,699,794	12%	171,216	1%
<b>Total Operating Budget</b>	<b>28,170,324</b>	<b>28,968,081</b>	<b>25%</b>	<b>797,757</b>	<b>3%</b>
<b>Special Revenue Funds</b>					
Traffic Safety	-	-	0%	-	-
Burlingame Ave. Special Assessment	-	-	0%	-	-
Federal & State Grants	-	-	0%	-	-
Gas Tax	-	-	0%	-	-
Development Fees	-	-	0%	-	-
Storm Drain	-	-	0%	-	-
Public TV Access	60,000	60,000	0%	-	0%
<b>Total Operating Budget</b>	<b>60,000</b>	<b>60,000</b>	<b>0%</b>	<b>-</b>	<b>0%</b>
<b>Other Funds</b>					
Internal Service Funds*	336,451	438,681	0%	102,230	30%
Shuttle Bus	183,700	204,650	0%	20,950	11%
<b>Total Operating Budget</b>	<b>520,151</b>	<b>643,331</b>	<b>1%</b>	<b>123,180</b>	<b>24%</b>
* includes recoveries					
<b>Subtotal, Operating Expenditures</b>	<b>88,890,768</b>	<b>92,870,707</b>	<b>79%</b>	<b>3,979,939</b>	<b>4%</b>
<b>Capital Improvement Programs</b>	<b>19,135,000</b>	<b>24,808,000</b>	<b>21%</b>	<b>5,673,000</b>	<b>30%</b>
<b>TOTAL OPERATING &amp; CAPITAL BUDGET</b>	<b>\$ 108,025,768</b>	<b>\$ 117,678,707</b>	<b>100%</b>	<b>\$ 9,652,939</b>	<b>9%</b>

**CITY OF BURLINGAME, CA**  
**PROPOSED BUDGET FISCAL YEAR 2017-18**  
**AUTHORIZED FULL-TIME EQUIVALENT POSITIONS**

<b>Department</b>	<b>2016-17 Adopted</b>	<b>2017-18 Proposed</b>	<b>Change Since Prior Year</b>
<b>GENERAL FUND</b>			
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	6.75	6.75	0.00
Finance	10.25	10.25	0.00
Human Resources	3.00	3.00	0.00
Library	22.88	22.88	0.00
Parks	20.50	20.50	0.00
Police	46.00	46.00	0.00
Police - Communications	7.00	7.00	0.00
Police - Parking Enforcement	4.00	4.00	0.00
Public Works - Engineering	11.75	12.75	1.00
Public Works - Streets & Storm Drain	7.03	8.03	1.00
Recreation	11.00	11.80	0.80
<b>Total General Fund</b>	<b>156.29</b>	<b>159.09</b>	<b>2.80</b>
<b>ENTERPRISE &amp; INTERNAL SERVICE FUNDS</b>			
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	0.50	0.50	0.00
Fleet & Equipment Maintenance ISF	3.00	3.00	0.00
Water Enterprise	17.48	17.48	0.00
<b>Total Enterprise &amp; Int Svc Funds</b>	<b>52.71</b>	<b>52.71</b>	<b>-</b>
<b>Grand Totals, City-Wide</b>	<b>209.00</b>	<b>211.80</b>	<b>2.80</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2017-18  
PROJECTED ENDING BALANCE - GENERAL FUND, STORM DRAIN, AND MEASURE A & GAS TAX

	General Fund		Storm Drain (Special Revenue)		Measure A/Gas Tax	
	2016-17 EST. ACTUALS	2017-18 PROJECTED	2016-17 EST. ACTUALS	2017-18 PROJECTED	2016-17 EST. ACTUALS	2017-18 PROJECTED
<b>FUND BALANCE (SPENDABLE)</b>						
Beginning of the year	\$ 29,641,334	\$ 29,791,891	\$ 2,634,731	\$ 3,354,321	\$ 3,783,908	\$ 3,050,108
<b>REVENUES</b>						
Revenues	67,507,700	68,933,000	2,987,000	3,061,200	1,472,200	1,744,400
<b>EXPENSES</b>						
Operating Expenses	(52,316,128)	(55,565,258)	-	-	-	-
<b>NET AVAILABLE REVENUES</b>	<b>15,191,572</b>	<b>13,367,742</b>	<b>2,987,000</b>	<b>3,061,200</b>	<b>1,472,200</b>	<b>1,744,400</b>
<b>TRANSFERS IN (OUT)</b>						
Transfers - Capital Projects Fund	(12,225,000)	(9,288,000)	-	-	(2,200,000)	(3,654,000)
Transfers - Burlingame Financing Authority	(5,756,745)	(5,579,688)	(2,252,410)	(2,059,239)	-	-
Transfers - Pension Trust Fund	-	(3,139,920)	-	-	-	-
Other Transfers In (Out)	2,940,730	3,038,444	(15,000)	29,829	(6,000)	(6,000)
<b>Subtotal, Transfers Out</b>	<b>(15,041,015)</b>	<b>(14,969,164)</b>	<b>(2,267,410)</b>	<b>(2,029,410)</b>	<b>(2,206,000)</b>	<b>(3,660,000)</b>
<b>CHANGE IN NET POSITION</b>	<b>150,557</b>	<b>(1,601,422)</b>	<b>719,590</b>	<b>1,031,790</b>	<b>(733,800)</b>	<b>(1,915,600)</b>
<b>FUND BALANCE (SPENDABLE)</b>						
End of year	\$ 29,791,891	\$ 28,190,469	\$ 3,354,321	\$ 4,386,111	\$ 3,050,108	\$ 1,134,508
<b>ASSIGNED FUND BALANCE</b>						
<b>City Council Reserves (Assignments)</b>						
Economic Stabilization Reserve	16,200,000	16,544,000	-	-	-	-
Catastrophic Reserve	2,000,000	2,000,000	-	-	-	-
Contingency Reserve	500,000	500,000	-	-	-	-
Operating Reserve	-	-	746,750	765,300	-	-
Storm Drain Rate Stabilization Reserve	-	-	298,700	306,120	-	-
Debt Service Reserve	-	-	2,252,410	2,059,239	-	-
Capital Improvements Reserve	-	-	56,461	1,255,452	3,050,108	1,134,508
<b>Subtotal, Assigned Fund Balance</b>	<b>18,700,000</b>	<b>19,044,000</b>	<b>3,354,321</b>	<b>4,386,111</b>	<b>3,050,108</b>	<b>1,134,508</b>
<b>UNASSIGNED FUND BALANCE (DEFICIT)</b>	<b>11,091,891</b>	<b>9,146,469</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUND BALANCE (DEFICIT)</b>	<b>\$ 29,791,891</b>	<b>\$ 28,190,469</b>	<b>\$ 3,354,321</b>	<b>\$ 4,386,111</b>	<b>\$ 3,050,108</b>	<b>\$ 1,134,508</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2017-18  
 PROJECTED ENDING BALANCE - WATER, SEWER & PARKING ENTERPRISES

	Water Enterprise		Sewer Enterprise		Parking Enterprise	
	2016-17 EST. ACTUALS	2017-18 PROJECTED	2016-17 EST. ACTUALS	2017-18 PROJECTED	2016-17 EST. ACTUALS	2017-18 PROJECTED
<b>UNRESTRICTED NET POSITION</b>						
Beginning of the year	\$ 8,634,713	\$ 7,568,697	\$ 8,940,788	\$ 10,286,363	\$ 3,350,996	\$ 5,161,128
<b>OPERATING REVENUES</b>						
Revenues	16,379,500	17,594,500	15,828,000	15,828,000	2,703,000	2,703,000
<b>OPERATING EXPENSES</b>						
Operating Expenses including Depreciation	(7,732,977)	(8,043,043)	(12,712,521)	(13,237,721)	(650,037)	(706,657)
Purchased Water	(7,884,000)	(7,884,000)	-	-	-	-
<b>Total Operating Expenses</b>	<b>(15,616,977)</b>	<b>(15,927,043)</b>	<b>(12,712,521)</b>	<b>(13,237,721)</b>	<b>(650,037)</b>	<b>(706,657)</b>
<b>NET AVAILABLE REVENUES</b>	<b>762,523</b>	<b>1,667,457</b>	<b>3,115,479</b>	<b>2,590,279</b>	<b>2,052,963</b>	<b>1,996,343</b>
<b>INTEREST REVENUES (EXPENSES)</b>						
	(644,601)	(402,251)	(721,550)	(486,574)	76,700	115,000
<b>TRANSFERS IN (OUT)</b>						
Transfers - General Fund	(326,947)	(422,698)	(191,363)	(214,670)	(76,350)	(82,338)
Transfers - General Fund - Contributions for Debt Service	(856,991)	(871,189)	(856,991)	(871,189)	(243,181)	(244,589)
Transfers - Pension Trust Fund	-	(205,573)	-	(169,791)	-	(19,122)
<b>Subtotal, Transfers Out</b>	<b>(1,183,938)</b>	<b>(1,499,460)</b>	<b>(1,048,354)</b>	<b>(1,255,650)</b>	<b>(319,531)</b>	<b>(346,049)</b>
<b>CHANGE IN NET POSITION</b>						
	(1,066,016)	(234,254)	1,345,575	848,055	1,810,132	1,765,294
<b>UNRESTRICTED NET POSITION</b>						
End of year	\$ 7,568,697	\$ 7,334,443	\$ 10,286,363	\$ 11,134,418	\$ 5,161,128	\$ 6,926,422
<b>TOTAL UNRESTRICTED NET POSITION</b>	<b>\$ 7,568,697</b>	<b>\$ 7,334,443</b>	<b>\$ 10,286,363</b>	<b>\$ 11,134,418</b>	<b>\$ 5,161,128</b>	<b>\$ 6,926,422</b>



## Operating Departments

Budgets and Narratives by Department





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## CITY COUNCIL

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### DEPARTMENT MISSION

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

### DEPARTMENT OVERVIEW

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



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 community members 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 increased by \$1,300 primarily due to slight increases in benefits in the upcoming fiscal year. Non-personnel costs have decreased by \$11,000. The City's Community Group Funding program provided one-time additional funding of \$45,000, for a total of \$90,000, in fiscal year 2016-17. The budget includes \$50,000 for this program in fiscal year 2017-18. The City's contribution to the County Homeless Outreach Team (\$11,000) should be charged to the City Council's budget going forward. In addition, the Leadership San Mateo, Foster City, Burlingame, Hillsborough Program has requested that participating cities provide ongoing funding for the program, beginning in FY 2017-18. Burlingame's share for the first year is \$10,000. The budget also allows for anticipated increases in dues/contributions to other agencies that the Council authorizes annually (Chamber of Commerce, Peninsula Conflict Resolution Center, League of California Cities, etc.)

## DEPARTMENT BUDGET SUMMARY

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	153,708	155,013	1,305	0.8%
Non-Personnel Costs	206,660	195,510	(11,150)	-5.4%
Internal Services	145	176	31	21.4%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>360,513</b>	<b>350,699</b>	<b>(9,814)</b>	<b>-2.7%</b>
<b>Sources of Funds</b>				
General Fund	360,513	350,699	(9,814)	-2.7%
<b>Total Funding</b>	<b>360,513</b>	<b>350,699</b>	<b>(9,814)</b>	<b>-2.7%</b>

## DEPARTMENT STAFF

	FY2017 Actual FTE	FY2018 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
Council Members	5.00	5.00	0.00
<b>Total FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

CITY OF BURLINGAME, CALIFORNIA

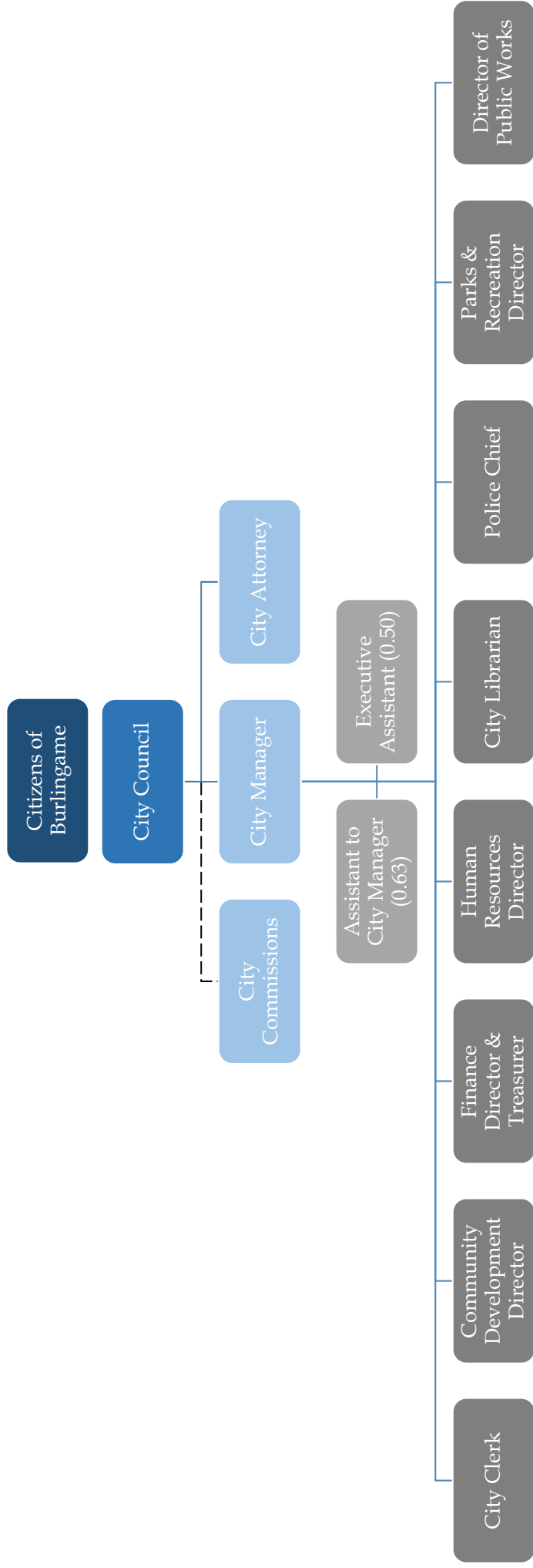


# FISCAL YEAR 2017-18

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OFFICE OF THE CITY MANAGER

# CITY MANAGER



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## OFFICE OF THE CITY MANAGER

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

### KEY BUDGET CHANGES

Personnel costs have increased due to employee salary increases as well as slightly higher benefit costs for both full-time and part-time staff positions.

The allocation of internal service charges has increased by 13.1%. This is due primarily to an increase in the allocation City-wide for several internal service funds, especially for Facilities (\$4,000).

## DEPARTMENT BUDGET SUMMARY

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	557,134	582,788	25,654	4.6%
Non-Personnel Costs	190,452	191,304	852	0.4%
Internal Services	43,506	49,185	5,679	13.1%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>791,092</b>	<b>823,277</b>	<b>32,185</b>	<b>4.1%</b>
<b>Sources of Funds</b>				
General Fund	791,092	823,277	32,185	4.1%
<b>Total Funding</b>	<b>791,092</b>	<b>823,277</b>	<b>32,185</b>	<b>4.1%</b>

## DEPARTMENT STAFF

	FY2017 Actual FTE	FY2018 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
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
<b>Total FTE</b>	<b>2.13</b>	<b>2.13</b>	<b>0.00</b>

CITY OF BURLINGAME, CALIFORNIA

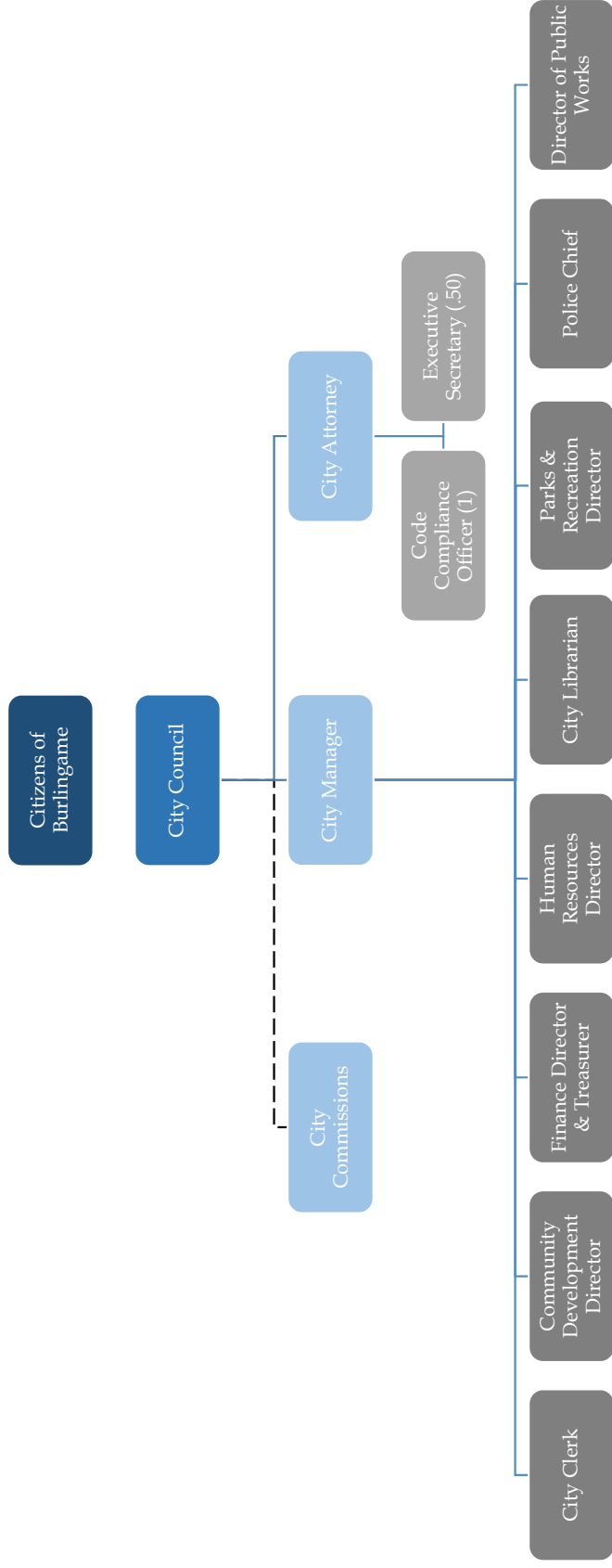


# FISCAL YEAR 2017-18

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OFFICE OF THE CITY ATTORNEY

# CITY ATTORNEY





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## OFFICE OF THE CITY ATTORNEY

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### 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 Government 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.

### DEPARTMENT BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	556,873	621,628	64,755	11.6%
Non-Personnel costs	1,369,995	1,758,165	388,170	28.3%
Internal Services	29,556	37,172	7,616	25.8%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>1,956,424</b>	<b>2,416,965</b>	<b>460,541</b>	<b>23.5%</b>

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	1,210,000	1,510,000	300,000	24.8%
Interest Income	20,000	63,000	43,000	215.0%
General Fund	746,424	906,965	160,541	21.5%
<b>Total Funding</b>	<b>1,976,424</b>	<b>2,479,965</b>	<b>503,541</b>	<b>25.5%</b>

## DEPARTMENT STAFF

	<b>FY2017 Actual FTE</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
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
<b>Total FTE</b>	<b>2.50</b>	<b>2.50</b>	<b>0.00</b>

## CITY ATTORNEY DIVISION

### KEY CITY ATTORNEY BUDGET CHANGES

Personnel costs have increased due to part-time and temporary employees' salary increases as well as pension costs. An increase in part-time help hours for the Assistant City Attorney position impacted the budget by \$20,000; the remaining personnel budget increase is due to the cost of pension, health insurance, and other employee benefits. The increase in non-personnel expenses is due to higher contractual service costs.

The allocation of internal service charges has increased by 25.8%. This is due primarily to an increase in the allocation City-wide for several internal service funds, especially for Administrative Services and Information Technology support (\$5,200).

## CITY ATTORNEY DIVISION BUDGET SUMMARY

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	556,873	621,628	64,755	11.6%
Non-Personnel Costs	159,995	248,165	88,170	55.1%
Internal Services	29,556	37,172	7,616	25.8%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>746,424</b>	<b>906,965</b>	<b>160,541</b>	<b>21.5%</b>
<b>Sources of Funds</b>				
General Fund	746,424	906,965	160,541	21.5%
<b>Total Funding</b>	<b>746,424</b>	<b>906,965</b>	<b>160,541</b>	<b>21.5%</b>

## 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 and contractual services, such as investigations, increased by \$250,000. In addition, for the FY 2017-18 budget an upward adjustment of \$50,000 was added for the actuarially projected increase in the program's liability for outstanding claims as of June 30, 2017, a 1.7% increase over the current fiscal year estimate.

## RISK MANAGEMENT BUDGET SUMMARY

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Non-Personnel Costs	1,210,000	1,510,000	300,000	24.8%
<b>Total Appropriation</b>	<b>1,210,000</b>	<b>1,510,000</b>	<b>300,000</b>	<b>24.8%</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	1,210,000	1,510,000	300,000	24.8%
Interest Income	20,000	63,000	43,000	215.0%
<b>Total Funding</b>	<b>1,230,000</b>	<b>1,573,000</b>	<b>343,000</b>	<b>27.9%</b>

CITY OF BURLINGAME, CALIFORNIA

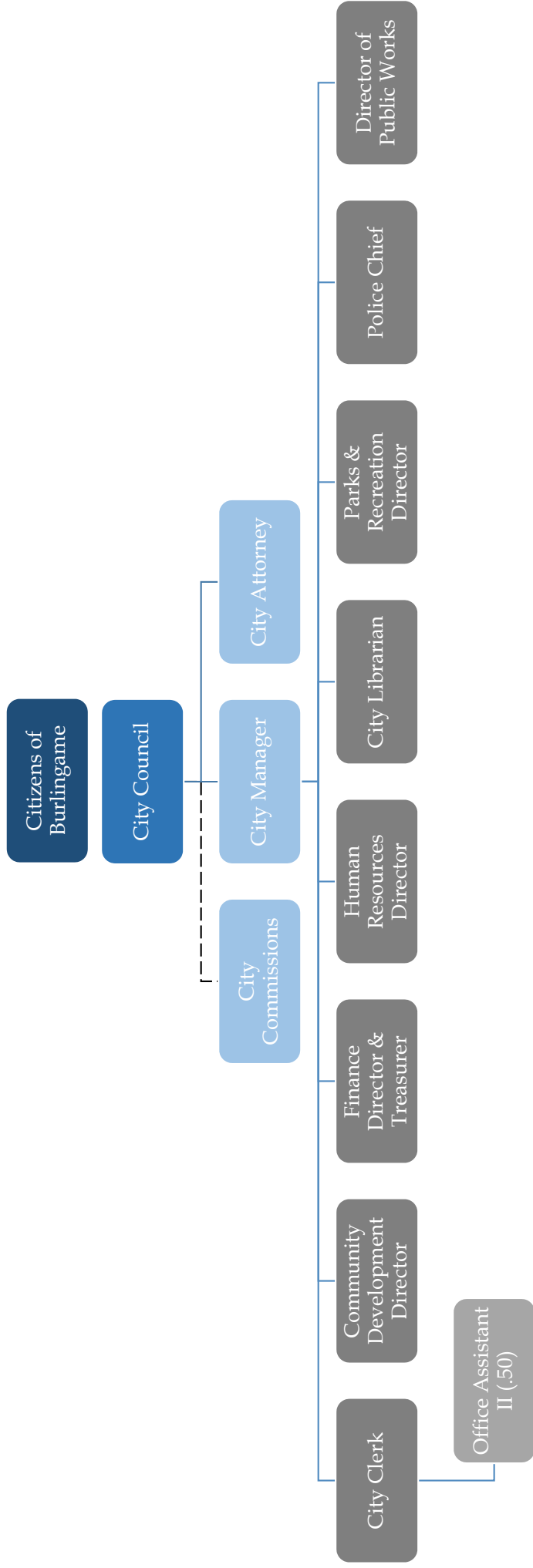


# FISCAL YEAR 2017-18

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OFFICE OF THE CITY CLERK

# CITY CLERK



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## OFFICE OF THE CITY CLERK

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### 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

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	214,165	273,087	58,922	27.5%
Non-Personnel Costs	106,743	231,902	125,159	117.3%
Internal Services	25,585	29,178	3,593	14.0%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>346,493</b>	<b>534,167</b>	<b>187,674</b>	<b>54.2%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	500	500	0	0.0%
General Fund	345,993	533,667	187,674	54.2%
<b>Total Funding</b>	<b>346,493</b>	<b>534,167</b>	<b>187,674</b>	<b>54.2%</b>

## DEPARTMENT STAFF

	FY2017 Actual FTE	FY2018 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
City Clerk	1.00	1.00	0.00
Office Assistant I/II	0.50	0.50	0.00
<b>Total FTE</b>	<b>1.50</b>	<b>1.50</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	FY 13-14	FY 14-15	FY 15-16	FY 16-17 Estimated
City council meetings held (regular and special)	39	39	31	38
Staff reports processed	225	230	230	245
Resolutions processed	111	110	108	112
Ordinances published	10	9	11	15
Elections managed	1	0	1	1
Residency certifications	10	10	10	10

## DEPARTMENT PERFORMANCE MEASURES

	FY13-14	FY14-15	FY 15-16	FY 16-17 Estimated
Council meeting agendas posted with 72 hours of meeting	100%	100%	100%	100%
Council special meeting agendas posted with 24 hours of meeting	100%	100%	100%	100%
eNews subscriptions expanded	yes	yes	yes	yes

## CITY CLERK DIVISION BUDGET CHANGES

The Office of the City Clerk has added funding for a part-time, temporary assistant to help with scanning and preparation of documents for the transition to the electronic content management system. The increase in part-time help hours impacted the budget by \$33,000; the remaining personnel budget increase is due to the cost of pension, health insurance, and other benefits. The increase in non-personnel expenses is due to higher contractual service costs in agenda management, video streaming, and publication services.



## CITY CLERK DIVISION BUDGET SUMMARY

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	214,165	273,087	58,922	27.5%
Non-Personnel Costs	56,743	63,902	7,159	12.6%
Internal Services	25,585	29,178	3,593	14.0%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>296,493</b>	<b>366,167</b>	<b>69,674</b>	<b>23.5%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	500	500	0	0.0%
General Fund	295,993	365,667	69,674	23.5%
<b>Total Funding</b>	<b>296,493</b>	<b>366,167</b>	<b>69,674</b>	<b>23.5%</b>

## KEY ELECTIONS DIVISION BUDGET CHANGES

A \$168,000 appropriation has been provided for the November 2017 election. This is an increase from previous years, as Senate Bill 415, which requires most jurisdictions to switch to even-year elections, has decreased the number of jurisdictions holding an election in 2017.

## ELECTIONS DIVISION BUDGET SUMMARY

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Non-Personnel Costs	50,000	168,000	118,000	236.0%
<b>Total Appropriation</b>	<b>50,000</b>	<b>168,000</b>	<b>118,000</b>	<b>236.0%</b>
<b>Sources of Funds</b>				
General Fund	50,000	168,000	118,000	236.0%
<b>Total Funding</b>	<b>50,000</b>	<b>168,000</b>	<b>118,000</b>	<b>236.0%</b>



CITY OF BURLINGAME, CALIFORNIA



# FISCAL YEAR 2017-18

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CENTRAL COUNTY FIRE DEPARTMENT



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# CENTRAL COUNTY FIRE DEPARTMENT

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## DEPARTMENT MISSION

The Central County Fire Department is dedicated to enhancing the quality of life for residents and business community members of participating cities 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.

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 (85.95 FTEs) serve the communities with six engine companies and one truck company, strategically located in six fire stations, and administrative offices that include fire prevention, public education, training, and emergency preparedness. The total service area is 14.93 square miles, with a population of 61,344. The value of property protected is in excess of \$16 billion.

## KEY BUDGET CHANGES

Now with over two full years 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 2017-18 approved budget demonstrates strong financial management with its merged and joint operations model. CCFD's budget as a whole decreased 2% from its projected budget, due largely to a decrease in the funding of its Workers' Compensation program liabilities. The Workers' Compensation reserve is fully funded.

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 serves six agencies to provide savings in training costs.
- The Mechanics Division services vehicles and apparatus for six agencies: Belmont, Central County, Colma, Foster City, San Bruno, and San Mateo. CCFD has implemented a billing and inventory software to create greater operational efficiency.

Burlingame's budget for fire protection services includes the contributions to CCFD, certain retained Workers' Compensation program costs, Emergency Preparedness activities, and fleet maintenance on City-owned fire vehicles and equipment. When compared to the current year's adopted budget, Burlingame's contributions to CCFD are down 1.0%. However, the non-personnel expenses have increased by 17% due to higher contractual service costs, including Workers' Compensation claims expenditures.

## DEPARTMENT BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Contributions to CCFD	10,160,782	10,056,780	(104,002)	-1.0%
Non-Personnel Costs (Burlingame)	343,000	400,000	57,000	16.6%
Internal Services (Burlingame)	392,473	394,889	2,416	0.6%
Capital Outlay (Burlingame)	0	0	0	0.0%
<b>Total Appropriation</b>	<b>10,896,255</b>	<b>10,851,669</b>	<b>(44,586)</b>	<b>-0.4%</b>

## DEPARTMENT STATISTICS

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17 Estimated
Total calls for service	4,232	4,339	5,296	7,322	7,300
Medical responses	2,508	2,565	3,220	4,329	4,325
Fire suppression responses	145	162	160	193	176
Hazardous conditions responses	410	438	442	436	439
Other responses	1,169	1,165	2,010	2,364	2,360
Special Events - Fund raising events conducted by off-duty firefighters	3	3	3	3	3
Plans checked	199	197	310	197	225
Plans reviewed	365	471	475	332	425
Fire education activities and events (number of children)	1,500	1,500	1,500	2,500	2,500
Public education activities	16	28	32	21	28
Fire origin and cause investigations	6	7	6	11	11
Special events inspections	55	49	67	57	65
Engine Company inspections	814	940	1,010	1,459	1,465
Construction inspections	356	398	440	404	425
Fire and life safety inspections	53	33	62	234	235
Junior Fire Marshal Picnic (number of children)	255	265	270	234	500
Car seat inspections	70	63	110	107	110
General public trained for disaster response (CERT)	37	12	44	47	55

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17 Estimated
General public trained for disaster response (GET READY)	40	0	0	56	55
City employees trained in city-wide disaster drills or other classes	25	68	72	63	100
CPR training (number of adults)	118	98	120	193	175
Training hours completed	11,313	33,243	36,600	2,989	2,700
EMS training hours	2,045	2,599	4,170	1,845	2,125
Driver training hours	1,207	1,077	2,010	1,322	1,500
Percent of time a first in fire engine arrives on a structure fire scene within six minutes of dispatch	100%	100%	100%	100%	100%
Average response time for Priority 1 calls (emergency)	4:19	<6:59	<6:59	<6:59	<6:59
Average response time for Priority 3 calls (non-emergency)	4:90	<6:59	<6:59	<6:59	<6:59
Average response time for all calls	4:70	<6:59	<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%	100%
Plan checks completed within 10 working days	100%	100%	100%	100%	100%
Plan reviews completed within target	100%	100%	100%	100%	100%
Citizen inquiries responded to within 1 working day	100%	100%	100%	100%	100%
Complete required annual continuing education training for all paramedics and Emergency Medical Technicians (EMTs)	100%	100%	100%	100%	100%



CITY OF BURLINGAME, CALIFORNIA

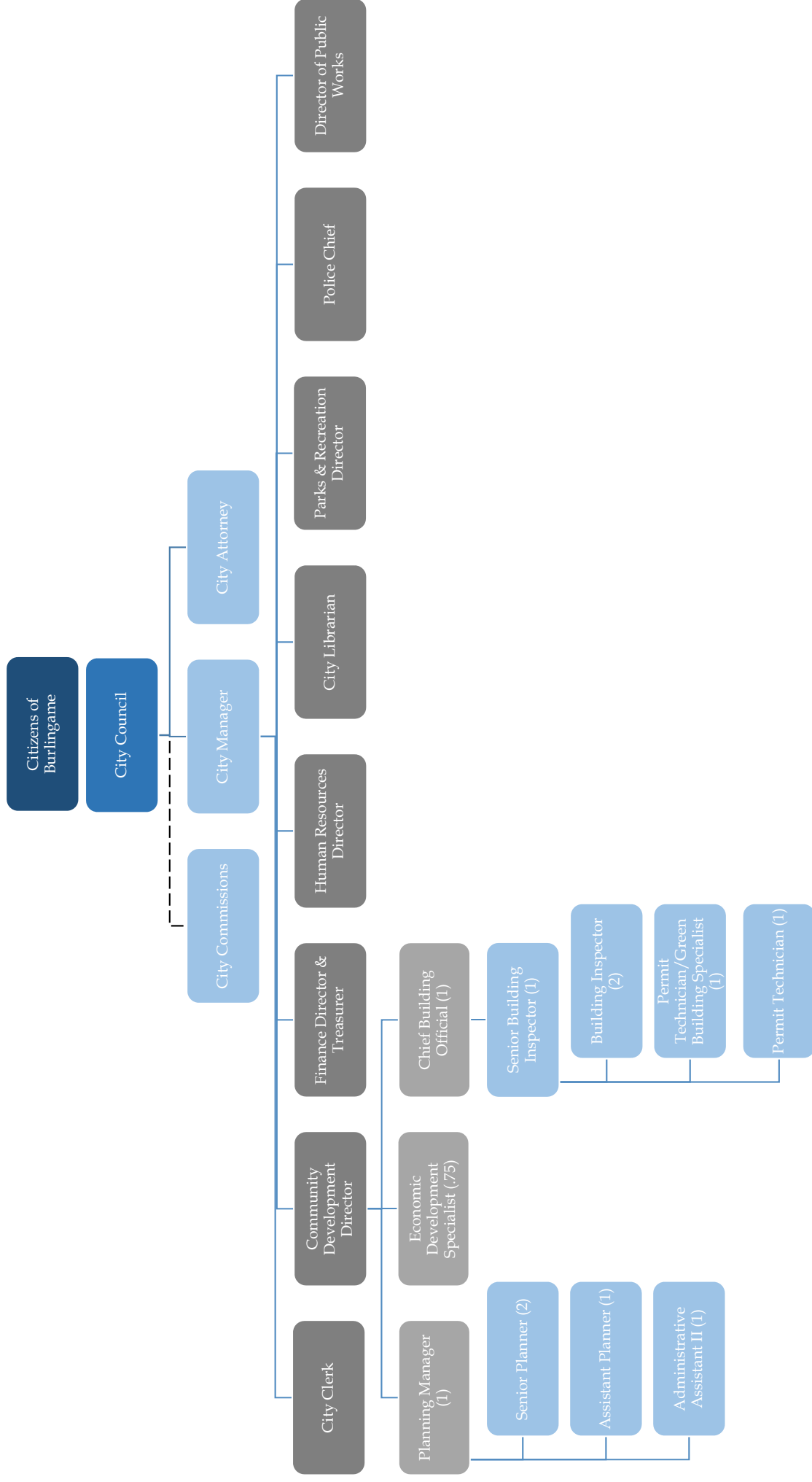


# FISCAL YEAR 2017-18

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COMMUNITY DEVELOPMENT DEPARTMENT

# COMMUNITY DEVELOPMENT



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## COMMUNITY DEVELOPMENT DEPARTMENT

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### 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.



### DEPARTMENT BUDGET SUMMARY

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	2,260,898	2,427,479	166,581	7.4%
Non-Personnel Costs	910,141	952,474	42,333	4.7%
Internal Services	184,220	213,592	29,372	15.9%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>3,355,259</b>	<b>3,593,545</b>	<b>238,286</b>	<b>7.1%</b>
<b>Sources of Funds</b>				
General Fund	460,759	599,345	138,586	30.1%
Charges for Svc - General Fund	626,500	657,200	30,700	4.9%
Charges for Svc - Building	2,230,000	2,230,000	0	0.0%
Building Enterprise	570,974	579,813	8,839	1.5%
Other Revenue	38,000	107,000	69,000	181.6%
<b>Total Funding</b>	<b>3,926,233</b>	<b>4,173,358</b>	<b>247,125</b>	<b>6.3%</b>

## DEPARTMENT STAFF

	FY2017 Actual FTE	FY2018 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant II	1.00	1.00	0.00
Assistant Planner	1.00	1.00	0.00
Building Inspector	2.00	2.00	0.00
Chief Building Official	1.00	1.00	0.00
Community Development Director	1.00	1.00	0.00
Economic Development Specialist	0.75	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	2.00	2.00	0.00
<b>Total FTE</b>	<b>12.75</b>	<b>12.75</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17 Estimated
<b>Planning Division</b>					
Commission Hearings					
Conditional use permits	30	15	25	11	18
Variances	15	21	20	14	7
Special permits	10	26	20	16	13
Hillside area construction permits	6	8	10	5	6
Design review	39	65	50	64	65
Design Review Amendments	11	8	10	6	7
Other agenda items	15	16	15	6	8
Applications reviewed	125	94	120	125	105
General plan/zoning code amendments	1	1	4	3	2
Council agenda items considered	8	3	4	6	14

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17 Estimated
Administrative permits issued	26	27	25	35	10
Sign permits issued	58	44	50	54	34
Negative declarations and EIRs prepared	5	7	5	8	10
Home occupation permits reviewed	78	62	75	44	54
Construction plan checks performed	499	554	500	463	378
Code enforcement cases processed	31	16	15	n/a	n/a
Final inspections completed	54	41	45	38	39
Net single-family dwellings approved	18	17	15	16	16
New affordable dwellings units approved	4	2	32*	0	1
New apt/condo units approved	31	16	350*	11	48
Major projects in process	3	2	3 **	8	9
<b>Building Division</b>					
Building permits issued	1,229	1,185	1,230	1,285	1,300
Building plan checks performed	321	593	675	708	715
Building inspections conducted	5,662	5,280	5,600	6,135	6,250

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

\*\* 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	FY 16-17 Estimated
<b>Planning Division</b>					
Percentage of planning application reviews completed within 30 days	79%	60%	85%	76%	80%
Percentage of plan checks (for new building permits) completed within 10 business days	76%	79%	85%	91%	91%
<b>Building Division</b>					
Percentage of plan checks completed within 15 working days	96%	98%	96%	93%	94%
Percentage of permits issued over-the-counter	72%	79%	70%	73%	75%
Percentage of "good" or "excellent" customer service ratings (per annual survey)	80%	83%	92%	99%	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, property line setbacks, as well as outlining design review processes for various types of projects (when design review is required).

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

## KEY PLANNING DIVISION BUDGET CHANGES

For FY 2016-17, the Planning Division reduced part-time and overtime budgeted hours. However, it became apparent throughout the fiscal year that additional hours were needed to manage the workload of development applications while managing the General Plan and Zoning Ordinance update along with other projects. During the mid-year budget review, the Planning Division wages and benefits budget was adjusted by \$35,000. The budget for part-time help and overtime hours have been increased by \$21,000 for FY 2017-18. The remaining

personnel budget increase is due to the cost of pensions, health insurance, and other benefits. The increase in non-personnel expenses is due to higher contractual service costs related to the complex projects. The anticipated revenues from charges for services offset the increased cost in contractual services.

The allocation of internal service charges has increased by 22.1%. This is due primarily to an increase in the allocation City-wide for several internal service funds, especially for Administrative Services and Information Technology support (\$12,000).

## PLANNING DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,276,807	1,398,333	121,526	9.5%
Non-Personnel Costs	299,124	337,519	38,395	12.8%
Internal Services	82,302	100,506	18,204	22.1%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>1,658,233</b>	<b>1,836,358</b>	<b>178,125</b>	<b>10.7%</b>
<b>Sources of Funds</b>				
General Fund	460,759	599,345	138,586	30.1%
Charges for Svc - General Fund	626,500	657,200	30,700	4.9%
Building Enterprise	570,974	579,813	8,839	1.5%
<b>Total Funding</b>	<b>1,658,233</b>	<b>1,836,358</b>	<b>178,125</b>	<b>10.7%</b>

## COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

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

## KEY BUILDING ENTERPRISE BUDGET CHANGES

The proposed budget increased by 3.5% primarily due to the allocation for Administrative Services and Information Technology support and Facilities. No other significant changes are proposed to the Division budget.

## BUILDING DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	984,091	1,029,146	45,055	4.6%
Non-Personnel Costs	611,017	614,955	3,938	0.6%
Internal Services	101,918	113,086	11,168	11.0%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>1,697,026</b>	<b>1,757,187</b>	<b>60,161</b>	<b>3.5%</b>
<b>Sources of Funds</b>				
Charges for Svc - Building	2,230,000	2,230,000	0	0.0%
Other Revenue	38,000	107,000	69,000	181.6%
<b>Total Funding</b>	<b>2,268,000</b>	<b>2,337,000</b>	<b>69,000</b>	<b>3.0%</b>



CITY OF BURLINGAME, CALIFORNIA

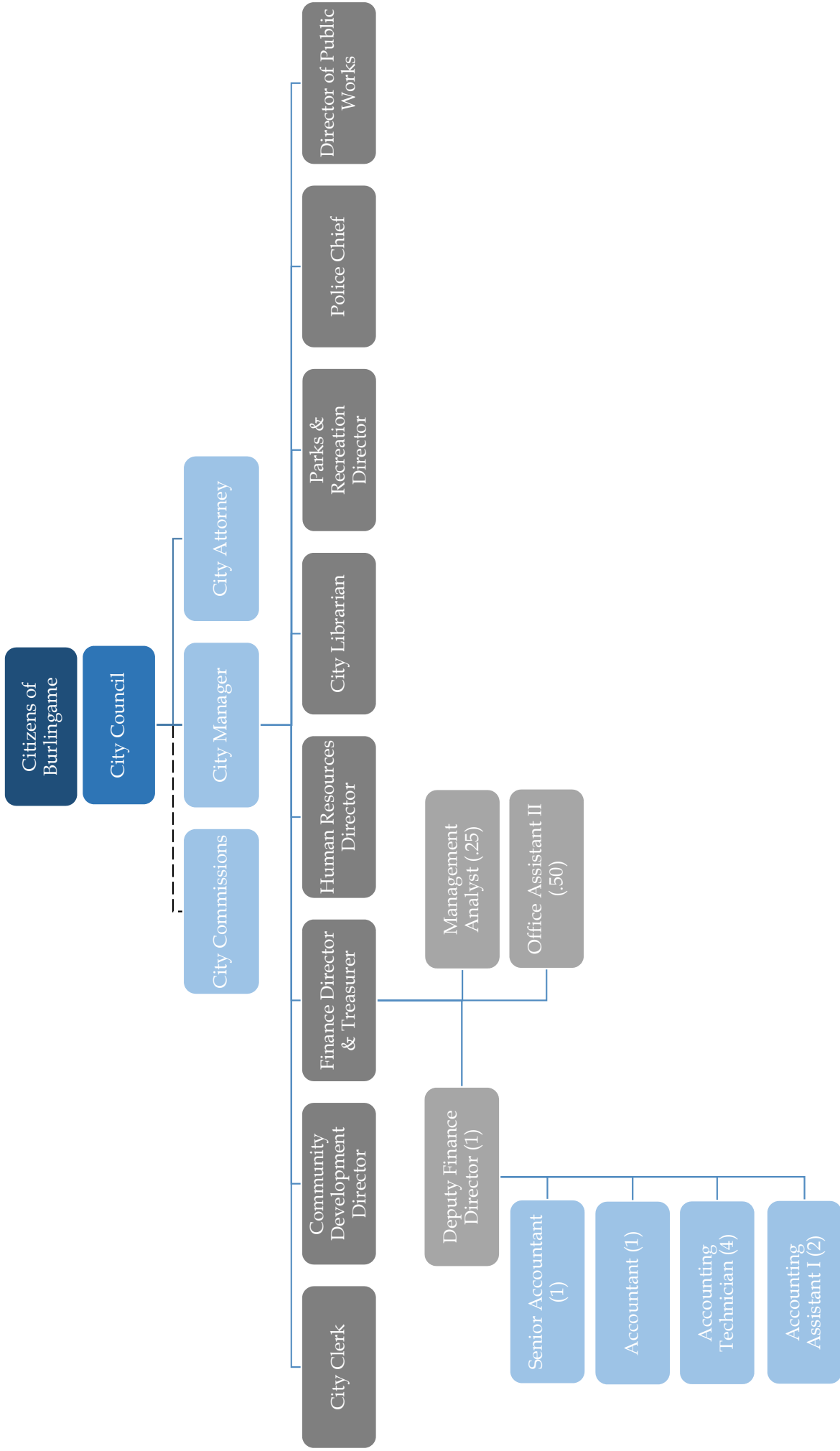


# FISCAL YEAR 2017-18

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FINANCE DEPARTMENT

# FINANCE



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## FINANCE

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### 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, oversight of the City's investment portfolio, 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.



### DEPARTMENT BUDGET SUMMARY

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	1,614,908	1,714,193	99,285	6.1%
Non-Personnel Costs	1,336,475	1,548,707	212,232	15.9%
Internal Services	137,620	159,016	21,396	15.5%
Capital Outlay	50,000	50,000	0	0.0%
<b>Total Appropriation</b>	<b>3,139,003</b>	<b>3,471,916</b>	<b>332,913</b>	<b>10.6%</b>

### Sources of Funds

Charges for Svc - General Fund	4,000	4,000	0	0.0%
Charges for Services - ISF	1,046,064	1,244,111	198,047	18.9%
General Fund	1,484,312	1,563,537	79,225	5.3%
Interest Income - Admin Svc	6,000	15,000	9,000	150.0%
Water Enterprise	365,864	412,498	46,634	12.7%
Sewer Enterprise	181,163	204,470	23,307	12.9%
Solid Waste Fund	57,600	43,300	(14,300)	-24.8%
Parking Fund	0	0	0	0.0%
<b>Total Funding</b>	<b>3,145,003</b>	<b>3,486,916</b>	<b>341,913</b>	<b>10.9%</b>

## DEPARTMENT STAFF

<b>FY2017 Actual FTE</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in FTE</b>
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### 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	0.00	-1.00
Accounting Technician	3.00	4.00	1.00
Finance Director & Treasurer	1.00	1.00	0.00
Deputy Finance Director	1.00	1.00	0.00
Management Analyst	0.25	0.25	0.00
Office Assistant I/II	0.50	0.50	0.00
Senior Accountant	1.00	1.00	0.00
<b>Total FTE</b>	<b>10.75</b>	<b>10.75</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17 Estimated</b>
Total computers citywide	300	312	315	317	317
Number of utility accounts billed (annually)	10,006	10,653	10,600	10,595	10,380
Number of business license accounts (annually)	6,357	6,450	6,500	6,740	6,902
Over the counter Inquiries (annually)	9,149	9,627	10,736	11,810	11,768
Utility service phone calls received (annually)	16,200	17,370	18,250	18,207	18,389
General main line phone inquiries received (annually)	9,600	9,300	9,500	10,450	10,555

## DEPARTMENT PERFORMANCE MEASURES

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17 Estimated
Prepare a 5 year forecast for use by decision-makers	Yes	Yes	Yes	Yes	Yes
Prepare a comprehensive budget summary for the City's webpage and general public	Yes	Yes	Yes	Yes	Yes
Forecast annual General Fund revenues within 5%	Yes	Yes	Yes	Yes	Yes
Provide monthly financial reports to internal departments by the 10th business day of the following month	Yes	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	Yes
Receive an unqualified opinion on all financial audits	Yes	Yes	Yes	Yes	Yes
Achieve greater than the 12 month average of 2 year T-bill rate on investments	Yes	Yes	Yes	Yes	Yes
Post 95% of water account payments received by mail within 24 hours	Yes	Yes	Yes	Yes	Yes
Deposit all customer payments received within 1 business day	Yes	Yes	Yes	Yes	Yes
Identify and issue 30 new business licenses annually	Yes	Yes	Yes	Yes	Yes
Provide accurate and timely debt service payments	Yes	Yes	Yes	Yes	Yes
Maintain the City's AA+ bond rating	Yes	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 service. The City of Burlingame 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 have increased due to the cost of pension, health insurance, and other benefits. The non-personnel budget has increased by \$183,000, or 20%, mostly due to the estimated cost of scanning the City-wide records (\$200,000), but also to support other IT initiatives for the year, such as improved cyber-security measures.

## ADMINISTRATIVE SERVICES DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	83,560	98,321	14,761	17.7%
Non-Personnel Costs	912,504	1,095,790	183,286	20.1%
Capital Outlay	50,000	50,000	0	0.0%
<b>Total Appropriation</b>	<b>1,046,064</b>	<b>1,244,111</b>	<b>198,047</b>	<b>18.9%</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	1,046,064	1,244,111	198,047	18.9%
Interest Income - Admin Svc	6,000	15,000	9,000	150.0%
<b>Total Funding</b>	<b>1,052,064</b>	<b>1,259,111</b>	<b>207,047</b>	<b>19.7%</b>

## 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

The Finance Division personnel budget has increased by \$84,000, or 5.5%. The budget includes the reclassification of one staff position, to Accounting Technician. Areas of responsibility for this

position include supporting the City's General Ledger functions (reconciliations, journal entries, etc.) and providing backup for payroll. The change to a higher level of duties is anticipated to be permanent as the department moves toward new accounting and record-keeping systems. The impact of the position change is approximately \$5,300. 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.

Non-personnel costs have increased by \$29,000, or 6.8%. The increase in non-personnel expenses is largely due to higher contractual service costs. Contracts for the bi-annual actuarial valuation of the City's Other Post-Employment Benefit (retiree medical benefits) obligations are included. The cost of asset management services is also slightly higher as more funds are invested in the City's main portfolio.

## FINANCE DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,531,348	1,615,872	84,524	5.5%
Non-Personnel Costs	423,971	452,917	28,946	6.8%
Internal Services	137,620	159,016	21,396	15.5%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>2,092,939</b>	<b>2,227,805</b>	<b>134,866</b>	<b>6.4%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	4,000	4,000	0	0.0%
General Fund	1,484,312	1,563,537	79,225	5.3%
Water Enterprise	365,864	412,498	46,634	12.7%
Sewer Enterprise	181,163	204,470	23,307	12.9%
Solid Waste Fund	57,600	43,300	(14,300)	-24.8%
Parking Fund	0	0	0	0.0%
<b>Total Funding</b>	<b>2,092,939</b>	<b>2,227,805</b>	<b>134,866</b>	<b>6.4%</b>





CITY OF BURLINGAME, CALIFORNIA

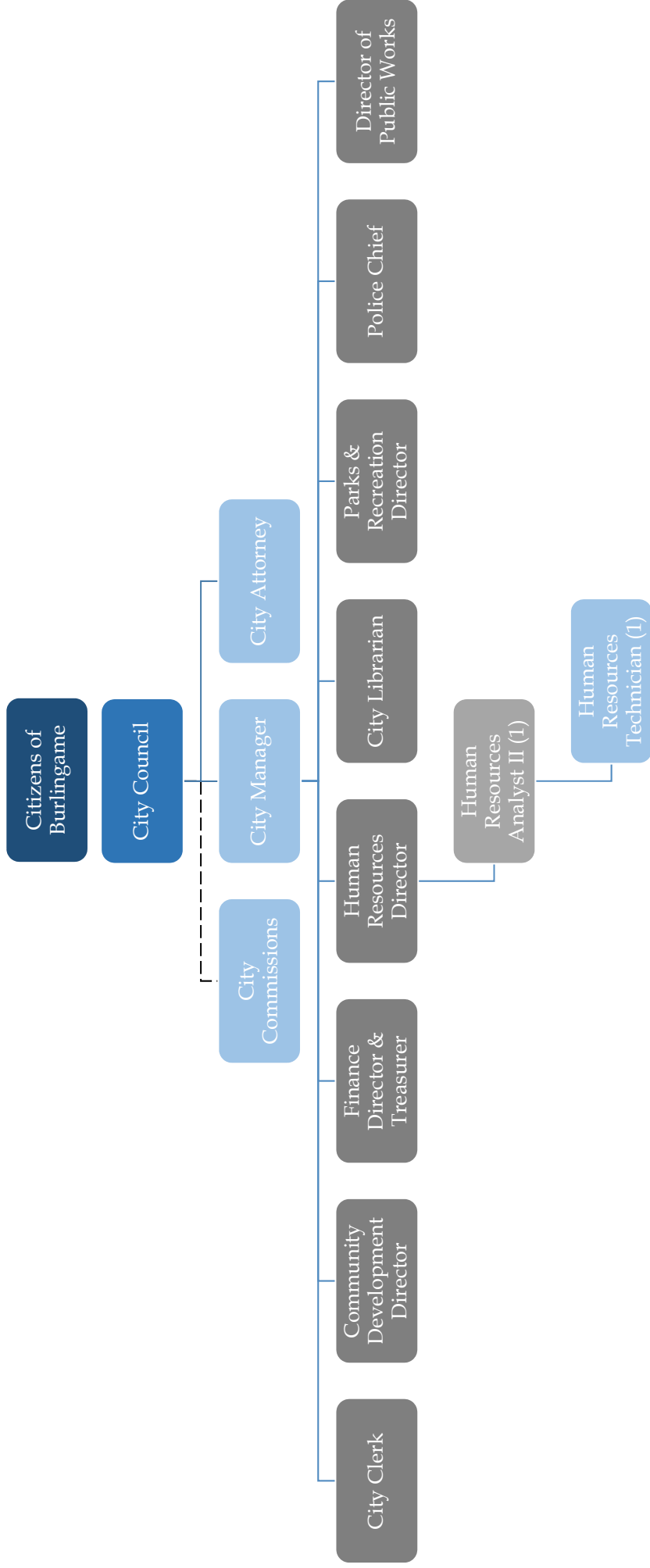


# FISCAL YEAR 2017-18

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HUMAN RESOURCES DEPARTMENT

# HUMAN RESOURCES



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## HUMAN RESOURCES

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### 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.

### DEPARTMENT BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	596,650	603,821	7,171	1.2%
Non-Personnel Costs	1,042,496	1,051,715	9,219	0.9%
Internal Services	48,664	58,640	9,976	20.5%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>1,687,810</b>	<b>1,714,176</b>	<b>26,366</b>	<b>1.6%</b>
<b>Sources of Funds</b>				
Interest Income - Workers' Comp	0	133,000	133,000	100.0%
Charges for Services - ISF	825,000	848,883	23,883	2.9%
General Fund	894,810	956,176	61,366	6.9%
<b>Total Funding</b>	<b>1,719,810</b>	<b>1,938,059</b>	<b>218,249</b>	<b>12.7%</b>

## DEPARTMENT STAFF

	FY2017 Actual FTE	FY2018 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
Human Resources Director	1.00	1.00	0.00
Human Resources Analyst II	1.00	1.00	0.00
Human Resources Technician	1.00	1.00	0.00
<b>Total FTE</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17 Estimated
<b>Human Resources Division</b>					
Average number of business days for a recruitment process to establish an eligible list	35	14	21	25	42
Number of employee participants in City training	92	150	150	150	241
Number of regular recruitments completed	21	21	40	52	44
Number of regular new hires	23	21	42	52	20
Number of labor associations	6	6	6	6	6
Number of labor agreements (MOU's) negotiated and approved	4	2	1	3	3
<b>Workers' Compensation Division</b>					
Number of workers' compensation claims filed	30	23	25	26	24
Number of lost work days due to workers' compensation injuries	818	800	800	700	450
Number of new litigated workers' compensation claims	4	3	2	4	3

## KEY HUMAN RESOURCES DIVISION BUDGET CHANGES

The Human Resources Division has experienced a high level of turnover due largely to staff retirements in the past few years. Though the cost of benefits has increased to all Departments, Human Resources' personnel budget reflects only a slight increase. While last year's budget for vacant positions was established based on maximum salary and benefit assumptions, the FY 2017-18 budget is based on actual compensation and benefits.

Non-personnel costs have increased by \$44,000, or 17.7%. The increase is due to the procurement of a new third-party administrator to manage dental, vision, and flex spending claims in accordance with the Health Insurance Portability and Accountability Act (HIPPA). This contract (\$37,000) is needed to relieve Human Resources personnel of these highly regulated duties so that proper focus can be placed on recruitment, retention, and department services.

## HUMAN RESOURCES DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	596,650	603,821	7,171	1.2%
Non-Personnel Costs	249,496	293,715	44,219	17.7%
Internal Services	48,664	58,640	9,976	20.5%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>894,810</b>	<b>956,176</b>	<b>61,366</b>	<b>6.9%</b>
<b>Sources of Funds</b>				
General Fund	894,810	956,176	61,366	6.9%
<b>Total Funding</b>	<b>894,810</b>	<b>956,176</b>	<b>61,366</b>	<b>6.9%</b>

## 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 2017-18 will decrease by \$35,000, or 4.4%. However, to improve the fund's reserve for future injuries or claims, the allocation of the cost to the other departments is kept at the prior year level.

## WORKERS' COMPENSATION DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	793,000	758,000	(35,000)	-4.4%
<b>Total Appropriation</b>	<b>793,000</b>	<b>758,000</b>	<b>(35,000)</b>	<b>-4.4%</b>
<b>Sources of Funds</b>				
Interest Income - Workers' Comp	0	133,000	133,000	100.0%
Charges for Services - ISF	825,000	848,883	23,883	2.9%
<b>Total Funding</b>	<b>825,000</b>	<b>981,883</b>	<b>156,883</b>	<b>19.0%</b>

CITY OF BURLINGAME, CALIFORNIA

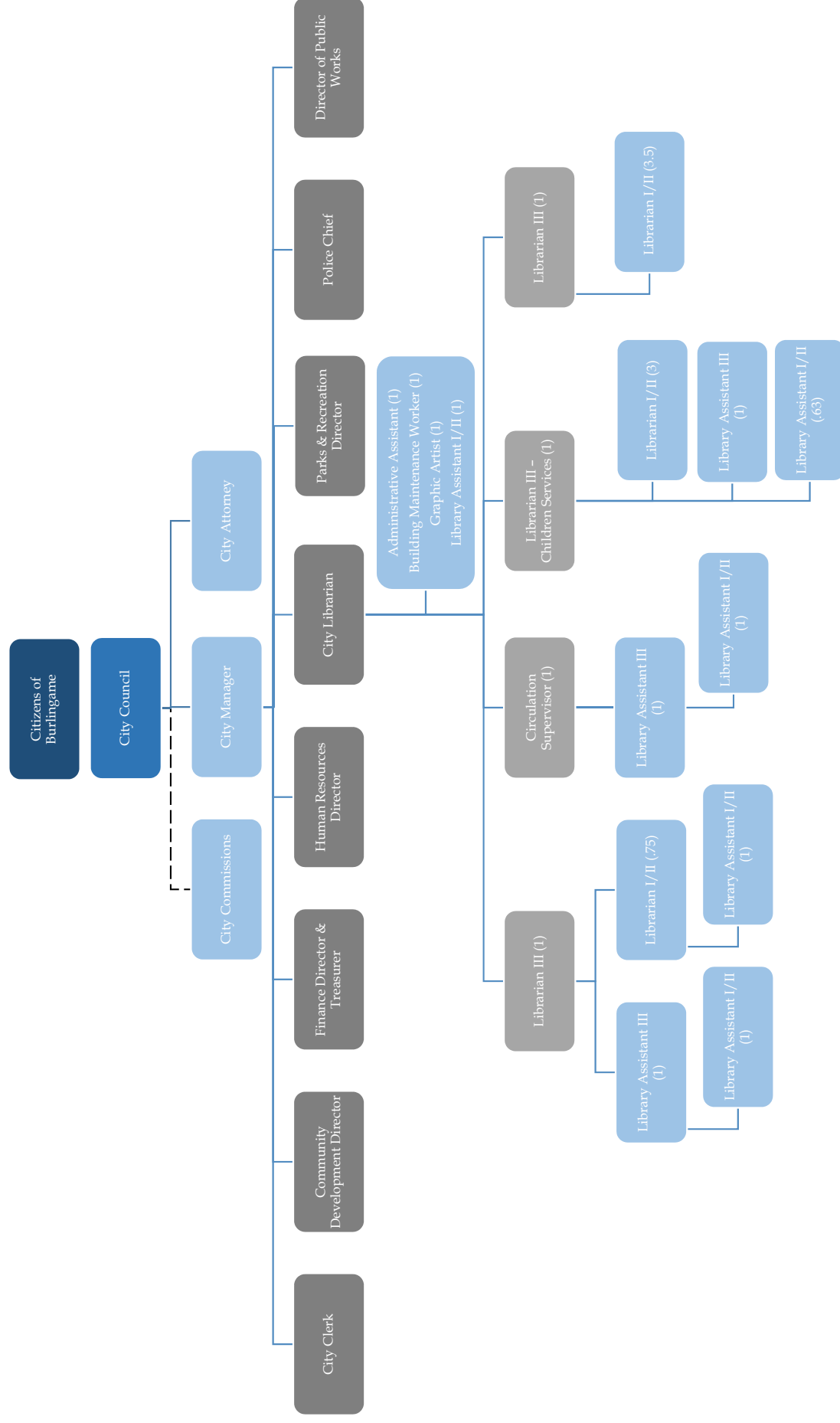


# FISCAL YEAR 2017-18

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LIBRARY

## LIBRARY





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## LIBRARY

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### DEPARTMENT MISSION

Burlingame Public Library. Awaken your curiosity. Spark your creativity. Strengthen your connections. Our Library is a place where all are welcome to enjoy, learn, create, gather, support and just relax. We encourage inclusion and welcome diversity. We foster literacy and life-long learning. We facilitate free and easy access to information. We build community and nurture innovation. We protect privacy and preserve intellectual freedom.



### 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 in all Library departments has 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 managing of Library Pages and Library Assistants. This department manages our Automated Materials Handling (AMH) system installed to streamline the return of materials, increase patron satisfaction with instantaneous updating of their accounts, and reduction of staff injuries.



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

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

In March of 2017 the Library became an official State Department sanctioned Passport Acceptance Facility. Burlingame Library is one of only a handful of libraries statewide to become certified. The Library provides this service Wednesday, Thursday, Saturday for a total of 11 hours per week.



## KEY BUDGET CHANGES

Personnel costs increased by \$87,000, or 2.6%. The Library's budget includes a proposal to increase the Librarian I position within the Children's division from 0.63 FTE to 1.00 FTE additionally supported by an increase in the part-time employees hours. The Children's division has a heavy workload with desk shifts, children and teen programs, story times, school visits, summer reading program, and staffing the Easton Branch. The division Manager relies heavily on professionally trained librarians to work with children and family literacy needs. The position cost increase will be offset by a reduction in the Library Assistant II FTE (to 0.63 FTE) through attrition.

Non-personnel costs have increased by \$47,000. The increase is due to the estimated cost of new books, non-print media, microfilm, and electronic resources for library circulation (\$14,000). The proposed budget also includes a \$10,000 increase for information technology upgrades such

as a Self-check Software upgrade, ADA software, and the replacement of a Graphic Artist computer. In addition, the American Library Association Conference training opportunities will be utilized more during the fiscal year to develop staff. The additional conference costs increase the Department's budget by approximately \$7,000.

## DEPARTMENT BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	3,410,990	3,497,980	86,990	2.6%
Non-Personnel Costs	1,149,113	1,196,502	47,389	4.1%
Internal Services	456,836	496,245	39,409	8.6%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>5,016,939</b>	<b>5,190,727</b>	<b>173,788</b>	<b>3.5%</b>
<b>Sources of Funds</b>				
General Fund	4,329,939	4,411,727	81,788	1.9%
Charges for Svc - Hillsborough	550,000	645,000	95,000	17.3%
Charges for Svc - General Fund	137,000	134,000	(3,000)	-2.2%
<b>Total Funding</b>	<b>5,016,939</b>	<b>5,190,727</b>	<b>173,788</b>	<b>3.5%</b>

## DEPARTMENT STAFF

	<b>FY2017 Actual FTE</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
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	1.00	1.00	0.00
Librarian I/II	6.88	7.25	0.37
Librarian III	3.00	3.00	0.00
Library Assistant I/II	5.00	4.63	(0.37)
Library Assistant III	3.00	3.00	0.00
Library Technology Services Manager	0.00	0.00	0.00
<b>Total FTE</b>	<b>22.88</b>	<b>22.88</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17 Estimated
Population served	36,836	37,192	37,192	37,503	37,515
Registered borrowers	26,477	27,769	28,602	24,805*	25,000
Population registered	72%	74%	76%	66%	72%
Items circulated	761,795	753,690	633,099	704,166	704,000
Media items	248,052	229,929	170,969	222,253	223,000
Children's items	338,254	342,520	306,261	339,850	340,500
Teen Items	36,210	35,341	33,953	27,494	26,300
Circulation per capita	21	21	20	19	20
Circulation per child	48	50	47	54	55
Library visits	437,516	381,932	366,426	299,066	302,000
Internet/virtual visits	123,422	117,616	111,735	112,014	113,000
Programs offered	602	752	662	636	773
Program attendance	24,634	29,683	26,318	31,918	33,500
Items added	14,672	14,746	14,980	15,036	15,050
Self-check use	79%	79%	85%	81%	82%

\*Reduction due to change in normal record purge from fiscal to calendar year

## DEPARTMENT PERFORMANCE MEASURES

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17 Estimated
Kindergarten card drive	220	245	268	195	225
Story time attendance	13,199	13,502	13,637	13,650	17,650
Children's summer reading club	915	1108	1,227	1,300	1,300
Librarian school visits		220	184	204	210
Class visits		43	37	79	80

CITY OF BURLINGAME, CALIFORNIA

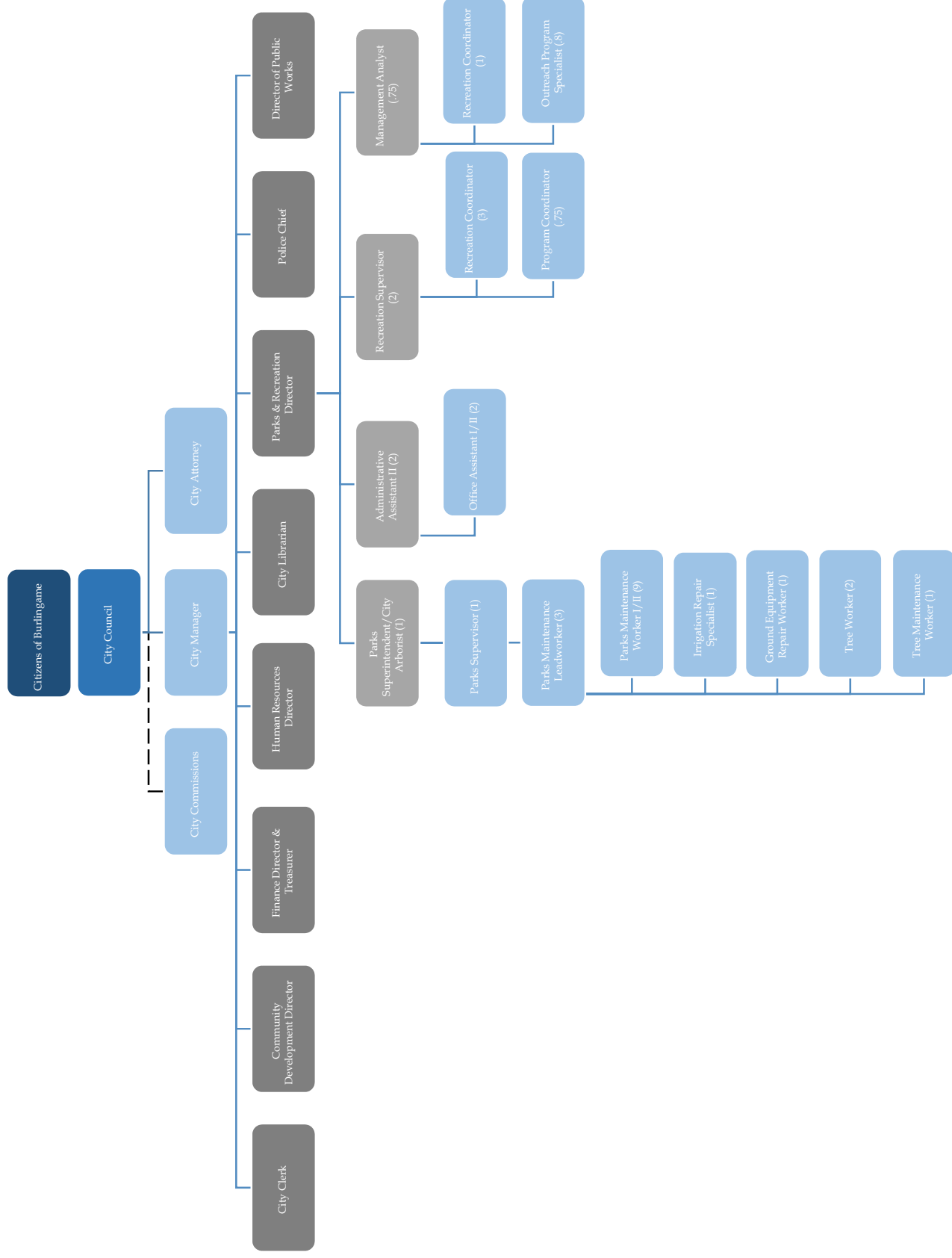


# FISCAL YEAR 2017-18

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PARKS & RECREATION DEPARTMENT

# PARKS & RECREATION



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## PARKS AND RECREATION DEPARTMENT

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### DEPARTMENT MISSION

The Burlingame Parks and Recreation Department is creating a better community in which to live and play through quality recreational environments, enriching opportunities and empowering people.

### 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 38 consecutive years by the Arbor Day Foundation. The Department manages the contracts for the Golf Center, Burlingame Aquatics Club, Lion's Club, the Depot, and the Carriage House and supports the Beautification Commission, the Parks and Recreation Commission, the Youth Advisory Committee, the Parks and Recreation Foundation, and the Senior Activities Committee.

### DEPARTMENT BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	4,645,554	4,931,000	285,446	6.1%
Non-Personnel Costs	3,394,541	4,014,844	620,303	18.3%
Internal Services	686,163	783,342	97,179	14.2%
Capital Outlay	154,000	114,700	(39,300)	-25.5%
<b>Total Appropriation</b>	<b>8,880,258</b>	<b>9,843,886</b>	<b>963,628</b>	<b>10.9%</b>



#### Sources of Funds

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
General Fund	5,917,785	6,580,974	663,189	11.2%
Charges for Svcs - General Fund	2,950,500	3,250,000	299,500	10.2%
Parking Fund	11,973	12,912	939	7.8%
<b>Total Funding</b>	<b>8,880,258</b>	<b>9,843,886</b>	<b>963,628</b>	<b>10.9%</b>

## DEPARTMENT STAFF

#### Full-Time Equivalents (FTE)

	<b>FY2017 Actual FTE</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in FTE</b>
Administrative Assistant II	2.00	2.00	0.00
Assistant Parks Supervisor	0.00	0.00	0.00
Building Attendant	0.00	0.00	0.00
Grounds Equipment Repair Worker	1.00	1.00	0.00
Irrigation Repair Specialist	1.00	1.00	0.00
Management Analyst	0.75	0.75	0.00
Office Assistant I/II	2.00	2.00	0.00
Outreach Program Specialist	0.00	0.80	0.80
Parks Maintenance Worker I/II	9.00	9.00	0.00
Parks Superintendent / City Arborist	1.00	1.00	0.00
Parks Supervisor	1.00	1.00	0.00
Parks & Recreation Director	1.00	1.00	0.00
Parks Maintenance Leadworker	3.00	3.00	0.00
Program Coordinator	0.75	0.75	0.00
Recreation Coordinator	4.00	4.00	0.00
Recreation Supervisor	2.00	2.00	0.00
Tree Maintenance Worker	1.00	1.00	0.00
Tree Worker	2.00	2.00	0.00
<b>Total FTE</b>	<b>31.50</b>	<b>32.30</b>	<b>0.80</b>



## DEPARTMENT STATISTICS

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17 Estimated
<b>Recreation Program Participants</b>					
Preschool	1,898	2,054	2,234	2,079	2,182
Youth/Teen Enrichment	5,348	4,544	4,760	4,974	5,541
Youth/Teen Sports	2,456	3,112	3,726	3,858	3,501
Adult Enrichment/Sports	2,952	2,215	2,145	2,956	2,841
Mature Adult (includes weekly drop-in programming)	3,203	3,496	3,537	4,478	4,725
<b>Recreation Rentals</b>					
Picnic	216	202	240	225	233
Building	288	302	329	325	345
Tennis Courts	63	61	100	105	
Community Garden Beds	N/A	22	22	22	22
Bocce Ball Courts	33	81	96	86	91
<b>Parks Services</b>					
Tree Plantings	271	230	198	271	240
Tree Removals	203	164	212	281	184
Tree Trimmings	1,621	1,943	2,866	1,520	1,830
Permit Applications	82	92	87	130	105
Emergency Call Outs	159	102	187	34	30

## 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 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, Broadway and other City-owned facilities; provides seasonal landscaping in selected locations; maintains plant materials in the nursery; services restrooms, trash receptacles and pathways in City parks; prepares and maintains athletic fields for user groups; and provides weed and exterior pest control at all City facilities.

The 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 and landscape
- 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 streets and sidewalk area in the City.

## **KEY PARKS DIVISION BUDGET CHANGES**

The non-personnel budget has increased by \$340,000, or 30.3%. The increase is a result of an estimated \$281,000 in tree pruning and \$50,000 for the Cartegraph software system, which is used to track work orders and facilitate asset management. The proposed capital outlay budget includes a new truck and the replacement of old and unsafe equipment, including a ballfield

groomer, chipper winch, truck, table lift, and flail mower. New equipment will decrease injuries and save staff time.

## PARKS DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,773,352	2,884,756	111,404	4.0%
Non-Personnel Costs	1,121,752	1,462,023	340,271	30.3%
Internal Services	299,860	345,254	45,394	15.1%
Capital Outlay	111,000	94,600	(16,400)	-14.8%
<b>Total Appropriation</b>	<b>4,305,964</b>	<b>4,786,633</b>	<b>480,669</b>	<b>11.2%</b>
<b>Sources of Funds</b>				
General Fund	4,121,491	4,615,721	494,230	12.0%
Charges for Svcs - General Fund	172,500	158,000	(14,500)	-8.4%
Parking Fund	11,973	12,912	939	7.8%
<b>Total Funding</b>	<b>4,305,964</b>	<b>4,786,633</b>	<b>480,669</b>	<b>11.2%</b>

## 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 community in which to live and play through quality recreational environments, enriching opportunities and empowering people." These organizations include the American Youth Soccer Organization,

Burlingame Girls Softball, Burlingame Soccer Club, Burlingame Youth Baseball Association, Coyotes Youth Lacrosse, Burlingame School District, Our Lady of Angels school, Adult Education, 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 and Mercy High School 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, tennis, first aid/CPR, music, art, performing arts, foreign languages, ping pong, fitness, bridge, 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, specialty workshops, fitness programs, aquatics classes, Pickleball, harmonica, line dance, 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, Throw Back Thursday Movies, Family Campout, middle school events, Streets Alive, the Royal Dance, the Volunteer Appreciation Lunch, and the Annual YAC Spaghetti Dinner Fundraiser. In addition, the Recreation Division has supported the annual Pet Parade on Broadway. The Recreation Center staff administers the Lobby Gallery, which displays the work of local artists.

## **KEY RECREATION DIVISION BUDGET CHANGES**

The personnel budget has increased by \$174,000, or 9.3%. Included in the Recreation budget proposal is funding for a new part-time permanent Outreach Program Specialist, which accounts for \$80,000 of the budget increase. The Program Outreach Specialist is responsible for promotional materials for the Parks and Recreational Department, its programs, events, and sponsorships. Currently, these functions are fulfilled using a temporary, non-benefitted employee limited to 20 hours a week or less. This person is tasked with developing and maintaining viable communication outlets with the public, sponsors, and customers and supporting public engagement activities, leading outreach efforts, and connecting services with community groups and the community. These programs have grown and need the support of a .80 FTE position. 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.

The Recreation budget includes a \$194,000 increase in the contractual services budget for the costs associated with additional Enrichment enrollment and enhanced class offerings. As these programs are very popular, the additional costs will be offset with revenue (charges for services) in the Department. In addition, the Division is offering \$15,000 in its Youth Scholarship program, which is an increase of \$5,000 compared to the prior year.

## RECREATION DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,872,202	2,046,244	174,042	9.3%
Non-Personnel Costs	1,833,789	2,057,321	223,532	12.2%
Internal Services	386,303	438,088	51,785	13.4%
Capital Outlay	6,000	5,100	(900)	-15.0%
<b>Total Appropriation</b>	<b>4,098,294</b>	<b>4,546,753</b>	<b>448,459</b>	<b>10.9%</b>
<b>Sources of Funds</b>				
General Fund	1,320,294	1,454,753	134,459	10.2%
Charges for Svc - General Fund	2,778,000	3,092,000	314,000	11.3%
<b>Total Funding</b>	<b>4,098,294</b>	<b>4,546,753</b>	<b>448,459</b>	<b>10.9%</b>

## PARKS AND RECREATION DEPARTMENT - AQUATICS DIVISION

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

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

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

The City of Burlingame has a joint use agreement with the San Mateo Union High School District for the maintenance, operation and use of the Burlingame High School pool. Currently, the City supports the facility by paying for 78% of the annual operating expenses and 50% of capital expenses, with a portion of the annual operating costs paid by the BAC. The City also

supports community programming through the BAC by an annual subsidy. The subsidy estimate for fiscal year 2017-18 is \$150,500.

## KEY AQUATICS DIVISION BUDGET CHANGES

The Division's non-personnel budget has increased by \$56,500, or 12.9%. This is due primarily to an increase in the cost of the School District contract, as well as an increase in the cost of water consumption.

## AQUATICS DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	439,000	495,500	56,500	12.9%
Capital Outlay	37,000	15,000	(22,000)	-59.5%
<b>Total Appropriation</b>	<b>476,000</b>	<b>510,500</b>	<b>34,500</b>	<b>7.2%</b>
<b>Sources of Funds</b>				
General Fund	476,000	510,500	34,500	7.2%
<b>Total Funding</b>	<b>476,000</b>	<b>510,500</b>	<b>34,500</b>	<b>7.2%</b>

CITY OF BURLINGAME, CALIFORNIA

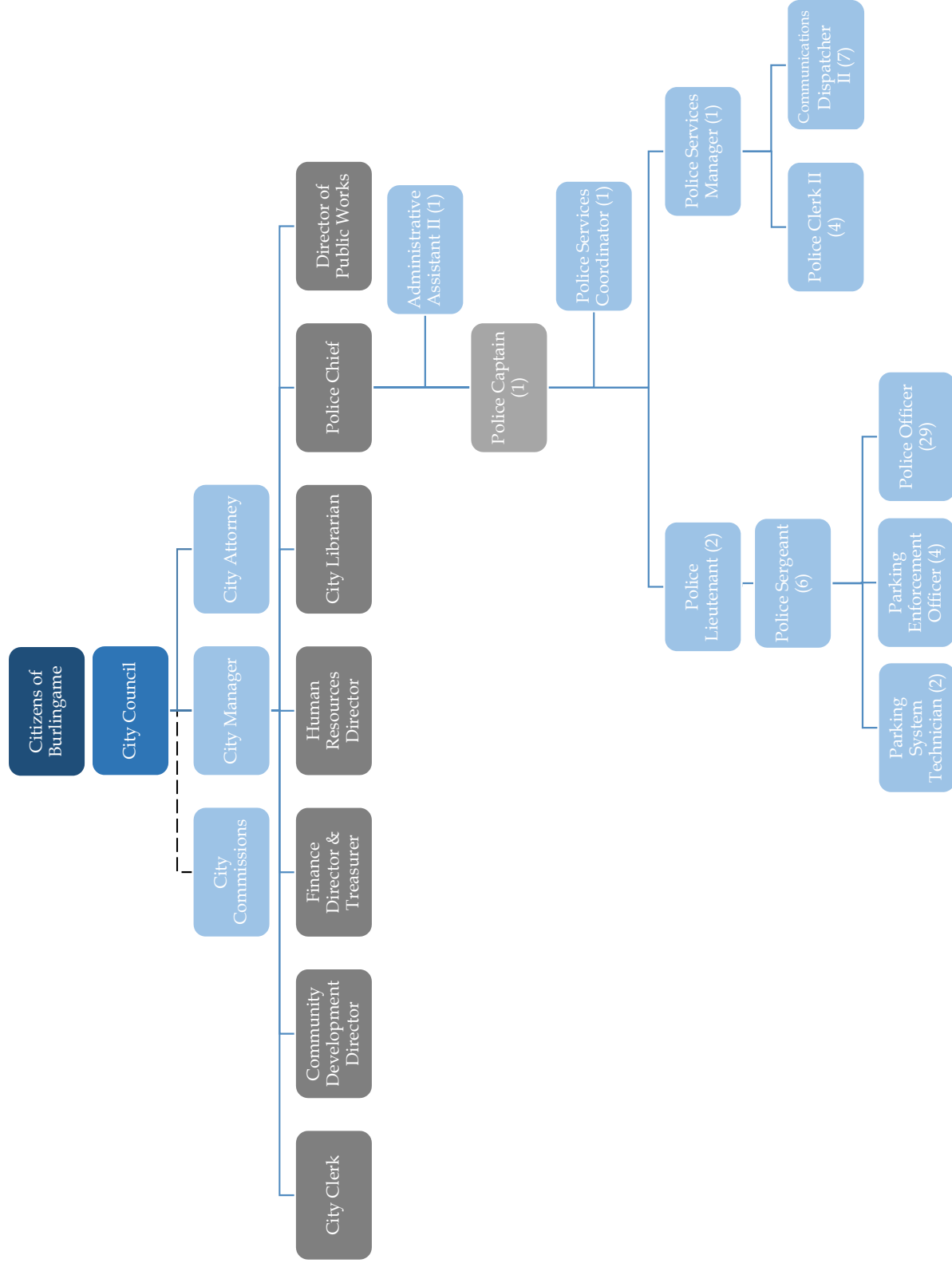


# FISCAL YEAR 2017-18

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POLICE DEPARTMENT

# POLICE





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## POLICE DEPARTMENT

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### 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 39 sworn officers and 20 professional full-time staff positions within numerous operating bureaus, units, and divisions, including Patrol, Investigations, Traffic, Parking, Communications, Records, Property, and Evidence. The Department is responsible for protecting the City's residents, property owners, and businesses by patrolling roughly five square miles using cars, bicycles, motorcycles, and foot patrols. The Department fosters a problem-solving, community policing philosophy and works collaboratively with the City Council, the City Manager's Office, other City departments, and the community to address problems of crime and property damage.



### DEPARTMENT BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	12,080,302	12,603,791	523,489	4.3%
Non-Personnel Costs	3,173,231	3,328,175	154,944	4.9%
Internal Services	676,553	730,191	53,638	7.9%
Capital Outlay	37,000	40,000	3,000	8.1%
<b>Total Appropriation</b>	<b>15,967,086</b>	<b>16,702,157</b>	<b>735,071</b>	<b>4.6%</b>
<b>Sources of Funds</b>				
General Fund	15,220,949	15,898,100	677,151	4.4%
Charges for Svc - General Fund	62,700	67,000	4,300	6.9%
Electric Vehicle Charging Station	0	12,000	12,000	0.0%
State Grants	100,000	100,000	0	0.0%
Monthly Parking Permits	322,000	356,000	34,000	10.6%

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
Other Revenue	33,000	115,000	82,000	248.5%
Parking Fees	2,335,000	2,335,000	0	0.0%
Water Enterprise	10,200	10,200	0	0.0%
Sewer Enterprise	10,200	10,200	0	0.0%
<b>Total Funding</b>	<b>18,094,049</b>	<b>18,903,500</b>	<b>809,451</b>	<b>4.5%</b>

## DEPARTMENT STAFF

	<b>FY2017 Actual FTE</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant II	1.00	1.00	0.00
Police Services Manager	1.00	1.00	0.00
Communications Dispatcher I	0.00	0.00	0.00
Communications Dispatcher II	7.00	7.00	0.00
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	29.00	29.00	0.00
Police Sergeant	6.00	6.00	0.00
Training Coordinator	1.00	1.00	0.00
<b>Total FTE</b>	<b>59.00</b>	<b>59.00</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

<b>*Calendar Year</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Calls for service	39,724	41,651	40,773	40,854	41,553
Total crimes reported	1,879	1,799	1,787	1,878	2,222
Total arrests	508	560	634	586	770
Total vehicle accidents	451	425	339	333	342
Moving citations issued	3,911	5,688	5,824	3,372	3,341

*Calendar Year	2012	2013	2014	2015	2016
Average calls per officer	1,073	1,125	1,101	1,104	1,065
Average calls per dispatcher	5,675	5,950	5,825	5,836	5,936
Five year average calls for service	31,706	33,969	36,427	38,773	40,911
Five year average annual calls per officer	857	918	984	1,047	1,094
Five year average annual calls per dispatcher	4,530	4,852	5,204	5,539	5,844
Traffic stops	5,692	8,057	9,455	6,506	4,812
Incident reports	3,188	3,248	3,690	3,949	4,198

## 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 program promotes the safe and orderly flow of traffic throughout Burlingame, and ensures compliance with the City's posted speed limits, truck routes, and traffic safety signs. The Traffic Bureau also oversees grants from the Office of Traffic Safety.



The Investigations 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 personnel cost increase in the Police Division for FY 2017-18 is due to regular increases in wages and associated benefit costs.

Non-personnel costs in the Division have increased by \$127,000, or 4.9%. The increase is due primarily to updating the technical equipment such as hand-held ticket machines, body worn cameras, and computer system virus infiltration protection.

The proposed Capital Outlay budget for the division includes replacement of five car computers.

## POLICE DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	10,123,486	10,512,891	389,405	3.8%
Non-Personnel Costs	2,571,954	2,698,706	126,752	4.9%
Internal Services	590,171	617,751	27,580	4.7%
Capital Outlay	37,000	40,000	3,000	8.1%
<b>Total Appropriation</b>	<b>13,322,611</b>	<b>13,869,348</b>	<b>546,737</b>	<b>4.1%</b>
<b>Sources of Funds</b>				
General Fund	12,339,911	13,702,348	1,362,437	11.0%
Charges for Svc - General Fund	62,700	67,000	4,300	6.9%
State Grants	100,000	100,000	0	0.0%
<b>Total Funding</b>	<b>12,502,611</b>	<b>13,869,348</b>	<b>1,366,737</b>	<b>10.9%</b>

## 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 Division budget is due to regular increases in wages and associated benefit costs. There are seven full-time employees in this Division, and many of them received an annual salary (merit) increase as well as a negotiated 3% increase for the bargaining unit as a whole.

## COMMUNICATIONS BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,205,900	1,313,539	107,639	8.9%
Non-Personnel Costs	246,595	246,814	219	0.1%
Internal Services	11,120	17,377	6,257	56.3%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>1,463,615</b>	<b>1,577,730</b>	<b>114,115</b>	<b>7.8%</b>
<b>Sources of Funds</b>				
General Fund	1,443,215	1,557,330	114,115	7.9%
Water Enterprise	10,200	10,200	0	0.0%
Sewer Enterprise	10,200	10,200	0	0.0%
<b>Total Funding</b>	<b>1,463,615</b>	<b>1,577,730</b>	<b>114,115</b>	<b>7.8%</b>

## POLICE DEPARTMENT – PARKING ENFORCEMENT

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

Overall, there are no significant changes in the proposed budget. The personnel proposed budget increases are due to regular increases in wages and associated benefit costs.

## PARKING ENFORCEMENT BUDGET SUMMARY

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	507,825	525,522	17,697	3%
Non-Personnel Costs	98,314	97,721	(593)	-1%
Internal Services	11,684	15,179	3,495	30%
Capital Outlay	0	0	0	0%
<b>Total Appropriation</b>	<b>617,823</b>	<b>638,422</b>	<b>20,599</b>	<b>3%</b>
<b>Sources of Funds</b>				
General Fund	617,823	638,422	20,599	3.3%
<b>Total Funding</b>	<b>617,823</b>	<b>638,422</b>	<b>20,599</b>	<b>3.3%</b>

## POLICE DEPARTMENT – PARKING ENTERPRISE

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

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

A review of the City's current parking meter functionality and activity has indicated that new, modern meters are needed in the Broadway area, and the underground sensors on Burlingame Avenue need to have new batteries installed or be deactivated. New meters in the Broadway area will allow credit card payment and provide additional flexibility to residents and visitors. However, there is a cost associated with credit card payments that the City would have to absorb. The impact may require an increase in the Broadway area parking rates in order to recover costs. On Burlingame Avenue, the parking sensors do not allow adequate enforcement of the two hour limit, and digging them up and replacing the batteries may not be worth the cost. If, instead, the sensors were deactivated, the current tiered metered rate would have to be changed to a flat or single tier rate. Such a change, however, would require the Council to revise the Municipal Code, which defines the current two tier rate.

## KEY PARKING ENTERPRISE BUDGET CHANGES

The personnel cost increase in the Parking Enterprise budget is due to regular increases in wages and associated benefit costs. The non-personnel budget increased by \$29,000, or 11.1%. The increase is due primarily to credit card fees (\$15,000), as well as electric and gas utilities charges (\$11,000).

## PARKING ENTERPRISE BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	243,091	251,839	8,748	3.6%
Non-Personnel Costs	256,368	284,934	28,566	11.1%
Internal Services	63,578	79,884	16,306	25.6%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>563,037</b>	<b>616,657</b>	<b>53,620</b>	<b>9.5%</b>
<b>Sources of Funds</b>				
Monthly Parking Permits	322,000	356,000	34,000	10.6%
Electric Vehicle Charging Station	0	12,000	12,000	0.0%
Parking Fees	2,335,000	2,335,000	0	0.0%
Other Revenue	33,000	115,000	82,000	248.5%
<b>Total Funding</b>	<b>2,690,000</b>	<b>2,818,000</b>	<b>128,000</b>	<b>4.8%</b>





CITY OF BURLINGAME, CALIFORNIA

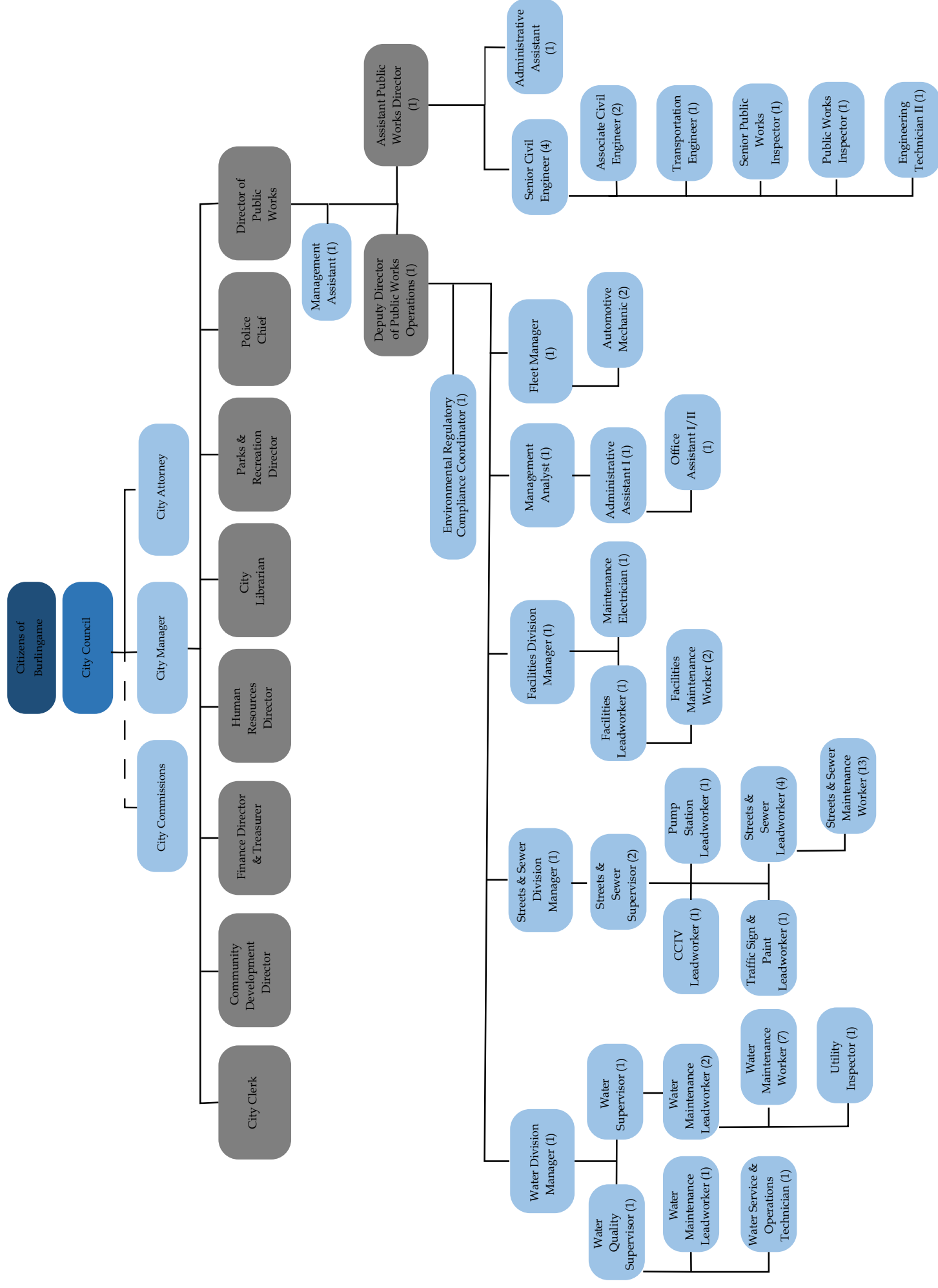


# FISCAL YEAR 2017-18

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PUBLIC WORKS DEPARTMENT

# PUBLIC WORKS



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## PUBLIC WORKS DEPARTMENT

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### 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.

## DEPARTMENT BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	9,815,428	10,664,246	848,818	8.6%
Non-Personnel Costs	17,521,068	17,988,442	467,374	2.7%
Debt Service	4,611,995	4,393,161	(218,834)	-4.7%
Internal Services	2,165,024	2,534,435	369,411	17.1%
Capital Outlay	932,500	1,312,946	380,446	40.8%
<b>Total Appropriation</b>	<b>35,046,015</b>	<b>36,893,230</b>	<b>1,847,215</b>	<b>5.3%</b>
<b>Sources of Funds</b>				
Capital Projects Fund	900,000	900,000	0	0.0%
Charges for Svc - General Fund	463,000	500,300	37,300	8.1%
Charges for Svc - ISF	2,590,280	2,731,950	141,670	5.5%
Charges for Svc - Landfill	434,000	434,000	0	0.0%
Charges for Svc - Sewer	14,808,000	14,808,000	0	0.0%
Charges for Svc - Solid Waste	772,700	752,900	(19,800)	-2.6%
Charges for Svc - Water	16,200,000	17,415,000	1,215,000	7.5%
Charges for Svc - Outside Agencies	1,152,039	1,085,000	(67,039)	-5.8%
General Fund	4,637,479	5,472,537	835,058	18.0%
Grants & Contributions	63,200	64,150	950	1.5%
Interest Income	334,000	957,600	623,600	186.7%
Other Revenue	187,500	179,500	(8,000)	-4.3%
Parking Fund	64,377	69,426	5,049	7.8%
Reserves	187,412	302,264	114,852	61.3%
Landfill Fund	48,967	55,766	6,799	13.9%
<b>Total Funding</b>	<b>42,842,954</b>	<b>45,728,393</b>	<b>2,885,439</b>	<b>6.7%</b>

## DEPARTMENT STAFF

	FY2017 Actual FTE	FY2018 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant I	2.00	2.00	0.00
Administrative Assistant II	0.00	0.00	0.00
Asst Facilities Superintendent	1.00	0.00	(1.00)
Asst Public Works Director	1.00	1.00	0.00
Asst Street & Sewer Superintendent	1.00	0.00	(1.00)
Asst Water Operations Superintendent	1.00	0.00	(1.00)
Assistant Civil Engineer	1.00	0.00	(1.00)
Associate Civil Engineer	1.00	2.00	1.00
Automotive Mechanic	2.00	2.00	0.00
CCTV Leadworker	1.00	1.00	0.00
Deputy Director of Public Works Operations	0.00	1.00	1.00
Director of Public Works	1.00	1.00	0.00
Engineering Technician	0.00	1.00	1.00
Environmental Regulatory Compliance Coordinator	1.00	1.00	0.00
Facilities Division Manager	0.00	1.00	1.00
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	0.00	(1.00)
Public Works Inspector	1.00	1.00	0.00
Public Works Superintendent	1.00	0.00	(1.00)
Pump Station Leadworker	1.00	1.00	0.00
Senior Civil Engineer	3.00	4.00	1.00
Senior Public Works Inspector	1.00	1.00	0.00
Street & Sewer Leadworker	3.00	4.00	1.00
Street & Sewer Division Manager	0.00	1.00	1.00
Street & Sewer Maintenance Worker	13.00	13.00	0.00
Street & Sewer Supervisor	2.00	2.00	0.00
Traffic Sign & Paint Leadworker	1.00	1.00	0.00
Transportation Engineer	1.00	1.00	0.00
Utility Inspector	0.00	1.00	1.00
Water Division Manager	0.00	1.00	1.00
Water Maintenance Leadworker	3.00	3.00	0.00
Water Maintenance Worker	7.00	7.00	0.00
Water Meter Reader	1.00	0.00	(1.00)

	<b>FY2017 Actual FTE</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in FTE</b>
Water Quality & Meter Technician	0.00	0.00	0.00
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
<b>Total FTE</b>	<b>63.00</b>	<b>65.00</b>	<b>2.00</b>

## DEPARTMENT STATISTICS

	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17 Estimated</b>
<b>Engineering</b>					
Major studies conducted	15	14	15	16	16
Streets, sidewalks, and storm drainage projects undertaken	14	14	15	15	17
Sewer projects undertaken	8	9	11	12	13
Water projects undertaken	5	7	9	9	11
Parks projects undertaken	2	2	2	3	4
Miscellaneous projects undertaken	6	5	6	9	9
Private development projects reviewed	110	125	116	125	130
<b>Facilities</b>					
Buildings maintained	19	21	21	21	21
Help desk tickets addressed	460	505	540	870	870
Square footage of buildings painted	10,000	8,870	5,000	10,225	5,000
<b>Sewer</b>					
Customer service calls	344	243	432	383	380
Mains cleaned (non-easement in feet)	249,908	210,000	254,298	198,600	120,000
Mains cleaned (easement in feet)	80,678	60,000	112,476	67,579	60,000
Laterals repaired and replaced	58	96	94	92	80
Mains repaired and replaced (feet)	5,789	5,289	1,912	2,901	5,900

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17 Estimated
Pumps repaired	3	5	1	4	5
Private laterals inspected	180	175	268	262	208
Closed circuit television (miles of mains)	28	28	21	28	21
Manholes replaced	24	40	33	35	29
Lateral maintenance completed (each)	3,973	4,939	3,401	4,779	4,200
Lateral maintenance completed (feet)	119,190	148,170	84,377	139,580	90,000
Root foaming completed (mains in feet)	34,554	33,571	31,002	29,000	29,000
<b>Streets &amp; Storm Drainage</b>					
Streets swept (miles)	7,800	7,750	9,243	10,997	9,500
Debris removed (cubic yards)	4,000	3,800	6,636	5,000	2,500
Streets repaired (square feet)	15,560	12,600	13,650	15,000	13,250
Regulatory signs repaired and replaced	551	550	1,081	1,000	575
Striping (feet)	5,501	5,500	5,290	4,500	4,800
Pavement markings	1,340	1,600	1,750	1,500	1,575
Sidewalk and curbs repaired (concrete in square feet)	1,985	2,100	3,789	1,500	1,300
Temporary sidewalks repaired (asphalt in square feet)	2,723	2,400	2,383	2,500	1,400
Storm drain pipes cleaned (feet)	3,200	3,000	3,200	15,000	2,750
Catch basins cleaned	2,140	2,000	1,085	1,500	1,075
Crack sealing (feet)	59,523	58,000	58,000	52,000	50,000
Creeks cleaned and debris removed (each/tons)	6 / 480	6 / 496	5 / 360	6/400	6/440
<b>Vehicle &amp; Equipment</b>					
Vehicles & Equipment serviced (preventive maintenance)	393	400	396	774	845
Miscellaneous repairs made (minor repairs)	379	390	416	425	506
Vehicles smog tested	24	26	17	17	22

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17 Estimated
Vehicles and equipment maintained	260	268	317	321	335
Emergency road service calls	30	30	25	24	80
<b>Water</b>					
Water purchased (in billion gallons)	2	1	1	1	1
Customer service calls made	1,250	1,203	930	902	502
Meters replaced	966	891	1,011	952	150
Main and valves repaired	15	17	26	23	15
Valves exercised	680	761	36	215	200
Services repaired	43	18	14	11	10
New services installed	10	21	16	14	12
Fire hydrants serviced or repaired	16	15	9	19	15
Fire hydrants replaced	2	6	7	8	10
Water quality tests conducted	556	619	535	596	580
Water mains flushed (miles)	17	17	4	4	5
Backflow devices tested	35	35	35	35	35
Fire flow test performed	52	70	50	60	50
<b>Wastewater Treatment Plant</b>					
Minimum flows - million gallons day (MGD)	3	3	3	2	2
Average flows - (MGD)	3	3	3	3	3
Maximum flows - (MGD)	11	13	14	7	19
Biological oxygen demand (BOD) – average lbs/day	8,489	8,500	8,349	7,999	8,311
Total suspended solids (TSS) – avg lbs/day	7,224	7,300	8,030	7,839	8,197



## DEPARTMENT PERFORMANCE MEASURES

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17 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%	100%
Maintain a citywide average PCI (Pavement Condition Index) score of at least 65	76	76	76	77	77
Complete 70% of Facilities Help Desk tickets within 3 days of receipt, excluding requests that require ordering specialty parts	97%	100%	96%	95%	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	30 mins
Make initial response to investigate and prioritize pothole and sidewalk complaints within 48 hours 90% of the time	100%	100%	100%	100%	100%
Complete 95% of the vehicle services and minor repairs within one working day	96%	96%	96%	96%	96%
Complete 90% of scheduled preventative maintenance for vehicles in the month they are due	97%	97%	97%	97%	97%
Complete 95% of the water service installation requests within 10 working days	100%	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%	100%	100%

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

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

The 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 and performs traffic studies and analyses to address traffic-related problems. Responsibility for applying for and administering grant funding for transportation-related projects also lies in the Engineering Division.

The Division provides general engineering services to the City Council, City departments, and Commissions as needed. The Engineering Division coordinates with Commute.org 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**

The Engineering Division personnel budget has increased by \$227,000, or 10.4%. The budget includes the reclassification of one staff member to Associate Engineer and the addition of an Engineering Technician II. The reclassification reflects the current employee's actual daily responsibilities and high level of performance. The position supports engineering programs as well as the City's Capital Improvement Program, especially in the area of high-profile projects that have a significant impact on the residents of Burlingame. The Engineering Technician II was deleted during the economic downturn. The reinstated position will support the Traffic, Water, Sewer, and Storm Drainage Capital Improvement Programs in the Engineering Division and provide critical counter encroachment permit coverage. The impact of these position changes is approximately \$97,300, net of the elimination of two part-time intern positions. In addition, the proposed budget includes the reclassification of a Program Manager position to Senior Engineer, which was reviewed and approved by the City Council during the 2016-17 fiscal year. The budgetary impact of this position change is an increase of about \$22,000. 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.

The allocation of internal service charges has increased by 23.2%. This is due primarily to an increase in the allocation City-wide for several internal service funds, especially for Administrative Services and Information Technology support (\$20,000) and Vehicle and Equipment Maintenance (\$15,000).

## ENGINEERING DIVISION BUDGET SUMMARY

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	2,186,882	2,413,727	226,845	10.4%
Non-Personnel Costs	719,872	750,309	30,437	4.2%
Internal Services	195,700	241,169	45,469	23.2%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>3,102,454</b>	<b>3,405,205</b>	<b>302,751</b>	<b>9.8%</b>
<b>Sources of Funds</b>				
General Fund	1,690,487	1,949,139	258,652	15.3%
Charges for Svc - General Fund	463,000	500,300	37,300	8.1%
Capital Projects Fund	900,000	900,000	0	0.0%
Landfill Fund	48,967	55,766	6,799	13.9%
<b>Total Funding</b>	<b>3,102,454</b>	<b>3,405,205</b>	<b>302,751</b>	<b>9.8%</b>

## PUBLIC WORKS – FACILITIES MAINTENANCE DIVISION

The Facilities Division is responsible for providing maintenance services to City building facilities, including City Hall, 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 Facilities Division Manager is a resource on facilities remodeling, rehabilitation, and new construction projects and helps determine the need for and recommend capital improvements for City facilities. The Division performs preventive maintenance on major building systems on a regular, predetermined schedule. The maintenance components include heating, ventilation, and air conditioning systems (HVAC), electrical distribution for lighting and control systems, security and fire systems, building pumps, and building generators.

## KEY FACILITIES MAINTENANCE DIVISION BUDGET CHANGES

Personnel costs have increased due to wage increases for both full-and part-time employees, and benefit cost increases. The decrease in non-personnel expenses is due to the deletion of fire stations from the list of facilities served by the Division. Central County Fire Department will establish its own contracted maintenance services.

## FACTILITIES MAINTENANCE DIVISION BUDGET SUMMARY

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	742,433	776,905	34,472	4.6%
Non-Personnel Costs	807,703	703,885	(103,818)	-12.9%
Internal Services	48,725	49,022	297	0.6%
Capital Outlay	58,000	0	(58,000)	-100.0%
<b>Total Appropriation</b>	<b>1,656,861</b>	<b>1,529,812</b>	<b>(127,049)</b>	<b>-7.7%</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	1,356,596	1,529,812	173,216	12.8%
Charges for Svc - Outside Agencies	87,039	0	(87,039)	-100.0%
Interest Income	4,000	7,100	3,100	77.5%
Reserves	209,226	(7,100)	(216,326)	-103.4%
<b>Total Funding</b>	<b>1,656,861</b>	<b>1,529,812</b>	<b>(127,049)</b>	<b>-7.7%</b>

## PUBLIC WORKS – SEWER MAINTENANCE DIVISION

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

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

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

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

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

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

## KEY SEWER MAINTENANCE DIVISION BUDGET CHANGES

Personnel costs have increased due to wage increases for both full-and part-time employees and benefit cost increases. The non-personnel budget has increased by \$114,000, or 10.8%. The increase in non-personnel expenses is due to maintenance and repairs of pump stations, costs related to increased tree root foaming, and the increase in the cost of water for regular operations.

The allocation of internal service charges, overall, shows no change. Although the IT/Admin, General Liability Insurance, and Facilities allocations to this Division have increased, the Equipment and Vehicle services allocation for the Division has decreased significantly due to several vehicles reaching full depreciation. Charges now cover regular replacement cost with anticipated annual inflationary increases.

## SEWER MAINTENANCE DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,274,458	2,379,176	104,718	4.6%
Non-Personnel Costs	1,054,630	1,169,011	114,381	10.8%
Debt Service	2,540,192	2,430,088	(110,104)	-4.3%
Internal Services	542,050	541,816	(234)	0.0%
Capital Outlay	60,000	85,000	25,000	41.7%
<b>Total Appropriation</b>	<b>6,471,330</b>	<b>6,605,091</b>	<b>133,761</b>	<b>2.1%</b>
<b>Sources of Funds</b>				
Charges for Svc - Sewer	11,726,659	11,465,799	(260,860)	-2.2%
Interest Income	121,000	343,000	222,000	183.5%
Other Revenue	0	0	0	0.0%
<b>Total Funding</b>	<b>11,847,659</b>	<b>11,808,799</b>	<b>(38,860)</b>	<b>-0.3%</b>

## **PUBLIC WORKS – SHUTTLE BUS PROGRAM**

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

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

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

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

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

## **KEY SHUTTLE PROGRAM BUDGET CHANGES**

The increase in the Shuttle Division (\$21,000, or 11.4%) is due to an anticipated increase in the Hotel/shopper shuttle operating costs.

## SHUTTLE PROGRAM BUDGET SUMMARY

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Non-Personnel Costs	183,700	204,650	20,950	11.4%
<b>Total Appropriation</b>	<b>183,700</b>	<b>204,650</b>	<b>20,950</b>	<b>11.4%</b>
<b>Sources of Funds</b>				
General Fund	120,500	140,000	19,500	16.2%
Grants & Contributions	63,200	64,150	950	1.5%
<b>Total Funding</b>	<b>183,700</b>	<b>204,150</b>	<b>20,450</b>	

## 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 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. The Solid Waste Fund also covers the cost of cleaning downtown sidewalks, parking lots, and public trash receptacles. A portion of the fees charged for garbage collection and disposal is used to fund the Solid Waste Fund.

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

## KEY SOLID WASTE AND LANDFILL FUNDS BUDGET CHANGES

The proposed personnel budgets in the Solid Waste and Landfill Divisions have increased due to personnel changes. Within Solid Waste operations, a Laborer position has been replaced with a Maintenance Worker. Within Landfill operations, a Program Manager position has been replaced with a Senior Engineer. These replacements meet the Division needs and demands.

Non-personnel costs have increased by \$16,200, or 16.5%, in the Solid Waste Division. The increase is due primarily to a more accurate allocation of the cost of gasoline, oil, and grease associated with street sweeping operations.

## SOLID WASTE AND LANDFILL FUNDS BUDGETS SUMMARY

### Solid Waste Enterprise

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	353,083	418,828	65,745	18.6%
Non-Personnel Costs	98,105	114,313	16,208	16.5%
Internal Services	113,217	141,784	28,567	25.2%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>564,405</b>	<b>674,925</b>	<b>110,520</b>	<b>19.6%</b>
<b>Sources of Funds</b>				
Charges for Svc - Solid Waste	772,700	752,900	(19,800)	-2.6%
Interest Income	28,000	107,000	79,000	282.1%
<b>Total Funding</b>	<b>800,700</b>	<b>859,900</b>	<b>59,200</b>	<b>7.4%</b>

### Landfill Post-Closure Maintenance Fund

	FY2017 Adopted Budget	FY2018 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	48,967	55,766	6,799	13.9%
Non-Personnel Costs	194,974	195,590	616	0.3%
Internal Services	666	867	201	30.2%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>244,607</b>	<b>252,223</b>	<b>7,616</b>	<b>3.1%</b>
<b>Sources of Funds</b>				
Charges for Svc - Landfill	434,000	434,000	0	0.0%
<b>Total Funding</b>	<b>434,000</b>	<b>434,000</b>	<b>0</b>	<b>0.0%</b>

## PUBLIC WORKS – STREETS AND STORM DRAINAGE DIVISION

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



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

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

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

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

## **KEY STREETS AND STORM DRAINAGE DIVISION BUDGET CHANGES**

The Streets and Storm Drainage Division personnel budget has increased by \$235,000, or 21.2%. The budget includes one additional Street and Sewer Leadworker and an increase in part-time Laborer hours. The additional staff will help meet the needs of the Division, including addressing the backlog of work. The impact of the additional staff member is approximately \$123,000, while the impact of the additional part-time Laborer hours is about \$53,800. 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.

Non-personnel costs have risen by \$61,000, or 7.1%. The increase is due primarily to the rising cost of repairs and maintenance. In addition, the Division anticipates the purchase of software, (\$24,000) for regulatory compliance tracking. The proposed Capital Outlay budget will fund the replacement of a paint sprayer, a CPS device, and new LED monitors to support staff working in the Division Operations Center (DOC).

## STREETS AND STORM DRAINAGE DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,108,199	1,342,929	234,730	21.2%
Non-Personnel Costs	869,461	930,843	61,382	7.1%
Internal Services	874,709	1,124,552	249,843	28.6%
Capital Outlay	38,500	54,500	16,000	41.6%
<b>Total Appropriation</b>	<b>2,890,869</b>	<b>3,452,824</b>	<b>561,955</b>	<b>19.4%</b>
<b>Sources of Funds</b>				
General Fund	2,826,492	3,383,398	556,906	19.7%
Parking Fund	64,377	69,426	5,049	7.8%
<b>Total Funding</b>	<b>2,890,869</b>	<b>3,452,824</b>	<b>561,955</b>	<b>19.4%</b>

## PUBLIC WORKS – VEHICLE AND EQUIPMENT MAINTENANCE DIVISION

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

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

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

## KEY VEHICLE AND EQUIPMENT MAINTENANCE BUDGET CHANGES

Personnel costs have increased due to a greater need for part-time labor to handle the backlog related to the replacement of old and beyond-repair vehicles. The impact of this increase is about \$20,000, and the remaining personnel budget increase is due to wage increases for both full-and part-time employees, and benefit cost increases.

The proposed Capital Outlay budget for the Division includes replacement of approximately 23 vehicles. The replacement schedule includes purchase of Police pursuit, Parking Enforcement, Sewer, Water, Treatment Plant, Parks, and Engineering Department vehicles.

## VEHICLE & EQUIPMENT MAINTENANCE BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	417,118	465,778	48,660	11.7%
Non-Personnel Costs	337,091	338,214	1,123	0.3%
Internal Services	58,661	69,564	10,903	18.6%
Capital Outlay	489,000	832,946	343,946	70.3%
<b>Total Appropriation</b>	<b>1,301,870</b>	<b>1,706,502</b>	<b>404,632</b>	<b>31.1%</b>
<b>Sources of Funds</b>				
Charges for Svc - ISF	1,233,684	1,202,138	(31,546)	-2.6%
Interest Income	45,000	130,000	85,000	188.9%
Charges for Svc - Outside Agencies	45,000	65,000	20,000	44.4%
Revenue - Sale of Vehicles	0	0	0	0.0%
Reserves	(21,814)	309,364	331,178	-1518.2%
<b>Total Funding</b>	<b>1,301,870</b>	<b>1,706,502</b>	<b>404,632</b>	<b>31.1%</b>

## PUBLIC WORKS – WATER MAINTENANCE DIVISION

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

In compliance with California Department of Health Services regulations, the Water Division regularly collects and analyzes water quality samples and ensures that the City's water meets or exceeds State and Federal water quality standards. The Division also coordinates with the San Mateo County Health Department to manage the Backflow Prevention Testing Program and ensures that the City-owned backflow devices meet the County Department of Health standards.

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

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

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

## **KEY WATER MAINTENANCE DIVISION BUDGET CHANGES**

Overall, there are no significant changes in the proposed Water Maintenance Division budget. The personnel proposed budget includes one position change to a Utility Inspector and an additional part-time temporary Superintendent Assistant. A Meter Reader classification is proposed to be deleted, as this position is no longer needed. Improvements to the Meter Change Out/ Automated Meter Reading (AMR) program (starting in FY 2006-07) now allow for expedited reading of the water meters via modernization. The AMR program uses radio signals and eliminates the need for a person (the Meter Reader) to walk to each of the 9,000 plus water meters within the city. Also within the Water Division, a new position of Utilities Inspector/Locator is being proposed. This will fill a need in the department that is currently difficult to meet with the existing configuration of classifications. The City has over 105 miles of water distribution pipeline system, 140 miles of sewer pipelines, 50 miles of storm drainage system, approximately 1800 street lights, and approximately 35 traffic signals that require the City to provide Underground Service Alert (USA) markings for underground excavation upon notification. A dedicated Utilities Inspector/Locator position will more efficiently and effectively oversee these regulatory requirements and better meet current service demands. The impact of the position change is approximately \$26,000, and the impact of the additional part-time assistant is about \$27,000. The remaining increase is due to wage increases for both full- and part-time employees, and benefit cost increases.

The Capital Outlay budget for the Division increased by \$90,500. The increase is due to the purchase of a forklift, funds for water main leak repairs, and replacement of old and inoperative equipment, including presentation equipment and a black and white printer.

## WATER MAINTENANCE DIVISION BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,684,288	2,811,137	126,849	4.7%
Non-Personnel Costs	9,417,493	9,445,740	28,247	0.3%
Debt Service	2,071,803	1,963,073	(108,730)	-5.2%
Internal Services	329,994	364,347	34,353	10.4%
Capital Outlay	25,000	115,500	90,500	362.0%
<b>Total Appropriation</b>	<b>14,528,578</b>	<b>14,699,797</b>	<b>171,219</b>	<b>1.2%</b>
<b>Sources of Funds</b>				
Charges for Svc - Water	16,200,000	17,415,000	1,215,000	7.5%
General Fund	49,117	0	(49,117)	0.0%
Interest Income	136,000	370,500	234,500	172.4%
Other Revenue	187,500	179,500	(8,000)	-4.3%
<b>Total Funding</b>	<b>16,572,617</b>	<b>17,965,000</b>	<b>1,392,383</b>	<b>8.4%</b>

## 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 for the Wastewater Treatment Plant (approximately \$100,000) is due to the anticipated increase in contractual services, based on the CPI-W. In addition, the proposed budget includes maintenance on equipment that is designed to prevent corrosion, extend the useful life, and improve the safety of equipment. The estimated cost of these maintenance steps is \$162,000.

## WASTEWATER TREATMENT BUDGET SUMMARY

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	3,838,039	4,135,887	297,848	7.8%
Internal Services	1,302	1,314	12	0.9%
Capital Outlay	262,000	225,000	(37,000)	-14.1%
<b>Total Appropriation</b>	<b>4,101,341</b>	<b>4,362,201</b>	<b>260,860</b>	<b>6.4%</b>
<b>Sources of Funds</b>				
Charges for Svc - Sewer	3,081,341	3,342,201	260,860	8.5%
Charges for Svc - Outside Agencies	1,020,000	1,020,000	0	0.0%
<b>Total Funding</b>	<b>4,101,341</b>	<b>4,362,201</b>	<b>260,860</b>	<b>6.4%</b>



## 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





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## **FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**

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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 17,146 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 intersection 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 over 200,000 square foot of building space. 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.

CITYWIDE CIP BY MAJOR & MINOR PROGRAM

CITYWIDE CIP BY MAJOR & MINOR PROGRAM															*In thousands														
General Fund		Other Revenue & Grants		Gas Tax	Measure A	Sewer Rates (City)	Storm Drain Fee	Water Rates (City)	Parking Fund	Total New FY18 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY18 Need (Excluding New)	FY19 Need		FY20 Need		FY21 Need		FY22 Need		FY23-22 Need Total		FY24+ Need		Total FY18-23+ Need		
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)		
0	0	0	0	0	0	0	0	0	0	0	445	0	445	445	1,000	1,000	1,000	1,000	1,000	1,000	1,000	4,445	56,048	60,493					
2,010	0	0	0	0	0	0	0	0	0	2,010	3,024	0	3,024	5,034	0	0	0	0	0	0	0	5,034	0	5,034					
0	0	0	0	0	0	0	0	0	0	0	893	0	893	893	0	0	0	0	0	0	0	893	0	893					
2,010	0	0	0	0	0	0	0	0	0	2,010	4,362	0	4,362	6,372	1,000	1,000	1,000	1,000	1,000	1,000	1,000	10,372	56,048	66,420					
SUBTOTAL																													
A. FACILITIES CAPITAL IMPROVEMENT PROGRAM																													
Improvements																													
Minor Upgrades																													
Miscellaneous (General Plan Update)																													
SUBTOTAL																													

B. PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM

Improvements	0	0	0	0	0	0	0	0	0	929	0	929	929						100	100	100	100	1,329	0	1,329
Meters	0	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	0	929	0	929	929						100	100	100	100	1,329	0	1,329

C. PARKS & TREES CAPITAL IMPROVEMENT PROGRAM

Tree Management and Replacement	0	0	0	0	0	0	0	0	0	134	0	134	134						5	5	5	5	154	0	154
Citywide Parks Paving, Courts, Pathways	0	0	0	0	0	0	0	0	0	204	0	204	204						150	150	150	150	804	0	804
Citywide Playgrounds and Resilient Resurfacing	863	0	0	0	0	0	0	863	1,016	0	0	1,016	1,016						110	460	60	60	2,969	0	2,969
Citywide Parks Fencing	0	0	0	0	0	0	0	0	72	0	0	72	72						60	0	0	0	192	0	192
Citywide Parks Lighting	0	0	0	0	0	0	0	0	87	0	0	87	87						0	0	0	0	87	0	87
Parks Safety, Maintenance and Improvements	2,000	0	0	0	0	0	0	2,000	1,053	0	0	3,053	3,053						200	50	50	0	3,353	0	3,353
Aquatics Facility	0	0	0	0	0	0	0	0	60	0	0	60	60						0	0	0	0	60	0	60
Major Improvements	365	0	0	0	0	0	0	365	354	0	0	354	719						1,320	0	0	0	2,039	15,000	17,039
SUBTOTAL	3,228	0	0	0	0	0	0	3,228	2,980	0	2,980	6,208	6,208						1,845	665	325	215	9,258	15,000	24,258

D. SEWER CAPITAL IMPROVEMENT PROGRAM

Studies	0	0	0	0	0	0	0	0	0	96	(16)	80	240						400	643	150	150	1,583	0	1,583
Sewer Main Rehabilitation	0	0	0	0	0	0	0	2,925	4,961	0	0	5,177	8,102						2,900	2,950	2,800	2,500	19,252	41,000	60,252
Miscellaneous Sewer Repairs	0	0	0	0	0	0	0	450	54	0	0	54	504						350	250	50	50	1,204	1,000	2,204
Pump Stations	0	0	0	0	0	0	0	1,000	350	(200)	0	150	1,150						0	0	0	0	1,150	0	1,150
Treatment	0	0	0	0	0	0	0	165	2,729	0	0	2,729	2,894						1,000	857	1,700	2,000	8,451	16,430	24,881
Miscellaneous	0	0	0	0	0	0	0	0	14	0	0	14	14						50	0	0	0	64	0	64
SUBTOTAL	0	0	0	0	0	0	0	4,700	8,204	0	8,204	12,904	12,904						4,700	4,700	4,700	4,700	31,704	58,430	90,134

E. STORM DRAIN CAPITAL IMPROVEMENT PROGRAM

Studies	0	0	0	0	0	0	0	0	0	97	0	97	147						50	50	50	50	347	200	547
Capacity Improvements - Easton Creek	0	0	0	0	0	0	0	0	0	66	0	66	66						0	0	0	0	66	0	66
Capacity Improvements - Mills Creek	0	0	0	0	0	0	0	0	0	200	0	200	200						200	0	0	0	400	600	1,000
Capacity Improvements - Burlingame Creek	0	0	0	0	0	0	0	1,000	11,221	0	0	11,221	12,221						6,800	0	0	0	19,021	0	19,021
Capacity Improvements - Sanchez Creek, Terrace & Laguna	0	0	0	0	0	0	0	0	103	0	0	103	103						1,800	0	0	0	1,903	0	1,903
Capacity Improvements - El Portal Creek, Trousdale & Gilbreath	0	0	0	0	0	0	0	200	968	0	0	968	1,168						0	0	0	0	1,168	0	1,168
Neighborhood Area	0	0	0	0	0	0	0	1,800	946	0	0	946	2,746						700	700	700	700	5,546	0	5,546
Bridge & Storm Culvert Improvements	0	0	0	0	0	0	0	400	334	0	0	334	734						200	200	200	200	1,534	0	1,534
Pump Stations	0	0	0	0	0	0	0	2,000	491	0	0	491	2,491						100	100	100	100	2,891	500	3,391
SUBTOTAL	0	0	0	0	0	0	0	5,450	14,426	0	14,426	19,876	19,876						9,650	1,250	1,050	1,050	32,876	1,300	34,176

F. STREETS CAPITAL IMPROVEMENT PROGRAM

Studies	170	0	0	0	0	0	0	0	0	822	0	822	992						575	275	175	275	2,292	25,000	27,292
Paving & Reconstruction	0	546	800	900	0	0	0	2,246	5,822	0	0	5,822	8,068						2,020	2,000	2,020	2,020	16,128	20,150	36,278
Traffic Signals	200	700	0	0	0	0	0	900	1,090	0	0	1,090	1,990						0	100	0	0	2,090	500	2,590
Railroad Improvements	0	0	0	0	0	0	0	0	468	0	0	468	468						0	0	0	0	468	250,000	250,468
Downtown Improvements	0	0	0	0	0	0	0	0	461	0	0	461	461						0	0	0	0	461	0	461
Bike & Pedestrian Improvements	500	0	654	1,300	0	0	0	2,454	1,051	0	0	1,051	3,505						0	0	0	0	3,505	5,000	8,505
Lighting & Poles	180	720	0	0	0	0	0	900	363	0	0	363	1,263						200	200	200	200	2,063	3,000	5,063
Sidewalks, Curbs & Gutters	0	0	0	0	0	0	0	0	3,152	0	0	3,152	3,152						600	600	600	600	5,552	7,000	12,552
SUBTOTAL	1,050	1,966	1,454	2,200	0	0	0	6,670	13,229	0	13,229	19,899	19,899						3,395	3,175	2,995	3,095	32,559	310,650	343,209

G. WATER CAPITAL IMPROVEMENT PROGRAM

Planning	0	0	0	0	0	0	0	0	0	50	0	50	158						50	100	50	100	458	820	1,278
Storage	0	0	0	0	0	0	0	0	302	0	0	302	302						100	100	100	100	702	20,750	21,452
Transmission Pipelines	0	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	0	0	2,600	4,774	162	0	4,936	7,536						2,500	2,600	3,150	3,050	18,836	32,077	50,913
Pump Stations	0	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	0	0	0	200	0	0	200	200						50	50	50	50	400	0	400
Supervisory Control & Data Acquisition (SCADA)	0	0	0	0	0	0	0	0	181	0	0	181	181						200	50	50	50	531	0	531
Miscellaneous Improvements	0	0	0	0	0	0	0	100	688	(162)	0	526	626						100	100	100	200	1,126	1,010	2,136
SUBTOTAL	0	0	0	0	0	0	0	2,750	6,253	0	6,253	9,083	9,083						3,000	3,000	3,500	3,500	22,053	62,437	84,490

TOTAL CITYWIDE CAPITAL IMPROVEMENT PROGRAM

\$6,288	\$1,966	\$1,454	\$2,200	\$4,700	\$5,450	\$2,750	\$0	\$24,808	\$50,383	\$0	\$0	\$50,383	\$75,191						\$23,690	\$13,890	\$13,670	\$13,710	\$140,151	\$503,865	\$644,016
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WATER CAPITAL IMPROVEMENT PROGRAM

WATER CAPITAL IMPROVEMENT PROGRAM														
*in thousands														
Water Rates (City)	Parking Fund	Total New PIR Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total PIR Need (Existing + New)	PY19 Need	PY20 Need	PY21 Need	PY22 Need	PY19-22 Need Total	PY23+ Need	Total PY19-23+ Need	
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
PLANNING														
0	0	0	19	0	19	19	0	0	0	0	19	100	119	
0	0	0	5	0	5	5	0	50	0	50	105	720	825	
50	0	50	84	0	84	134	50	50	50	50	334	0	334	
SUBTOTAL		50	108	0	108	158	50	100	50	100	458	820	1,278	
STORAGE														
0	0	0	102	0	102	102	0	0	0	0	102	7,250	7,352	
0	0	0	200	0	200	200	0	0	0	0	200	0	200	
0	0	0	0	0	0	0	100	100	100	100	400	13,500	13,900	
SUBTOTAL		0	302	0	302	302	100	100	100	100	702	20,750	21,452	
TRANSMISSION PIPELINES														
0	0	0	0	0	0	0	0	0	0	0	0	2,520	2,520	
0	0	0	0	0	0	0	0	0	0	0	0	2,500	2,500	
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	7,530	7,530	
PIPELINES REHABILITATION														
0	0	0	394	0	394	394	200	200	200	200	1,194	500	1,694	
0	0	0	1,086	(250)	836	836	0	0	0	0	836	0	836	
0	0	0	2,711	412	3,123	3,123	0	0	0	0	3,123	0	3,123	
1,650	0	1,650	300	0	300	1,950	0	0	0	0	1,950	0	1,950	
300	0	300	0	0	0	300	2,300	0	0	0	2,600	0	2,600	
0	0	0	133	0	133	133	0	0	0	0	133	0	133	
0	0	0	100	0	100	100	0	0	0	0	100	0	100	
300	0	300	0	0	0	300	2,400	0	0	0	2,700	0	2,700	
0	0	0	0	0	0	0	0	2,650	0	0	2,650	0	2,650	
0	0	0	0	0	0	0	0	0	0	1,550	1,550	0	1,550	
350	0	350	50	0	50	400	0	0	0	0	400	0	400	
0	0	0	0	0	0	0	0	0	300	1,000	1,300	4,115	5,415	
0	0	0	0	0	0	0	0	0	0	0	0	3,800	3,800	
0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	
0	0	0	0	0	0	0	0	0	0	0	0	8,370	8,670	
0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	
0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	
0	0	0	0	0	0	0	0	0	0	0	0	750	750	
0	0	0	0	0	0	0	0	0	0	0	0	4,000	4,000	
0	0	0	0	0	0	0	0	0	0	0	1,675	1,675	1,675	
0	0	0	0	0	0	0	0	0	0	0	3,867	3,867	3,867	
2,600	0	2,600	4,774	162	4,936	7,536	2,500	2,600	3,150	3,050	18,836	32,077	50,913	
SUBTOTAL		2,600	4,774	162	4,936	7,536	2,500	2,600	3,150	3,050	18,836	32,077	50,913	
PUMP STATIONS														
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	250	250	
WATER QUALITY & CHLORAMINATION														
0	0	0	150	0	150	150	50	50	50	50	350	0	350	
0	0	0	50	0	50	50	0	0	0	0	50	0	50	
SUBTOTAL		0	200	0	200	200	50	50	50	50	400	0	400	
SUPERVISORY CONTROL & DATA ACQUISITION (SCADA)														
0	0	0	181	0	181	181	200	50	50	50	531	0	531	
SUBTOTAL		0	181	0	181	181	200	50	50	50	531	0	531	
MISCELLANEOUS IMPROVEMENTS														
100	0	100	313	0	313	413	100	100	100	100	813	920	1,733	
0	0	0	0	0	0	0	0	0	0	100	100	90	190	
0	0	0	375	(162)	213	213	100	100	100	200	213	0	213	
SUBTOTAL		100	688	(162)	526	626	100	100	100	200	1,126	1,010	2,136	
TOTAL, WATER CAPITAL IMPROVEMENT PROGRAM		\$2,750	\$0	\$2,750	\$6,253	\$9,003	\$3,000	\$3,000	\$3,500	\$3,550	\$22,053	\$62,437	\$84,490	

STREETS CAPITAL IMPROVEMENT PROGRAM

\*in thousands

5 YEAR CIP PLAN

STREETS CAPITAL IMPROVEMENT PROGRAM																							
*In thousands	General Fund	Other Revenue & Grants	Gas Tax	Measure A	Total New FY18 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY18 Need (Existing + New)	FY19 Need	FY20 Need	FY21 Need	FY22 Need	FY23-22 Need Total	FY23+ Need	Total FY23-23+ Need							
	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)							
A. STUDIES																							
a-1 Traffic & Transportation Studies	0	0	0	0	0	143	0	143	143	100	100	100	100	543	500	1,043							
a-2 City Monument Master Plan	0	0	0	0	0	150	0	150	150	75	75	75	75	450	0	450							
California Dr. Class 1 Bike Route - Study Report and Feasibility																							
a-3 Study	0	0	0	0	0	124	0	124	124	0	0	0	0	124	10,000	10,124							
a-4 Traffic/Pedestrian Safety Improvements - City Hall	0	0	0	0	0	237	0	237	237	0	0	0	0	237	500	737							
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	0	0	0	0	0	88	0	88	88	0	0	0	0	88	0	88							
a-7 Residential Traffic Calming Program	100	0	0	0	100	0	0	0	0	100	0	100	100	300	0	300							
a-8 Bike Boulevards Implementation Feasibility Study	70	0	0	0	70	0	0	0	70	0	0	0	0	70	1,000	1,070							
a-9 Old Bayshore Highway Streetscape Improvements	0	0	0	0	0	0	0	0	0	200	0	0	0	200	10,000	10,200							
a-10 California Drive Road Diet	0	0	0	0	0	0	0	0	0	200	0	0	0	200	3,000	3,200							
SUBTOTAL	170	0	0	0	170	822	0	822	992	575	275	175	275	2,292	25,000	27,292							
B. PAVING & RECONSTRUCTION																							
b-1 Annual Street Resurfacing Program 2018	0	546	800	900	2,246	0	0	0	2,246	0	0	0	0	2,246	0	2,246							
b-2 Annual Street Resurfacing Program 2016/2017	0	0	0	0	0	1,870	0	1,870	1,870	0	0	0	0	1,870	0	1,870							
b-3 Annual Street Resurfacing Program 2015	0	0	0	0	0	426	0	426	426	0	0	0	0	426	0	426							
b-4 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-5 Pavement Management System	0	0	0	0	0	23	0	23	23	20	20	20	20	83	0	83							
b-6 Carolan Ave. Complete Street Improvement	0	0	0	0	0	1,467	0	1,467	1,467	0	0	0	0	1,467	150	1,617							
b-7 Thermoplastic Pavement Marking - Citywide	0	0	0	0	0	208	0	208	208	0	0	0	0	208	0	208							
b-8 U.S. 101 - Broadway Interchange	0	0	0	0	0	1,828	0	1,828	1,828	0	0	0	0	1,828	0	1,828							
SUBTOTAL	0	546	800	900	2,246	5,822	0	5,822	8,068	2,020	2,000	2,020	2,020	16,128	20,150	36,278							
C. TRAFFIC SIGNALS																							
c-1 City-Wide Traffic Signal Upgrade	0	0	0	0	0	35	0	35	35	0	0	0	0	35	500	535							
c-2 Traffic Signal Interconnect System Software Upgrade	0	0	0	0	0	38	0	38	38	0	50	0	0	88	0	88							
c-3 Gateway Signs (El Camino Real)	0	0	0	0	0	76	0	76	76	0	0	0	0	76	0	76							
c-4 Street Intersection Signage	0	0	0	0	0	2	0	2	2	0	50	0	0	52	0	52							
c-5 Bayshore Signal Pole & Mastarm Replacement	0	0	0	0	0	200	0	200	200	0	0	0	0	200	0	200							
c-6 Traffic Circle at Larkspur/Union Intersection	0	0	0	0	0	95	0	95	95	0	0	0	0	95	0	95							
c-7 Hoover School Traffic and Safety Improvements	0	0	0	0	0	144	0	144	144	0	0	0	0	144	0	144							
c-8 Hoover School - Sidewalk Project	200	700	0	0	900	0	0	0	900	0	0	0	0	900	0	900							
c-9 Oak Grove/Carolan Traffic Signal Improvements	0	0	0	0	0	500	0	500	500	0	0	0	0	500	0	500							
SUBTOTAL	200	700	0	0	900	1,090	0	1,090	1,990	0	100	0	0	2,090	500	2,590							
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	282	0	282	282	0	0	0	0	282	250,000	250,282							
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	468	0	468	468	0	0	0	0	468	250,000	250,468							
E. DOWNTOWN IMPROVEMENTS																							
e-1 Burlingame Avenue Streetscape	0	0	0	0	0	100	0	100	100	0	0	0	0	100	0	100							
e-2 Burlingame Avenue District Parking Improvements/Studies	0	0	0	0	0	361	0	361	361	0	0	0	0	361	0	361							
SUBTOTAL	0	0	0	0	0	461	0	461	461	0	0	0	0	461	0	461							
F. BICYCLE & PEDESTRIAN IMPROVEMENTS																							
f-1 California Drive Class II Bike Lane Project	500	0	0	0	500	0	0	0	500	0	0	0	0	500	0	500							
f-2 Pedestrian & School Safety Improvement	0	0	0	0	0	4	0	4	4	0	0	0	0	4	0	4							
f-3 California Drive Roundabout	0	0	654	1,300	1,954	1,039	0	1,039	2,993	0	0	0	0	2,993	5,000	7,993							
f-4 Rollins and Bloomfield Radar Speed Warning Signs	0	0	0	0	0	8	0	8	8	0	0	0	0	8	0	8							
SUBTOTAL	500	0	654	1,300	2,454	1,051	0	1,051	3,505	0	0	0	0	3,505	5,000	8,505							
G. LIGHTING & POLES																							
g-1 Citywide Streetlight Improvements/Masterplan	0	0	0	0	0	363	0	363	363	200	200	200	200	1,163	3,000	4,163							
g-2 Broadway Pedestrian Lighting	180	720	0	0	900	0	0	0	900	0	0	0	0	900	0	900							
SUBTOTAL	180	720	0	0	900	363	0	363	1,263	200	200	200	200	2,063	3,000	5,063							
H. SIDEWALKS, CURBS & GUTTERS																							
h-1 2012-13 Annual Sidewalk Program	0	0	0	0	0	49	(49)	0	0	0	0	0	0	0	0	0							
h-2 2014-15 Annual Sidewalk Program	0	0	0	0	0	436	0	436	436	0	0	0	0	436	0	436							
h-3 Bayfront ADA Improvements	0	0	0	0	0	521	0	521	521	0	0	0	0	521	0	521							
h-4 2015-16 Sidewalk, C&G, and ADA Ramp Program	0	0	0	0	0	1,346	(450)	896	896	100	100	100	100	1,296	0	1,296							
h-5 2016-17 Sidewalk, C&G, and ADA Ramp Program	0	0	0	0	0	800	499	1,299	1,299	0	0	0	0	1,299	0	1,299							
h-6 Annual Sidewalk Program	0	0	0	0	0	0	0	0	0	500	500	500	500	2,000	7,000	9,000							
SUBTOTAL	0	0	0	0	0	3,152	0	3,152	3,152	600	600	600	600	5,552	7,000	12,552							
TOTAL STREETS CAPITAL IMPROVEMENT PROGRAM																	\$3,395	\$3,175	\$2,995	\$3,095	\$32,559	\$310,650	\$343,209

**STORM DRAIN CAPITAL IMPROVEMENT PROGRAM**

**5 YEAR CIP PLAN**

STORM DRAIN CAPITAL IMPROVEMENT PROGRAM																											
*in thousands																											
		Storm Drain Bonds		Storm Drain Fee		Total New FY18 Appropriations		Available Existing Funding		Transfers		Total Available Existing, Net of Transfers		Total FY18 Need (Existing + New)		FY19 Need		FY21 Need		FY22 Need		FY18-22 Need Total		FY22+ Need		Total FY18-22+ Need	
		(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES																											
a-1	Program Management 2014	0	0	0	0	11	(11)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
a-2	Program Management 2016	0	0	0	0	86	(36)	50	50	0	47	97	50	0	50	0	50	0	50	0	50	0	50	0	50	0	50
a-3	Program Management 2017/2018	0	50	50	0	47	0	97	97	0	97	147	97	0	50	50	50	50	50	297	200	497	0	0	0	0	0
SUBTOTAL		0	50	50	0	97	0	97	147	0	97	147	97	0	50	50	50	50	347	200	547	0	0	0	0	0	0
B. CAPACITY IMPROVEMENTS - EASTON CREEK																											
b-1	Marsten Pump Station Improvements	0	0	0	0	6	(6)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b-2	Outfall Pipeline, Marsten PS to SF Bay	0	0	0	0	60	6	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66
SUBTOTAL		0	0	0	0	66	0	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66	66
C. CAPACITY IMPROVEMENTS - MILLS CREEK																											
c-1	Mills Creek Improvements	0	0	0	0	200	0	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
SUBTOTAL		0	0	0	0	200	0	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
D. CAPACITY IMPROVEMENTS - BURLINGAME CREEK																											
d-1	Burlingame Creek Bypass	0	0	0	0	700	0	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700
d-2	Flap Gates on Sanchez Lagoon	0	350	350	0	0	0	0	0	0	0	350	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
d-3	Ralston Creek Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
d-4	Rollins/US 101 - Crossing	0	0	0	0	4,129	0	4,129	4,129	4,129	4,129	4,129	4,129	4,129	4,129	4,129	4,129	4,129	4,129	4,129	4,129	4,129	4,129	4,129	4,129	4,129	
d-5	Rollins Area Collection System	0	0	0	0	3,204	0	3,204	3,204	3,204	3,204	3,204	3,204	3,204	3,204	3,204	3,204	3,204	3,204	3,204	3,204	3,204	3,204	3,204	3,204	3,204	
d-6	New Rollins Pump Station	0	0	0	0	3,188	0	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	3,188	
d-7	Lorton Avenue 54" Storm Drain Cleaning	0	650	650	0	0	0	0	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650
SUBTOTAL		0	1,000	1,000	11,221	0	11,221	0	11,221	12,221	12,221	12,221	12,221	12,221	6,800	0	0	0	0	0	19,021	0	0	0	0	0	19,021
E. CAPACITY IMPROVEMENTS - SANCHEZ CREEK, TERRACE & LAGUNA																											
e-1	Terrace Creek Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	1,800	0	0	0	0	0	1,800	0	0	0	0	1,800	0
e-2	Laguna Area Improvements	0	0	0	0	103	0	103	103	103	103	103	103	103	1,800	0	0	0	0	0	1,800	0	0	0	0	1,800	0
SUBTOTAL		0	0	0	0	103	0	103	103	103	103	103	103	1,800	1,800	0	0	0	0	0	1,903	0	0	0	0	1,903	0
F. CAPACITY IMPROVEMENTS - EL PORTAL CREEK, TROUSDALE & GILBREATH																											
f-1	El Portal Creek, Trousdale Channel, Gilbreth Creek Improvements	0	200	200	200	968	0	968	1,168	1,168	1,168	1,168	1,168	1,168	0	0	0	0	0	0	1,168	0	0	0	0	1,168	0
SUBTOTAL		0	200	200	200	968	0	968	1,168	1,168	1,168	1,168	1,168	1,168	0	0	0	0	0	0	1,168	0	0	0	0	1,168	0
G. NEIGHBORHOOD AREA																											
g-1	Citywide Neighborhood Storm Drain Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	700	700	700	700	700	2,800	0	0	0	0	0	2,800	0
g-2	Downtown Burlingame Avenue Streetscape Storm Drain Improvemen	0	0	0	0	100	0	100	100	100	100	100	100	100	0	0	0	0	0	100	0	0	0	0	0	100	0
g-3	Storm Drain Project #9	0	600	600	0	846	0	846	1,446	1,446	1,446	1,446	1,446	846	0	0	0	0	0	1,446	0	0	0	0	0	1,446	0
g-4	Neighborhood Storm Drain Project #10	0	1,200	1,200	0	0	0	0	1,200	1,200	1,200	1,200	1,200	0	0	0	0	0	0	1,200	0	0	0	0	0	1,200	0
SUBTOTAL		0	1,800	1,800	946	0	946	0	946	2,746	2,746	2,746	2,746	946	700	700	700	700	700	5,546	0	0	0	0	0	5,546	0
H. BRIDGE & STORM CULVERT IMPROVEMENTS																											
h-1	Bridge and Culvert Facilities Improvements	0	0	0	0	157	(100)	57	57	57	57	57	57	57	0	0	0	0	0	57	0	0	0	0	0	57	0
h-2	Summit Drive Culvert Rehabilitation	0	0	0	0	177	0	177	177	177	177	177	177	177	0	0	0	0	0	177	0	0	0	0	0	177	0
h-3	Easton Creek Bridge Repair	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
h-4	City-wide Culvert Crossing Assessment	0	0	0	0	0	0	100	100	100	100	100	100	100	0	0	0	0	0	100	0	0	0	0	0	100	0
h-5	Vancouver-Easton Storm Drain Repair	0	200	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	200	0	0	0	0	0	200	0
h-6	Culvert Crossing Repairs	0	200	200	0	0	0	0	0	0	0	0	0	0	200	200	200	200	200	1,000	0	0	0	0	0	1,000	0
SUBTOTAL		0	400	400	334	0	334	0	334	734	734	734	734	334	200	200	200	200	200	1,534	0	0	0	0	0	1,534	0
I. PUMP STATIONS																											
i-1	Pump Station Improvements / 1740 Rollins & Cowan PS	0	2,000	2,000	0	491	0	491	2,491	2,491	2,491	2,491	2,491	491	100	100	100	100	2,891	500	0	0	0	0	0	3,391	0
SUBTOTAL		0	2,000	2,000	491	0	491	0	491	2,491	2,491	2,491	2,491	491	100	100	100	100	2,891	500	0	0	0	0	0	3,391	0
TOTAL STORM DRAIN CAPITAL IMPROVEMENT PROGRAM		\$0	\$5,450	\$5,450	\$14,426	\$0	\$14,426	\$0	\$14,426	\$19,876	\$19,876	\$19,876	\$19,876	\$14,426	\$9,650	\$1,250	\$1,050	\$1,050	\$1,050	\$32,876	\$1,300	\$0	\$0	\$0	\$0	\$34,176	\$0

PARKING & GARAGES CAPITAL IMPROV PROGRAM

\*In thousands

A. IMPROVEMENTS

- a-1 City Parking Lot Resurfacing
- a-2 Lot O Re-Configuration
- a-3 Wayfinding Signage Improvements
- a-4 Downtown Smart Parking Meters

SUBTOTAL

TOTAL, PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM

General Fund	Parking Fund	Total New FY18 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY18 Need (Existing + New)	FY19 - FY22 Need					Total FY18-22+ Need
							FY19 Need	FY20 Need	FY21 Need	FY22 Need	FY18-22 Need Total	
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
0	0	0	0	0	0	402	100	100	100	100	802	0
0	0	0	13	0	0	13	0	0	0	0	13	0
0	0	0	39	0	0	39	0	0	0	0	39	0
0	0	0	475	0	0	475	0	0	0	0	475	0
0	0	0	929	0	0	929	100	100	100	100	1,329	0
							100	100	100	100	1,329	0
							100	\$100	\$100	\$100	\$1,329	\$0
							\$100	\$100	\$100	\$100	\$1,329	\$0

SEWER CAPITAL IMPROV PROGRAM

in thousands

SEWER CAPITAL IMPROV PROGRAM													5 YEAR CIP PLAN												
*in thousands																									
	Sewer Rates (City)	Sewer Rates (Other Districts)	Total New FY18 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY18 Need (Existing + New)	FY19 Need	FY20 Need	FY21 Need	FY22 Need	FY23-22 Need Total	Total FY18-22 Need												
	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)												
<b>A. STUDIES</b>																									
a-1	0	0	0	16	(16)	0	0	0	0	0	0	0	0												
a-2	0	0	0	52	0	52	52	50	0	50	50	202	0												
a-3	0	0	0	(2)	2	0	0	50	50	50	50	200	0												
a-4	0	0	0	30	(2)	28	28	0	0	50	50	128	0												
a-5	160	0	160	0	0	0	160	300	593	0	0	1,053	0												
SUBTOTAL	160	0	160	96	(16)	80	240	400	643	150	150	1,583	0												
<b>B. SEWER MAIN REHABILITATION</b>																									
b-1	0	0	0	214	0	214	214	0	0	0	0	214	0												
b-2	400	0	400	0	0	0	400	0	0	0	0	400	0												
b-3	0	0	0	1,619	(500)	1,119	1,119	0	0	0	0	1,119	0												
b-4	2,100	0	2,100	997	1,002	1,999	4,099	0	0	0	0	4,099	0												
b-5	0	0	0	286	(286)	0	0	0	0	0	0	0	0												
b-6	325	0	325	500	0	500	825	0	0	0	0	825	0												
b-7	0	0	0	607	0	607	607	0	0	0	0	607	0												
b-8	100	0	100	0	0	0	100	100	350	0	0	550	0												
b-9	0	0	0	0	0	0	0	2,800	2,600	2,800	2,500	10,700	51,700												
b-10	0	0	0	738	0	738	738	0	0	0	0	738	0												
SUBTOTAL	2,925	0	2,925	4,961	216	5,177	8,102	2,900	2,950	2,800	2,500	19,252	41,000												
<b>C. MISCELLANEOUS SEWER REPAIRS</b>																									
c-1	400	0	400	0	0	0	400	300	200	0	0	900	500												
c-2	50	0	50	54	0	54	104	50	50	50	50	304	804												
SUBTOTAL	450	0	450	54	0	54	504	350	250	50	50	1,204	1,000												
<b>D. PUMP STATIONS</b>																									
d-1	0	0	0	200	(200)	0	0	0	0	0	0	0	0												
d-2	1,000	0	1,000	150	0	150	1,150	0	0	0	0	1,150	0												
SUBTOTAL	1,000	0	1,000	350	(200)	150	1,150	0	0	0	0	1,150	0												
<b>E. TREATMENT</b>																									
e-1	0	0	0	84	0	84	84	0	0	0	0	84	0												
e-2	0	0	0	(11)	120	109	109	0	0	0	0	109	0												
e-3	0	0	0	60	(60)	0	0	0	0	0	0	750	750												
e-4	0	0	0	60	(60)	0	0	0	0	0	0	0	0												
e-5	0	0	0	0	0	0	0	0	0	0	0	180	180												
e-6	0	0	0	170	0	170	170	0	0	0	0	170	0												
e-7	0	0	0	0	0	0	0	0	0	0	500	500	500												
e-8	0	0	0	1,366	739	2,105	2,105	460	200	968	62	3,795	15,295												
e-9	0	0	0	1,000	(1,000)	0	0	0	0	0	0	0	0												
e-10	0	0	0	0	0	0	0	100	0	0	0	100	0												
e-11	0	0	0	0	0	0	0	85	0	0	0	85	0												
e-12	0	0	0	75	75	75	75	0	0	0	0	75	0												
e-13	0	0	0	0	0	0	0	170	0	170	0	170	0												
e-14	0	0	0	0	0	0	0	0	0	0	170	170	0												
e-15	0	0	0	0	0	0	0	120	0	0	0	120	0												
e-16	0	0	0	0	100	100	100	0	0	0	0	100	0												
e-17	165	0	165	0	86	86	251	320	572	0	0	1,143	0												
e-18	0	0	0	0	0	0	0	0	0	562	125	687	0												
e-19	0	0	0	0	0	0	0	0	0	1,143	1,143	0	0												
SUBTOTAL	165	0	165	2,729	0	2,729	2,894	1,000	857	1,700	2,000	8,451	16,430												
<b>F. MISCELLANEOUS</b>																									
f-1	0	0	0	0	0	0	0	50	0	0	0	50	0												
f-2	0	0	0	14	0	14	14	0	0	0	0	14	0												
SUBTOTAL	0	0	0	14	0	14	14	50	0	0	0	64	0												
TOTAL SEWER CAPITAL IMPROVEMENT PROGRAM													\$4,700	\$0	\$4,700	\$8,204	\$0	\$8,204	\$12,904	\$4,700	\$4,700	\$4,700	\$31,704	\$58,430	\$90,134



# FACILITIES CAPITAL IMPROVEMENT PROGRAM

\*in thousands

## 5 YEAR CIP PLAN

FACILITIES CAPITAL IMPROVEMENT PROGRAM													
*In thousands													
	General Fund	Total New FY18 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY18 Need (Existing + New)	FY19 Need	FY20 Need	FY21 Need	FY22 Need	FY18-22 Need Total	FY22+ Need	Total FY18-22+ Need
	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. IMPROVEMENTS													
a-1		0	0	299	0	299	0	0	0	0	299	3,000	3,299
a-2		0	0	0	0	0	0	0	0	0	0	8,000	8,000
a-3		0	0	0	0	0	0	0	0	0	0	1,600	1,600
a-4		0	0	0	0	0	0	0	0	0	0	35,000	35,000
a-5		0	0	0	0	0	0	0	0	0	0	2,900	2,900
a-6		0	0	0	0	0	0	0	0	0	0	3,400	3,400
a-7		0	0	0	0	0	0	0	0	0	0	250	250
a-8		0	0	100	0	100	1,000	1,000	1,000	4,100	0	4,100	4,100
a-9		0	0	46	0	46	0	0	0	0	46	1,898	1,944
SUBTOTAL	0	0	445	0	445	445	1,000	1,000	1,000	4,445	56,048	60,493	60,493
B. MINOR UPGRADES													
b-1	80	80	0	0	0	80	0	0	0	0	80	0	80
b-2	0	0	60	0	60	60	0	0	0	0	60	0	60
b-3	0	0	4	0	4	4	0	0	0	0	4	0	4
b-4	0	0	85	0	85	85	0	0	0	0	85	0	85
b-5	0	0	55	0	55	55	0	0	0	0	55	0	55
b-6	0	0	12	0	12	12	0	0	0	0	12	0	12
b-7	0	0	16	0	16	16	0	0	0	0	16	0	16
b-8	0	0	107	0	107	107	0	0	0	0	107	0	107
b-9	0	0	6	0	6	6	0	0	0	0	6	0	6
b-10	0	0	24	0	24	24	0	0	0	0	24	0	24
b-11	0	0	27	0	27	27	0	0	0	0	27	0	27
b-12	0	0	13	0	13	13	0	0	0	0	13	0	13
b-13	0	0	20	0	20	20	0	0	0	0	20	0	20
b-14	0	0	610	0	610	610	0	0	0	0	610	0	610
b-15	750	750	474	0	474	1,224	0	0	0	0	1,224	0	1,224
b-16	0	0	64	0	64	64	0	0	0	0	64	0	64
b-17	0	0	70	0	70	70	0	0	0	0	70	0	70
b-18	0	0	50	0	50	50	0	0	0	0	50	0	50
b-19	0	0	50	0	50	50	0	0	0	0	50	0	50
b-20	0	0	27	0	27	27	0	0	0	0	27	0	27
b-21	300	300	300	0	600	600	0	0	0	0	600	0	600
b-22	0	0	500	0	500	500	0	0	0	0	500	0	500
b-23		0	250	0	250	250	0	0	0	0	250	0	250
b-24	100	100	50	0	150	150	0	0	0	0	150	0	150
b-25	0	0	50	0	50	50	0	0	0	0	50	0	50
b-26	0	0	50	0	50	50	0	0	0	0	50	0	50
b-27	0	0	50	0	50	50	0	0	0	0	50	0	50
b-28	150	150	0	0	150	150	0	0	0	0	150	0	150
b-29	100	100	0	0	100	100	0	0	0	0	100	0	100
b-30	80	80	0	0	80	80	0	0	0	0	80	0	80
b-31	200	200	0	0	200	200	0	0	0	0	200	0	200
b-32	250	250	0	0	250	250	0	0	0	0	250	0	250
SUBTOTAL	2,010	2,010	3,024	0	3,024	5,034	0	0	0	0	5,034	0	5,034
C. MISCELLANEOUS													
c-1	0	0	893	0	893	893	0	0	0	0	893	0	893
SUBTOTAL	0	0	893	0	893	893	0	0	0	0	893	0	893
TOTAL, FACILITIES CAPITAL IMPROVEMENT PROGRAM													
	\$2,010	\$2,010	\$4,362	\$0	\$4,362	\$6,372	\$1,000	\$1,000	\$1,000	\$10,372	\$56,048	\$66,420	\$66,420

PARKS & TREES CAPITAL IMPROV PROGRAM													
*in thousands													
	General Fund	Parking Fund	Total New FY18 Appropriations	Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY18 Need (Existing + New)	FY19 Need	FY20 Need	FY21 Need	FY22 Need	FY18-22 Need Total	Total FY18-22+ Need
	(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	0	73	0	73	73	0	0	0	73	0
a-2	ECR Tree Management	0	0	0	50	0	50	50	0	0	0	50	0
a-3	Annual Tree Replacement Program	0	0	0	11	0	11	11	5	5	5	31	0
SUBTOTAL		0	0	0	134	0	134	134	5	5	5	154	0
B. CITYWIDE PARKS PAVING, COURTS, PATHWAYS													
b-1	Citywide Parks Pathways Improvements and Repairs	0	0	0	204	0	204	204	100	100	100	604	0
b-2	Citywide Court Resurfacing	0	0	0	0	0	0	0	50	50	50	200	0
SUBTOTAL		0	0	0	204	0	204	204	150	150	150	804	0
C. CITYWIDE PLAYGROUNDS AND RESILIENT RESURFACING													
c-1	Village (Deferred since 2009)	0	0	0	351	0	351	351	0	0	0	351	0
c-2	Ray (Deferred since 2009)	428	0	428	411	0	411	839	0	0	0	839	0
c-3	Victoria (Deferred since 2012)	0	0	0	100	0	100	100	0	0	0	100	0
c-4	Murray	0	0	0	0	0	0	0	0	0	0	0	0
c-5	Paloma	325	0	325	0	0	0	325	0	0	0	325	0
c-6	J-Lot	0	0	0	0	0	0	0	200	0	0	200	0
c-7	Trenton	0	0	0	0	0	0	0	200	0	0	200	0
c-8	Washington	0	0	0	0	0	0	0	0	0	0	0	0
c-9	Alpine	0	0	0	0	0	0	0	0	0	0	0	0
c-10	Playground Replacement and Trees	60	0	60	50	0	50	110	60	60	60	350	0
c-11	Playground Resilient Resurfacing	50	0	50	104	0	104	154	50	0	0	204	0
SUBTOTAL		863	0	863	1,016	0	1,016	1,879	460	60	60	2,569	0
D. CITYWIDE PARKS FENCING													
d-1	Parks Yard Fencing	0	0	0	12	0	12	12	0	0	0	12	0
d-2	City Parks Fencing	0	0	0	60	0	60	60	60	0	60	180	0
SUBTOTAL		0	0	0	72	0	72	72	60	60	0	192	0
E. CITYWIDE PARKS LIGHTING													
e-1	Murray Lights Retrofits	0	0	0	19	0	19	19	0	0	0	19	0
e-2	Washington Small Ball Field Lighting	0	0	0	68	0	68	68	0	0	0	68	0
SUBTOTAL		0	0	0	87	0	87	87	0	0	0	87	0
F. PARK SAFETY, MAINTENANCE AND IMPROVEMENTS													
f-1	Park Safety Maintenance and Improvements	0	0	0	76	0	76	76	100	50	0	226	0
f-2	Washington Park bocce Ball Improvements	0	0	0	0	0	0	0	0	0	0	0	0
f-3	Parks Picnic Tables, Benches and Fountains	0	0	0	36	0	36	36	50	0	50	136	0
f-4	Central Irrigation Controller	0	0	0	48	0	48	48	0	0	0	48	0
f-5	Dog Park Improvements	0	0	0	26	0	26	26	0	0	0	26	0
f-6	Washington Park Restrooms	250	0	250	0	0	0	250	0	0	0	250	0
f-7	Murray Field Renovations	1,750	0	1,750	623	0	623	2,373	0	0	0	2,373	0
f-8	Open Space Fire Hazard Mitigation Plan	0	0	0	41	0	41	41	50	0	0	91	0
f-9	Cuernavaca Park Improvements	0	0	0	13	0	13	13	0	0	0	13	0
f-10	Athletic Fields Renovation (Citywide Parks)	0	0	0	190	0	190	190	0	0	0	190	0
SUBTOTAL		2,000	0	2,000	1,053	0	1,053	3,053	200	50	50	3,353	0
G. AQUATICS FACILITY													
g-1	Aquatic Boiler Replacement	0	0	0	60	0	60	60	0	0	0	60	0
SUBTOTAL		0	0	0	60	0	60	60	0	0	0	60	0
H. MAJOR IMPROVEMENTS													
h-1	Village Park Restroom	0	0	0	0	0	0	0	0	0	0	0	0
h-2	Bayview Park Improvements (State Lands)	0	0	0	120	0	120	120	0	0	0	120	0
h-3	Parks Yard and Murray Field Storage	0	0	0	35	0	35	35	0	0	0	35	0
h-4	S.P. Circle Plaza Improvements	0	0	0	199	0	199	199	460	0	0	659	0
h-5	City Parks Master Plan	275	0	275	0	0	0	275	0	0	0	275	0
h-6	Burlingame Aquatic Club Pool Replacement Project	90	0	90	0	0	0	90	610	0	0	700	0
h-7	Bay Trail Gap Feasibility Study	0	0	0	0	0	0	0	100	0	0	100	0
h-8	Bay Trail Fitness Equipment	0	0	0	0	0	0	0	150	0	0	150	0
SUBTOTAL		365	0	365	354	0	354	719	1,320	0	0	2,039	15,000
TOTAL, PARKS & TREES CAPITAL IMPROVEMENT PROGRAM		\$3,228	\$0	\$3,228	\$2,980	\$0	\$2,980	\$6,208	\$1,845	\$665	\$325	\$9,258	\$24,258



## Appendix

### Summary of Community Funding Awards



**CITY OF BURLINGAME  
COMMUNITY GROUP FUNDING  
FISCAL YEAR 2017-18**

<b>Community Group</b>	<b>Awarded Amount</b>
Burlingame Historical Society	\$1,725.00
Burlingame Neighborhood Network	\$2,425.00
CALL Primrose Center	\$6,375.00
Community Gatepath	\$4,175.00
Community Overcoming Relationship Abuse	\$3,750.00
Hillbarn Theatre, Inc.	\$175.00
HIP Housing-Human Investment Project	\$5,825.00
Legal Aid Society of San Mateo County	\$375.00
LifeMoves (formerly InnVision)	\$5,625.00
Life Steps Foundation, In.	\$400.00
Mission Hospice	\$825.00
Music at Kohl Mansion	\$500.00
Ombudsman Program of San Mateo	\$450.00
PARCA	\$1,325.00
Peninsula Museum of Art	\$2,250.00
Samaritan House Core Services	\$5,125.00
Samaritan House Safe Harbor-Winter Shelter	\$5,000.00
San Mateo County Jobs for Youth	\$875.00
StarVista (Youth & Family Enrichment)	\$1,325.00
Sustainable San Mateo County	\$1,475.00
<b>Totals:</b>	<b>\$50,000.00</b>

