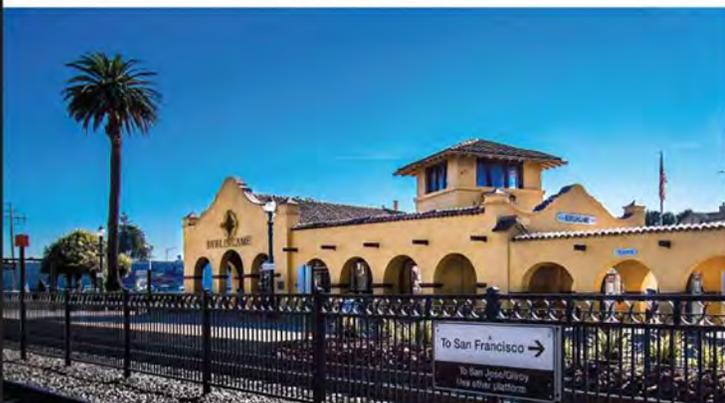




# FISCAL YEAR 2018-19 *ADOPTED BUDGET*

*City of Burlingame, CA*



On June 18, 2018, the Proposed Fiscal Year 2018-19 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 2018-19

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## ADOPTED OPERATING AND CAPITAL BUDGET

FINANCE DEPARTMENT  
501 PRIMROSE ROAD,  
BURLINGAME, CA 94010



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## CITY MANAGER'S TRANSMITTAL LETTER

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Date: June 18, 2018

To: Mayor Michael Brownrigg & the Burlingame City Council

From: Lisa K. Goldman, City Manager

Subject: Budget Transmittal Letter for Fiscal Year 2018-19



In accordance with the City of Burlingame Municipal Code, I am pleased to transmit to you the recommended budget for fiscal year 2018-19. 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 and the community at large, improving transportation and roadway safety, addressing housing affordability with a focus on socioeconomic diversity, and improving the City's infrastructure. These priorities serve as guiding principles to help the Council and City leaders determine future initiatives, policies, and strategies. To kick off the budget planning process this year, the City held its annual public goal-setting session in January. During this session, the City Council, community, and staff confirmed these priorities, with an emphasis on housing and infrastructure, for the upcoming 2018-19 fiscal year.

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 Draft General Plan was released in August, and the Draft Environmental Impact Report (EIR) is anticipated to be released this month. Public hearings to consider adoption of the General Plan will commence this summer and extend into the fall.

The City Council has identified housing as one of its key priorities, and has supported the City's involvement in a community engagement pilot program in collaboration with the San Mateo County "Home for All" initiative. The community engagement program, known as "Burlingame Talks Together About Housing," has provided a framework to allow the community to better understand and identify local solutions for housing-related issues. The City held two community meetings, with each well-attended and highly collaborative. The program has provided a model for further community engagement that can be utilized not just for housing matters, but also other initiatives of interest to the public.

Consistent with the prioritization of housing, and particularly the shortage of affordable housing in the area, the City is working on the development of a 132-unit affordable workforce and senior housing project on a downtown City-owned parking property. In coordination with the housing, the project also includes a public parking garage on an adjacent parking property, to support the downtown commercial district. The Planning Commission reviewed plans in February, with further review by the Commission anticipated this summer before final consideration by the City Council.

Cognizant of the impacts new commercial development in the region has placed on the need for affordable housing, in 2017 the City Council adopted commercial linkage fees for new office, retail, and hotel developments. In the near future, the Council will consider adoption of a Housing Impact Fee program. Over time, these fees will provide a dedicated source of funding for programs supporting workforce housing in Burlingame.

Work continued on the upkeep of the City's infrastructure: 11,000 feet of new sanitary sewer pipelines, potable water mains, and storm drain lines were constructed to replace aging and deteriorated infrastructure and improve drainage in various neighborhoods throughout Burlingame. Based on priority in the Pavement Management Program, the City resurfaced/rehabilitated 14 streets to improve deteriorated roadways and address potholes. The City also completed construction on the Carolan Avenue Complete Streets Project, which includes dedicated bike lanes with separation buffers for bicycling safety. The 40-year old inefficient HVAC system at the Police Station Building was replaced with a new, highly efficient energy system. The City is also updating various park areas. Paloma Park was completely renovated, while the Murray Field renovation is underway. In addition, after years of feedback and refinement, the City is close to finalizing conceptual plans for the new community center.

In light of increased public scrutiny regarding police behavior, and as recommended by a 2015-2016 San Mateo County Civil Grand Jury report, the Police Department implemented the use of body-worn cameras. After meeting with various stakeholders, finalizing a BWC policy, selecting vendors, and a thorough testing of the options by officers, the department fully deployed the cameras at the start of the fiscal year.

After extensive community outreach last fiscal year to solicit input from Burlingame residents and stakeholders on their quality of life priorities, the City Council unanimously placed Measure I on the November 2017 ballot. The measure called for a ¼ percent retail transaction and use tax to support citizens' top concerns, which specifically included: repairing streets, sidewalks and potholes; enhancing neighborhood police patrols and crime prevention programs; and providing adequate, safe park and recreation facilities and programs. The general purpose tax was approved by the voters, and it went into effect on April 1, 2018. This 2018-19 budget anticipates Measure I will yield revenues of \$1.75 million annually (included in the General Fund's sales and use tax revenues), and will fund approximately \$575,000 in streets and sidewalks capital improvement projects, an additional police officer position, and \$1 million of debt service for an anticipated bond issuance to finance the new Community Center project.

The budget process for the 2018-19 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 2017-18 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 fiscal year 2018-19 were submitted and compiled for additional evaluation by the City Manager. Once adjusted, staff presented an initial budget to the City Council on May 9, 2018, for a high-level review and further direction. The fiscal year 2018-19 budget proposed herein includes funding for the City's day-to-day operations and reflects the City's fiscal priorities.

## FISCAL SUMMARY AND ECONOMIC OUTLOOK

Data from the Bureau of Economic Analysis (BEA) showed the nation's economy continued to grow moderately throughout 2017. The year ended with a fourth quarter that saw a 2.9 percent growth rate in real gross domestic product (GDP). While U.S. GDP growth in the first quarter of 2018 was subdued (2.2 percent), other indicators suggest a more robust growth in the near term. Based on an anticipated acceleration in business investment, growth for the year overall is expected to match or exceed 2017's performance. The tax cuts that were put into place in December 2017 are already being reflected in a pick-up in business spending driven by increasingly tight labor markets and the need for labor saving investments. Beacon Economics opines that "the tax, and the surge in spending in the new Federal budget will boost these investments even further, helping to goose the economy this year and creating momentum that will carry into 2019. The bad news, is that these revenue and spending plans will add over \$2 trillion in debt to an already dismal fiscal outlook and increase the potential for a debt crisis at the start of the new decade."

The headline U.S. unemployment rate was reported to be 4.1 percent after the first quarter of 2018. In April, the U.S. job market strengthened further, and the unemployment rate dipped to 3.9 percent. Average hourly earnings rose by 2.7 percent in April from the previous year.

The California economy generally outpaced the national economy as it advanced throughout 2017. In 2017, California real GDP grew 3.0 percent; the 2016-2017 national change was 2.1 percent. The 2007-2017 compound annual growth rate for California real GDP was 1.8 percent, while the compound annual growth rate for the nation was 1.2 percent. The state's unemployment rate fell to its lowest level in 17 years at 4.3 percent in March 2018, only marginally higher than the U.S. rate. As automation and technology become increasingly important, California continues to achieve significant GDP growth from the tech sector. Personal income rose by 4.1 percent year-over-year in 2017, as compared to a 3.1 percent growth nationwide.

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 steady employment gains, adding 20,000 jobs from February 2017 to February 2018 - a 1.8 percent rate of growth. This latest data shows that the area reached another record high for total employment, with nonfarm payrolls

hitting 1.13 million jobs in February 2018. Furthermore, the unemployment rate in the area dipped to 2.5 percent - a decrease of 0.6 percentage points from one year earlier. This level of job growth reflects the continued opportunity and desirability to be in the San Francisco MD market. Beacon Economics is forecasting the total number of jobs in San Francisco to increase by approximately 2.0% in 2018, slightly less than in 2017. The unemployment rate is also expected to edge down further throughout the year.

In line with employment trends, single family home prices in the region have continued to reach record levels. The median home price in the San Francisco MD hit \$1.3 million in the fourth quarter of 2017, a 4.8 percent increase over the fourth quarter of 2016. Despite surging home prices, demand remains high, with home sales rising by 3.6 percent. As a result, apartment rents continue to climb, and vacancy rates are falling. And yet total residential building permits in the area stagnated between the fourth quarter of 2016 and the fourth quarter of 2017, further exacerbating the region's serious affordability problem. Beacon Economics is forecasting that the San Francisco MD median home price will continue increasing throughout 2018, with a growth rate of 5-8 percent.

Overall consumer spending has remained healthy, with year-over year increases in the region as a whole. Taxable sales in San Mateo County increased 5.0 percent in calendar year 2017 as compared to the year prior. In comparison, taxable sales grew by 3.1 percent in the Bay Area and 3.4 percent in the state overall in that same period. Rising fuel prices, solid gains in general consumer goods, and a healthy fourth quarter for auto sales contributed to maintaining this momentum into 2018.

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. In 2000, online activity accounted for 4 percent of general consumer goods taxes; by the end of 2017, this figure had risen to 16 percent. Internet sellers, many of whom posted record activity in the last year, are poised to gain market share in the future.

Even with the positive economic trends of the last few years, the FY 2018-19 budget has been developed with a relatively conservative approach, with an emphasis on long-term fiscal sustainability. 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. 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 liabilities are also being addressed. In order to safeguard future budgets from the escalating employer rates anticipated in the next 5-15 years, the City has made

CITY OF BURLINGAME | FISCAL YEAR 2018-19

contributions to a § 115 Trust, which can be drawn upon when actual required rates exceed a threshold contribution rate. An additional \$3.4 million will be set aside in the trust for this purpose in fiscal year 2018-19. Budgeting for the longer-term will continue to be an important focus as the City addresses its unfunded needs and liabilities.

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 \$32.3 million in General Fund reserves as of the end of fiscal year 2017-18. 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.

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 2018-19 totals \$116,051,154. A breakdown by major funds is as follows:

CITY OF BURLINGAME, CA BUDGET SUMMARY BY FUND		
	FY17-18 Adjusted Budget	FY18-19 Proposed
General Fund	\$56,211,841	\$58,274,812
Capital Projects	25,586,800	22,100,000
Financing Authority	7,634,037	4,747,600
Building Enterprise	1,757,187	2,137,350
Landfill Fund	252,223	258,004
Parking Enterprise	704,657	792,492
Sewer Enterprise	10,903,192	10,915,726
Solid Waste Enterprise	674,925	797,284
Water Enterprise	14,679,866	14,865,720
Special Revenue Funds	264,650	215,500
Other Funds	482,540	946,666
<b>Total</b>	<b>\$119,151,918</b>	<b>\$116,051,154</b>

Overall, the City’s budget decreased by \$3.1 million, or 2.6 percent, in the new fiscal year, when compared with the prior year *adjusted* budget. This decrease is largely attributable to a \$2.9 million drop in scheduled debt service payments on the City’s 2006 Pension Obligation Bond. In addition, the fiscal year 2017-18 capital budget for Street projects was bolstered by nearly \$2

CITY OF BURLINGAME | FISCAL YEAR 2018-19

million in funding from a Federal pass-through grant to Caltrans. General Fund appropriations are \$2.1 million higher than in the prior year, a 3.7 percent increase. Much of the increase (68.6 percent) was the result of higher personnel costs – a combination of wage increases negotiated with labor groups, a net increase of 0.45 FTE (Full Time Equivalent) staff positions, and increases in the cost of pension and other benefits. The significant percent rise in the budget for “Other Funds” reflects spending, largely in the Equipment/Fleet Internal Services Fund (ISF), in excess of the amount funded from departments in the current fiscal year. 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 the next several years.

**Revenue Highlights**

The following table shows the current forecast of fiscal year 2018-19 General Fund revenue projections in the context of recent-year actual amounts and current-year estimated amounts. The 2017-18 Adjusted Budget column includes the revenue amendments approved with the mid-year report on March 14th. These fiscal year 2018-19 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 6.3 percent. Much of this growth is due to the new sales/use tax revenues anticipated from Measure I:

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND REVENUES				
	FY15-16 Actual	FY16-17 Actual	FY17-18 Adjusted Budget	FY18-19 Proposed
<b>Property Tax</b>	\$17,645,289	\$18,932,795	\$20,150,000	\$21,335,000
<b>Sales and Use Tax *</b>	12,827,673	12,089,288	12,205,000	14,367,000
<b>Transient Occupancy Tax</b>	26,092,240	26,262,930	27,400,000	27,950,000
<b>Other Taxes</b>				
Franchise Tax	1,604,757	1,633,303	1,669,000	1,766,000
Business Tax	985,568	976,307	994,000	998,000
State HOPTR	63,710	62,669	62,000	60,000
Real Property Transfer Tax	499,514	352,108	360,000	370,000
<b>Licenses &amp; Permits</b>	86,154	88,069	88,000	88,000
<b>Fines, Forfeitures and Penalties</b>	864,393	898,184	910,700	909,500
<b>Use of Money &amp; Property</b>	200,196	182,216	165,000	165,000
<b>Charges for Services</b>	4,470,274	6,023,353	5,337,775	5,693,000
<b>Other Revenue</b>	35,974	74,712	30,500	30,000
<b>State Subventions</b>	146,530	281,916	251,216	113,000
<b>Interest Income</b>	757,153	184,900	840,000	1,092,000
<b>Total, General Fund Revenue</b>	<b>\$66,279,425</b>	<b>\$68,042,750</b>	<b>\$70,463,191</b>	<b>\$74,936,500</b>

\*Sales and Use Tax - FY18-19 Proposed Budget includes Measure I tax revenue of \$1.75M.

Property Taxes

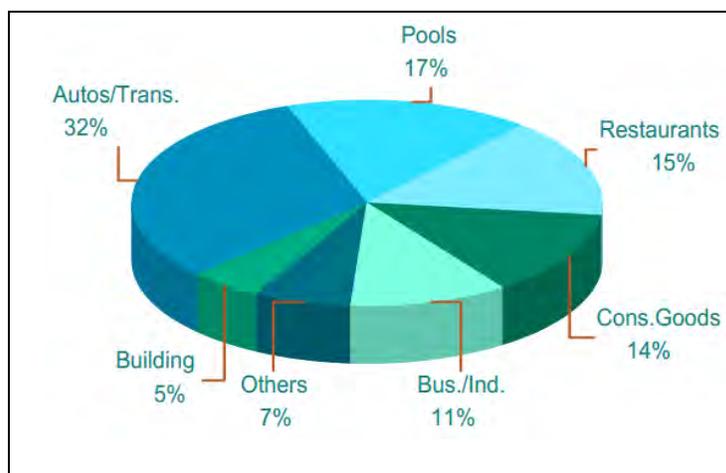
Burlingame has 8,702 taxable parcels, with a net assessed value in the secured property roll of nearly \$10.8 billion. The total assessed value subject to taxes increased by 7.85 percent in fiscal year 2016-17, and then by 6.47 percent in the current fiscal year, per the County Assessor’s Roll Tracker. As of the date of this transmittal, assessed value in Burlingame is now 6.26 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 2018-19 to be approximately 6.0 percent higher than in the current fiscal year. Although the future of refunds from the County’s Educational Revenue Augmentation Fund (ERAF) has been considered very uncertain in past budgets, these revenues are now expected to continue as long as the economy remains healthy. Therefore, the property tax projection for the 2018-19 fiscal year budget includes the full amount anticipated, based on ERAF refunds of recent years.

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, before the required contributions to the County’s ERAF fund. All told, property taxes comprise 28.5 percent of General Fund revenues in the FY 2018-19 proposed budget.

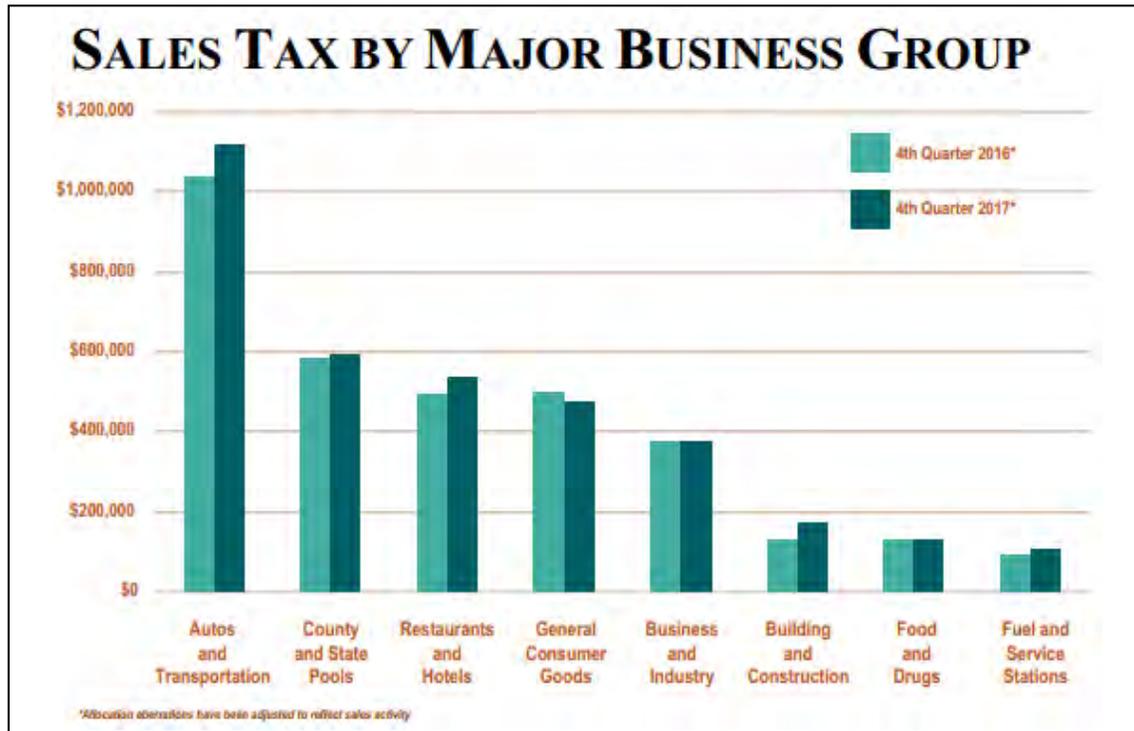
Sales and Use Taxes

Sales and use tax revenues in Burlingame have rebounded since the 2008-2010 recession, completely surpassing pre-recessionary levels in the 2013-14 fiscal year. Since that time, absent the irregularities of the State’s “triple flip” revenue swapping mechanism (which was concluded at the end of the 2015-16 fiscal year), this revenue source has achieved an average growth of 4.9 percent per year. In this 2018-19 fiscal year budget, sales taxes are projected to grow approximately 3.4 percent, reflecting true economic activity. With the inclusion of projected Measure I receipts, the budget reflects a 17.7 percent increase in this revenue source.

**Sales by Business Group  
Burlingame 4<sup>th</sup> Quarter 2017**



The largest segment of sales tax revenue in Burlingame (32 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 recent years, demand is expected to taper off in the upcoming fiscal year.



As Burlingame is a highly desirable residential community and upscale commercial location with attractive shopping districts, growth in the segment of general consumer goods has come largely from spending on high-end clothing, jewelry, and beauty products. This category of transactions is expected to 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 2018-19.

Sales and use taxes account for 19.2 percent of General Fund revenue in the forecast for fiscal year 2018-19.

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 3,707 hotel rooms

CITY OF BURLINGAME | FISCAL YEAR 2018-19

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 \$27.9 million, as compared to the \$18.2 million reported just five years ago. With continued growth in Average Daily Room Rates (ADR) and extremely high occupancy rates, it is conservatively estimated that this revenue growth can be maintained, with an additional 2 percent growth in fiscal year 2018-19.

TOT constitutes 37.3 percent of total General Fund revenue projected for fiscal year 2018-19. 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 \$74.9 million in General Fund revenue will finance \$71.4 million in expenditures in the 2018-19 fiscal year. Appropriations include nearly \$58.3 million in departmental expenditures, shown in the table below. The budget also includes over \$7.8 million to fund specific capital projects, \$3.1 million in net debt service payments, and a \$3 million transfer to the City’s Capital Investment Reserve in the Capital Projects Fund.

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND EXPENDITURES					
By General Fund Program	FY16-17 Actuals	FY17-18 Adjusted Budget	FY18-19		
			FY18-19 Proposed	\$ Change from Prior Year	% Change from Prior Year
General Government	\$4,874,249	\$5,819,089	\$5,867,239	\$48,150	0.8%
Public Safety	25,552,359	27,033,769	28,374,864	1,341,095	5.0%
Public Works	4,456,522	6,397,129	6,145,429	(251,700)	-3.9%
Community Development	1,530,975	1,861,358	1,941,729	80,371	4.3%
Leisure & Cultural Services	13,293,375	15,100,496	15,945,551	845,055	5.6%
<b>TOTAL, Operating Expenditures</b>	<b>\$49,707,480</b>	<b>\$56,211,841</b>	<b>\$58,274,812</b>	<b>\$2,062,971</b>	<b>3.7%</b>

General Fund departmental operating expenditures of \$58.3 million in the new fiscal year represent an increase of \$2.1 million, or 3.7 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 | FISCAL YEAR 2018-19

As explained in the Key Budgetary Changes noted throughout the document, increases in 2018-19 fiscal year General Fund appropriations are partially due to a \$1.4 million (4.9 percent) increase in personnel costs. Increases in personnel budgets city-wide reflect contractually-agreed upon increases for most employees, and anticipated increases in the cost of benefits. Additional staffing proposals were kept to a minimum – an increase of 0.45 FTE is included in the General Fund budget at a cost of approximately \$95,000. Increases in CalPERS pension costs – based on the required employer contribution rates for both Safety and Miscellaneous Employee Plans – also contributed to the growth in personnel costs, adding \$540,000 to General Fund expenditures. Note that contributions to the § 115 Trust for pension obligations are not included in the budget as an expenditure at the time of contribution. Only when the trust fund is drawn upon to pay required CalPERS employer contributions will the expenditures be recorded.

The expenditures are partially offset by a net \$770,000 of transfers in from other funds to cover the cost of direct and indirect services provided by the General Fund. The (net) operating surplus of \$3.5 million will allow for an increase in the Economic Stability Reserve of nearly \$1.1 million, while still providing a \$2.8 million General Fund contribution to the § 115 Trust for unfunded pension obligations. As a result, the General Fund’s unassigned fund balance is projected to decrease slightly (\$0.4 million); the City will still have a positive ending fund balance of \$35.8 million, which includes nearly \$8.4 million in unassigned fund balance.

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	FY17-18	FY18-19	\$ Change from Prior Year	% Change from Prior Year	
		Adopted	Proposed			
2006 Pension Obligation Bonds	FY2036	\$3,845,225	\$956,648	(\$2,888,577)	-75.1%	
2010 Corp Yard Lease Refunding Bonds	FY2021	1,164,875	1,164,275	(600)	-0.1%	
2012 Lease Revenue Bond*	FY2042	549,888	550,888	1,000	0.2%	
Debt Administration Costs		15,000	13,000	(2,000)	-13.3%	
<b>Subtotal, Principal and Interest</b>		<b>5,574,988</b>	<b>2,684,811</b>	<b>(2,890,177)</b>	<b>-51.8%</b>	
<b>Contributions from Other Funds</b>		<b>(2,296,965)</b>	<b>(1,574,872)</b>	<b>722,093</b>	<b>-31.4%</b>	
<b>Net General Fund Debt Service</b>		<b>\$3,278,023</b>	<b>\$1,109,939</b>	<b>(\$2,168,084)</b>	<b>-66.1%</b>	

\*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 2017-18, the only changes in the City’s outflows for debt service in the current fiscal year relate to the various bond payment schedules. A drop in principal payments provides for debt service costs for the 2006 Pension Obligation Bonds that are nearly \$2.9 million lower than in the prior year, providing additional debt capacity for the General Fund. The above table *does not include* anticipated debt financing for the Community Center project, although \$1 million in Measure I

revenues and \$1 million of other General Fund monies are budgeted (as transfers out) for the new debt issuance in fiscal year 2018-19.

### Central County Fire

Burlingame's cost of fire services provided by the Central County Fire Department (CCFD) increased 2.4 percent (\$255,000) 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.

### Community Group Funding

The budget for fiscal year 2018-19 includes \$50,000 to fund the City's traditional Community Group Funding Program, which is the same level as 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 4th. As a result of this process, 22 organizations will be granted funding from this program with the approval of the fiscal year 2018-19 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 2017-18 through fiscal year 2023-24. 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 and 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 Capital Investment Reserve within the Capital Projects Fund and the § 115 Trust account established for the escalating CalPERS rates for employer contributions.

The Capital Investment Reserve, established with the FY 2014-15 mid-year review (initially known as the “Renewal and Replacement Reserve”), 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 Capital Investment 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 approved a policy identifying future sources and uses of this reserve within the Capital Projects Fund on July 3, 2017.

The FY 2018-19 Budget includes nearly \$3.4 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 was initiated with the FY 2017-18 budget. In August 2017, the City Council authorized the City’s participation in the Public Agency Retirement Services’ (PARS) Public Agencies Post-Employment Benefits Trust, a § 115 Trust established for the exclusive purpose of funding pension obligations, with an initial contribution of \$3.7 million. The plan is designed to protect the City’s fiscal health in future years by setting aside funds for use when the City’s required CalPERS contribution rates rise above pre-established threshold rates.

### **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

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and provide a hedge for catastrophic events. In addition, due to the City’s significant unfunded capital planning/facility needs, and the continued impact of these needs on the City’s financial flexibility, the Council also approved the establishment of the Capital Investment Reserve within the Capital Projects Fund.

As of June 30, 2019, a projected fund balance of approximately \$35.8 million represents 61.4 percent of the 2018-19 fiscal year’s General Fund operating expenditures of \$58.3 million. Although this would normally be considered a very strong level of reserves, the City’s risk-based General Fund Reserve Policy targets reserve levels as a percentage of General Fund budgeted revenues (before transfers). Because the policy is based on an assessment of the City’s revenue volatility, as well as the possibility of extreme events, the City Council’s reserve management strategies reflect best practices in public finance. Note, too, that approximately \$7 million (19.5 percent) of the General Fund balance is projected to be set aside in the City’s § 115 Pension Trust Fund as of the end of the year.

The fiscal year 2018-19 General Fund’s projected \$3.5 million 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 surplus will fund a \$1.1 million increase in the Economic Stability Reserve. In addition, \$2.8 million will be set aside as the General Fund’s contribution to the § 115 Pension Trust Fund. The net impact of these funding applications will result in a decrease of unrestricted fund balance of \$0.4 million. The General Fund will have approximately \$8.4 million in unassigned fund balance as of June 30, 2019. The current assignments (projected as of June 30, 2019) are described below.

<b>CITY OF BURLINGAME, CA GENERAL FUND BALANCE ASSIGNMENTS</b>			
	<b>FY16-17 Actual Results</b>	<b>FY17-18 Adjusted Budget</b>	<b>FY18-19 Proposed</b>
<b>Economic Stability Reserve</b>	\$ 16,200,000	\$ 16,913,000	\$ 17,985,000
<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>	<b>18,700,000</b>	<b>19,413,000</b>	<b>20,485,000</b>
<b>Add: Restricted for Pension Trust Fund (PARS)</b>	0	4,139,920	6,977,920
<b>Add: Unassigned Fund Balance</b>	14,357,408	8,769,894	8,366,760
<b>Total, Ending Fund Balance</b>	<b>\$ 33,057,408</b>	<b>\$ 32,322,814</b>	<b>\$ 35,829,680</b>

*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 nearly \$18 million in the FY 2018-19 budget, based on projected revenues for the fiscal year

*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 2018-19 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 FY 2018-19 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. Although a reduction in water consumption during drought years served to decrease the amount of wholesale water needed from the San Francisco Public Utilities Commission (SFPUC), the rate for these water purchases increased significantly in recent fiscal years. 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 2018-19 fiscal year budget reflects \$18.4 million in revenues for water sales. As water consumption patterns are linked to sewer revenue, and sewer rates have not been increased since 2012, the revenue estimate for the Sewer Enterprise Fund is based on a slight (2.7 percent) increase in consumption. Both revenue assumptions will be continuously monitored and examined for adequacy throughout the year.

The Water Fund budget for the 2018-19 fiscal year will fund \$3 million of capital projects, as well as combined debt service payments of nearly \$2.5 million. The budget also provides for a transfer (\$429,000) to the General Fund to cover the cost of administrative services. The Sewer Fund will

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contribute \$5.2 million to fund capital improvements, and spend over \$2.9 million for debt service. A \$212,000 transfer out will reimburse the General Fund for the cost of administrative services.

Note that Sewer Fund expenses are budgeted in two separate divisions: Sewer Maintenance and Wastewater Treatment. Maintenance work is performed by City crews, and treatment operations are performed by Veolia Water North America.

**Storm Drainage Fund**

The Storm Drainage Fund is used to account for the storm drainage fees collected due to an assessment approved by the majority of the parcel owners in the City voting at a special election on May 5, 2009. Funds are dedicated to making capital improvements to the City’s storm drainage system and related debt service. The City adjusted the storm drainage fee by 2% in April 2018. (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 over \$2.9 million in storm drainage fee revenue in FY 2018-19. 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.

**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. The centrally-incurred costs are allocated based on estimated usage or other metrics.

CITY OF BURLINGAME, CA INTERNAL SERVICE FUNDS					
	FY16-17 Actuals	FY17-18 Adjusted Budget	FY18-19 Proposed	\$ Change from Prior Year	% Change from Prior Year
Admin & Info Technology ISF	\$1,081,618	\$1,253,911	\$1,334,387	\$80,476	6.4%
Facilities Services ISF	1,402,531	1,563,871	1,716,612	152,741	9.8%
Fleet & Equipment ISF	1,178,029	1,706,502	1,879,332	172,830	10.1%
OPEB Retiree Medical ISF	4,425,862	4,838,078	5,093,603	255,525	5.3%
General Liability ISF	1,045,148	1,510,000	1,510,000	0	0.0%
Worker's Comp ISF	513,266	758,000	823,612	65,612	8.7%
<b>Total</b>	<b>\$9,646,454</b>	<b>\$11,630,362</b>	<b>\$12,357,546</b>	<b>\$727,184</b>	<b>6.3%</b>

Several of the City’s internal service funds (ISFs) are projected to experience higher costs in FY 2018-19, which does not always translate into higher allocations to the various operating department budgets. The chart above shows the expenditure budgets only for each ISF; revenues from departmental expense allocations serve to offset these budgets so that costs are not double-counted in the city-wide budget.

The budget for the Fleet and Equipment ISF is significantly higher than in the prior year, as the capital outlay budget for the fund includes replacement of seven vehicles: five Police vehicles with required equipment and accessories, one truck for Parking Enforcement, and one van for Facilities Management. It also includes replacement of a sewer cleaning truck and two street sweepers. These purchases will obviously increase the cost allocations to the departments utilizing the new vehicles, as newer vehicles result in higher depreciation costs. But the capital outlay (replacement) costs will be covered by the fund's balance.

The budget for the Facilities Services ISF includes an increase in the estimated cost for the new janitorial contract. In the long run, aging facilities will continue to require higher repair and maintenance costs. The Workers' Compensation Program cost allocation to the other departments remains at the prior-year level. Although the budget reflects slightly higher excess insurance costs, the number of actual claims incurred has levelled off in recent years.

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 \$5.1 million in fiscal year 2018-19. Expenses of the fund include payments of actual retiree medical premiums and costs of the program's third party administrator (over \$3.7 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 balance in the trust is anticipated to be approximately \$17 million as of June 30, 2018; the liability is anticipated to be fully funded in 2037.

### **FY 2018-19 Capital Improvement Program**

The proposed Capital Projects budget for fiscal year 2018-19 is approximately \$22.1 million, a decrease of approximately \$2.7 million from the FY 2018-19 Capital Projects budget. The proposed Capital Projects budget assumes a total of more than \$7.2 million in funding from the General Fund, including over \$3.1 million for park and playground improvements, \$2.8 million for building facility improvements, and approximately \$1.3 million for traffic and pedestrian safety improvements.

In addition to the General Fund support, the Streets CIP program will also be funded with \$0.8 million in Measure A funds, \$0.4 million in Gas Tax funds, \$0.5 million in SB 1 (California's Road Repair and Accountability Act of 2017) funds, and nearly \$0.6 million in Measure I funds for street resurfacing and sidewalk improvement programs. The remaining general government improvements are being funded from storm drainage fees (\$4.0 million). Water projects (\$3.0 million) and sewer projects (\$5.2 million) are being funded from the respective Water Enterprise and Sewer Enterprise Funds.

CITY OF BURLINGAME			
CAPITAL IMPROVEMENT PROGRAM	General Fund	Other Funds/Sources	FY18-19 Total
Facilities CIP	\$2,810,000	\$0	\$2,810,000
Parks & Trees CIP	3,105,000	0	3,105,000
Sewer CIP	0	5,200,000	5,200,000
Storm Drain CIP	0	4,020,000	4,020,000
Streets CIP	1,325,000	2,640,000	3,965,000
Water CIP	0	3,000,000	3,000,000
<b>All CIP Funding Sources, FY2018-19</b>	<b>\$7,240,000</b>	<b>\$14,860,000</b>	<b>\$22,100,000</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*

In compliance with Governmental Accounting Standards Board Statement No. 68, the City initially reflected city-wide net pension liabilities of nearly \$47 million in its Statement of Net Position as of June 30, 2016. Per the June 30, 2017 Comprehensive Annual Financial Report, these liabilities had grown to \$57.7 million. 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. In December 2016, 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, employer contribution rates are expected to escalate in the years to come.

Based on an updated 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 37.5 percent (as a percentage of covered payroll) for miscellaneous members, and 81.4 percent for safety members in the next 10 to 15 years. (Current combined rates are 24.6 percent for miscellaneous employees and 45.2 percent for safety

employees.) These projected rate escalations will compound the City's existing pension funding challenges, as both the miscellaneous and safety plans are currently less than 72 percent funded.

Given the magnitude of the projected increases, the City Council approved setting aside monies in a § 115 Trust Fund for the purpose of prefunding its pension liabilities. Participation in the PARS (Public Agency Retirement Services) Post-Employment Benefits Trust was approved with an initial contribution of \$3,749,792 included with the 2017-18 fiscal year budget. A second contribution of \$1 million was approved as a result of the City's mid-year analysis in March. Included in the proposed budget for FY 2018-19 is a city-wide contribution of nearly \$3.4 million. Funding amounts are 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. Note that approximately 83.7 percent of these contributions are borne by the General Fund. This funding is reflected as "restricted" fund balance in the various operating funds for financial statement purposes. Future contributions to the prefunding trust or reserve will be determined with each subsequent year's budget, and the City Council will no doubt continue to consider other prefunding strategies.

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 has increased 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.

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 recognizing and managing 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).

Personnel costs are expected to be approximately \$39.7 million in the new fiscal year, representing 34.2 of the overall expenditures (net of recoveries) from all funds. The City's main operating fund (the General Fund) provides \$30.5 million in appropriations for personnel expenditures, approximately 52.3% 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 historical lack of set-aside funding for these capital demands. In recognition of these growing demands on the General Fund in the long-term, the City continues to fund the Capital Investment Reserve in the City's Capital Projects Fund. The FY 2018-19 budget provides funding of \$3 million for an increase to this reserve. The reserve is anticipated to reach \$27.5 million at the end of the 2018-19 fiscal year.

The development of potential funding options for each of the projects that the Council wishes to initiate in the near future is a continued priority. 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 most other liabilities. As such, the funding of these capital needs is key to a truly sustainable budget.

**The Economy**

The region's growing economy has allowed for operating surpluses in recent years. The City's budget for the 2018-19 fiscal year anticipates a \$3.5 million surplus, which will be used to (1) fund a second-year contribution of \$2.8 million (\$3.4 million city-wide) to its § 115 Pension Trust Fund, and (2) bolster the General Fund Economic Stabilization Reserve per the City's reserve policy. 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 pre-funding 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.

**MAJOR CAPITAL PROJECTS**

**Parks and Recreation Upgrades (\$3,105,000)**

The budget for fiscal year 2018-19 includes a total of \$3,105,000 for 17 Park and Recreation projects, excluding the Community Center Project. Since 2012, City staff, in collaboration with

Group 4 Architecture, the Citizens' Advisory Committee, and community members, has been working on developing plans for a new community center in Washington Park. A maximum budget of \$40 million has been established for construction of the facility, which will replace the aging, 1940s-era Recreation Center. Strategies to reduce the cost for the building are being explored; the project is anticipated to be funded in part by a lease revenue bond issuance. Once the project scope and details are finalized, funding for this major project will be included in the CIP program.

The inclusion of projects in this year's Parks and Recreation CIP is based largely on the needs assessment and replacement schedule as identified in the department's work program. Large projects include replacement of play structures and other improvements at the Victoria Playground (\$600,000), Replacement and Resurfacing of the Pool Deck at the Burlingame Aquatic Center (\$600,000), and Skyline Park Improvements (\$400,000). In addition, the 2018-19 CIP budget includes funding for the future replacement of synthetic turf at Burlingame School District facilities. (Staff will be programming \$200,000 annually for the full replacement of the synthetic turf at BSD facilities over the next 10-year period.)

Funding for a City Parks Master Plan was included in last year's budget, and that process is now underway. 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 (\$2,125,000)**

The City owns and maintains 20 public or community facilities with over 200,000 square feet of office space. Many of these public facilities and associated components are aging and need upgrades. Timely maintenance will not only be less expensive now than in the future, but will also extend the life of the facilities. The proposed budget includes a total of \$2,125,000 for public/community facilities projects, consisting of building maintenance projects and upgrades based on a needs assessment and replacement schedule. The larger project budgets include: \$400,000 for the Police Station underground fuel storage tanks upgrade (which has been subject to regulatory non-compliance conditions); \$300,000 for the relocation of the communication tower at Fire Station 35, and \$250,000 for the paving of parking lots at the Public Works Corp Yard and Police Station.

In addition, the CIP program includes funding for Americans with Disabilities Act (ADA) improvements in several buildings as part of the City's proactive effort to comply with ADA regulations.

**Bicycle, Pedestrian, and Traffic Safety (\$1,425,000)**

There are several bicycle, pedestrian, and traffic safety improvements that are proposed with an estimated cost of \$1,425,000. The CIP program includes \$200,000 in new General Fund and \$300,000 from Measure I, for a total of \$500,000 in new funding for the next fiscal year for sidewalk and associated ADA improvements. Furthermore, an existing \$1,000,000 of prior years' funding

will be utilized to implement the sidewalk repairs and ADA improvements. The program also includes such major projects as the development and updating of the Bicycle and Pedestrian Master Plan, Lyon Hoag neighborhood traffic calming studies, an Old Bayshore Highway streetscape improvements feasibility study, and development of a Bay Trail gap improvements plan.

**Streets Resurfacing Program - \$2,340,000**

Based on condition assessments of 84 miles of existing street infrastructure, and the recommendations from the Street Pavement Maintenance Software Program, a total of \$2.1 million of CIP funding is included in the CIP for fiscal year 2018-19, a combination of Gas Tax, Measure A, Measure I, Measure M, and SB 1 funds for the year's street repairs and resurfacing program.

The list of 17 streets included in the plan is tentative and subject to change depending on the availability of funds and construction costs. Of the total \$2.14 million proposed for next year, \$275,000 is from Measure I, and the rest is from a combination of Gas Tax, Measure A, Measure M, and SB 1 funds. In addition, an estimated \$200,000 will be contributed by the City of Millbrae for their portion of street resurfacing of Sequoia Avenue and Murchison Drive.

**Software and Equipment (\$500,000)**

The City's financial software system is outdated and needs to be replaced. A professional consultant was selected last year to provide project management services and support the selection and implementation of the new system. The RFP was issued in March, and staff is currently in the final stages of selecting the system that is optimal for the City of Burlingame's current and future needs.

**Water Program (\$3,000,000)**

The City owns and maintains over 100 miles of the drinking water distribution system, with five storage reservoirs and six 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. The projects primarily consist of replacing aging water pipelines, water meters, valves and other necessary infrastructure.

**Sewer Program (\$5,200,000)**

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 and prioritization of both components of the waste water collection system and the treatment plant. Improvements to the City's sanitary sewer system funded in the 2018-19 fiscal year budget include continuation of the replacement of aging sanitary sewer mains in the Easton and South Rollins Road neighborhoods, and waste water treatment plant upgrades. In addition,

the plan includes funding for the repair of a sewer maintenance access road in the Mills Canyon area, which has been damaged due to rains and due to subsurface erosion. The program also includes relocation of an existing sewer main from the rear of residential properties fronting Toyon Drive to the new easement within the SummerHill project.

**Storm Drainage Projects (\$4,020,000)**

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 will include work that will address localized flooding, make needed repairs to storm drain infrastructure, and construct storm water treatment facilities.

**ACKNOWLEDGEMENTS**

I wish to thank Mayor Brownrigg and the City Council for their leadership and support during the FY 2018-19 budget development process. The budget for the 2018-19 fiscal year represents a spending plan of over \$116 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.

I would also like to offer my appreciation to 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 and Deputy Finance Director Karen Huang for their overall management of the City's budget, and to Finance staff for their work on the operating and capital budgets. Finally, I commend Public Works Director Syed Murtuza and Assistant Public Works Director Art Morimoto for leading their department's efforts 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

Roster of Executive Team

Citywide Organization Chart

City of Burlingame FY 2018-19 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 FOSTER POSITIVE RELATIONSHIPS AND TEAMWORK BY:

- Being part of the solution
- Creating and maintaining constructive relationships while respecting individual contributions
- Focusing on the issues and needs of the organization and community
- Encouraging behavior that builds confidence and self esteem
- Emphasizing self-initiative, constant improvement and employee involvement

## POSITIVE LEADERSHIP THAT IS NURTURING AND FORWARD-THINKING BY:

- Recognizing the leadership role all employees play in the community
- Encouraging innovation and creativity
- Leading by example
- Being supportive, humanistic and compassionate

As City employees we embrace the Organizational Compass and will be guided by its points.

## ABOUT THE CITY OF BURLINGAME

### Burlingame Statistics

Total Population: 30,294

Area: 6.1 square miles on 3,517 acres

Persons per Household: 2.33

Median Household Income: \$102,443

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; 9,170 connections; 6 pump stations; 7 storage tanks

Streetlights: 1,700 total

Street Trees: 17,294

Park Trees: 4,640

Different Species of Trees: 303

Number of Parks and Open Spaces: 20

Library Circulation: 688,058

Library Print & Non-Print Volumes: Approx. 291,000

Library Programs: 1,275

Library Attendance: 48,128

#### Sources:

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

Burlingame is approximately six square miles and 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. (Councilmembers elected in 2017 are serving five-year terms so that the City can comply with a new state law requiring Council elections in even-numbered years. Councilmembers elected in 2019 will also serve five-year terms.) The Council annually selects a Mayor and Vice Mayor from its members. The City Council appoints a City Manager, who serves as the chief executive officer and is responsible for all municipal functions. The City Council also appoints a City Attorney to serve as chief legal advisor for the governing body and the administration. The City Manager appoints the City Clerk.

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, cashing and front-desk customer service, and solid waste

#### **Human Resources**

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

### Public Works

#### **Engineering**

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

#### **Water & Sewer**

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

#### **Streets & Storm Drainage**

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

### Public Safety

#### **Police**

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

#### **Central County Fire Department (JPA)**

Fire suppression and prevention, emergency medical services, and disaster preparedness for the 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  
Michael Brownrigg



Vice Mayor  
Donna Colson



Council Member  
Emily Beach



Council Member  
Ann Keighran



Council Member  
Ricardo Ortiz



City Manager  
Lisa K. Goldman



City Attorney  
Kathleen Kane

**ROSTER OF EXECUTIVE TEAM**

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City Clerk  
Meaghan Hassel-Shearer



Community Development Director  
William Meeker



Finance Director and Treasurer  
Carol Augustine



Human Resources Director  
Sonya Morrison



City Librarian  
Brad McCulley



Police Chief  
Eric Wollman



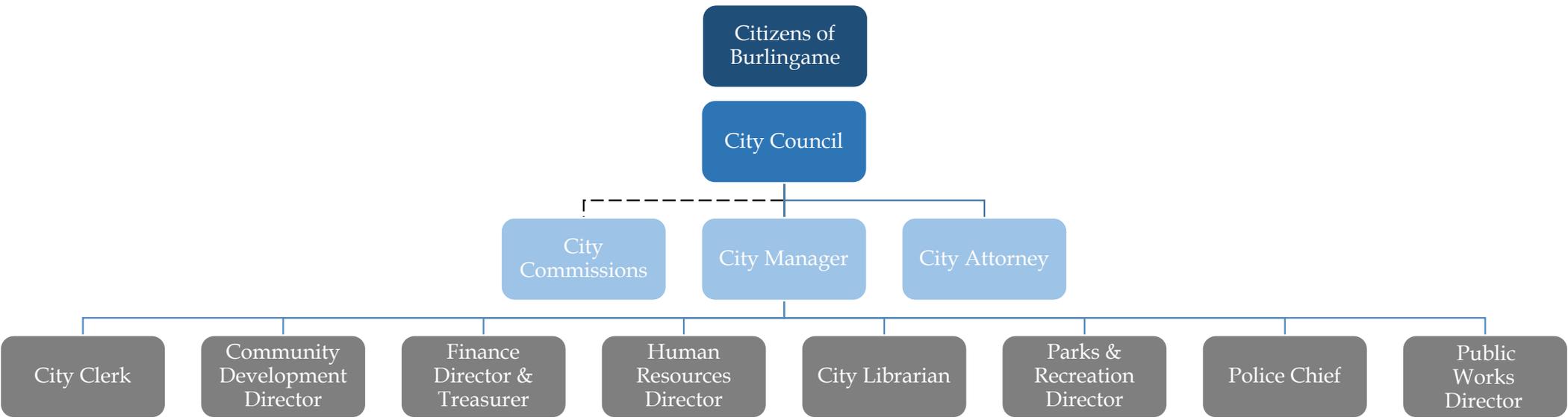
Parks and Recreation Director  
Margaret Glomstad



Public Works Director  
Syed Murtuza



Central County Fire Chief  
John Kammeyer



## City of Burlingame FY 2018-19 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 in recent years with input gathered from the community, staff, and the City Council. 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



## **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 year's session, the City Council, community, and staff discussed in depth two of the priorities developed in 2017, housing and infrastructure.

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 mid-March. 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**

The Finance Department reviews departmental budgets and 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**

Department Heads and the Finance Director approve budget amendments within departments, while the Finance Director and City Manager approve budget amendments between departments. 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 | FISCAL YEAR 2018-19

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. As members of the CCFD JPA, Burlingame and Hillsborough fund 70% of the total budget based on a 60/40 cost allocation as outlined in the JPA. The remaining 30% is funded by the City of Millbrae.

The Fire Board adopts the CCFD budget.

A copy of the Fiscal Year 2018-19 Adopted Budget for the Central County Fire Department may be obtained at:

1399 Rollins Road,  
Burlingame, CA 94010

## 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.

**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:

**CALCULATION OF GANN APPROPRIATION LIMIT**

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2017-18 Appropriation Limit	77,618,551
State of California Inflation Factor	1.0367000
Percentage Change - City Population	0.2900000
Percentage Change - County Population	0.5000000
State of California Population Factor	1.0050000
Combined Adjustment Factor	1.0418835
2018-19 Appropriation Limit from Growth Factors	80,869,488
Annual other adjustment - Measure I	1,750,000
2018-19 Appropriation Limit	<u>82,619,488</u>
Proceeds of Taxes	67,062,990
Exclusions:	
Qualified Capital Projects and Debt	(16,402,728)
Appropriation Subject to Limit	<u>50,660,262</u>
2018-19 Appropriation Limit	82,619,488
Appropriation Subject to Limit	50,660,262
Over / (Under) Limit	(31,959,226)



## Budget Summaries, Charts & Graphs

### Key Budgetary Assumptions

Chart – Proposed FY 2018-19 Citywide Revenue by Type

Budget Summary - Estimated Revenues & Interfund Transfers

Chart – General Fund Revenues from FY 2009 - 2019

Chart – Property Tax Revenues from FY 2009 - 2019

Chart – Where Do Your Burlingame Property Tax Dollars Go?

Chart – Transient Occupancy Tax Revenues from FY 2009 - 2019

Chart – Sales & Use Tax Revenues from FY 2009 –2019

Chart – Proposed FY 2018-19 Expenses by Type

Chart – Proposed FY 2018-19 Appropriations by Major Fund

Budget Summary – Expenses by Department & Type

Budget Summary – Revenues & 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 & Measure A/Gas Tax Special Revenue

Projected Unrestricted Net Position – Water, Sewer & Parking Enterprises



## KEY BUDGETARY ASSUMPTIONS

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

### GENERAL ECONOMIC OUTLOOK

The State’s economy grew only moderately in 2017, but signs of improving strength were evident in the latter half of the year and into the first quarter of 2018. The unemployment rate for California fell to a record low of 4.3 percent on a seasonally adjusted basis in March 2018, down from a 5.0 percent rate in March 2017. Nearly every industry in the state continued to add jobs year-over-year, with the categories of Construction, Education, and Health Services leading the way. Manufacturing continued its slight decline in jobs in 2017. Job growth in the Leisure and Hospitality Industry followed closely behind. Housing price gains have been mixed at the state level, with demand supported by relatively low (but rising) interest rates. Supply is constrained by a persistently low availability of existing homes, but new construction is beginning to come online. The San Francisco Bay area housing market has seen strong demand and rising prices due to continued job growth. Home prices in the region are expected to continue to increase at above-average rates in the future, making affordability and rising rental costs of particular concern. High local housing costs and changes in shopping habits have contributed to slowing consumer spending growth 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 2017-18	Forecast 2018-19
U.S. Real GDP Growth	2.6%	2.8%
U.S. CPI Inflation	2.5%	2.4%
U.S. Unemployment Rate	4.1%	4.0%
California Non-Farm Employment Growth	1.9%	1.7%
California Unemployment Rate	4.6%	4.5%
California Median Existing Home Price Growth	2.7%	8.0%
California Median Existing Home Price	\$468,520	\$506,085

Source: Beacon Economics

- **The national, state and local economic outlook is expected to be a continuation of growth throughout the 2018-19 fiscal year.**

### 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 8.6%, year-over-year, as of April 2018, with the highest growth in the San Francisco Bay Area, with a 14.1% increase year-over-year. Single-family home inventory hit a three-year low in February 2018, pushing the Bay Area's median price for single-family homes and condos to \$880,000, compared to around \$774,000 a year ago. New sales listings continued to decline, putting further upward pressure on prices. 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 6.13% 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.

- **Property tax receipts are projected to rise modestly over the next fiscal year, a 6.8% increase in the City's secured property assessed values is anticipated for fiscal year 2018-19.**

#### **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 2013, the State significantly increased funding distributed to schools under the Local Control Funding Formula, which translates to higher draws from county ERAFs statewide. Uncertainty about the growing demands on ERAF monies dictated that San Mateo County jurisdictions budget ERAF refunds conservatively, as these refunds were projected to decline and could be eliminated in the future. However, San Mateo County's growing economy and escalating property values have created larger contributions to the fund at a time when property tax revenues are sufficient to more fully fund school district needs. Therefore, ERAF refunds have grown over the years, and this trend is expected to continue, barring any massive changes in education funding or other legislative changes.

The City received over \$1.7 million in excess ERAF in the current fiscal year, and a similar amount has been included in property tax revenues for fiscal year 2018-19.

- **The proposed budget assumes that the City will continue to receive 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. Though temporarily raised to 7.50% for four years, the statewide sales tax rate returned to its prior level of 7.25% as of January 1, 2017.

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. Then in November 2017, Burlingame voters approved Measure I, a retail transactions and use tax of ¼ percent, effective April 1, 2018. As a result, the City's sales tax rate for taxable sales transactions within Burlingame is currently 9.0%. The State's Department of Tax and Fee Administration (CDTFA) allocates the Bradley Burns (local 1%) sales tax revenue to the jurisdiction in which the taxable sales transactions occur. The CDTFA is also responsible for collection of Measure I revenues, which will be accounted for separately from the City's regular sales tax receipts.

Overall sales tax receipts have been growing moderately with the improved local economy. Even as new car sales began to level off in late 2016, continued low interest rates and abundant inventories supported demand, resulting in a 1.4% growth in sales during 2017 for Burlingame. Transactions from new motor vehicle dealers account for nearly a third of Burlingame's taxable sales. The proposed sales tax revenue budget for fiscal year 2018-19 reflects subdued growth in the Autos & Transportation industry group, but larger gains in the General Consumer Goods group. In addition, the use of jobsite-specific sub-permits for major development projects will lift the City's use tax revenues and increase its share of County sales tax pool allocations. Exclusive of Measure I revenues, the City anticipates a 2.7% growth in overall sales tax revenue growth.

- **The City's sales and use tax revenue projection assumes that growth in taxable sales transactions will continue in fiscal year 2018-19.**
- **The City anticipates revenue from Measure I, included in the 2018-19 fiscal year budget for General Fund Sales Tax revenues, to be \$1.75 million.**

## 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 2017-18 TOT revenue is projected to be 2.0% higher than anticipated in the adopted budget for the year, reflecting very high occupancy rates. Occupancy is currently averaging a

strong 86.4%, higher than the initial estimate of 85%. For fiscal year 2018-19, taking into account current strength but also acknowledging the uncertainty of future travel activity, TOT revenue is expected to grow an additional 2.0%.

- **The proposed budget of over \$27.9 million assumes a 2.0% increase in TOT revenues from the current fiscal year anticipated receipts of \$27.4 million.**

## WATER & SEWER RATES

The severe five-year statewide drought (2012-2016) resulted in an aggressive campaign of water conservation, and subsequent decrease in urban water usage. Burlingame impressively exceeded the mandate to reduce water consumption 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).

During the drought years, the SFPUC more than doubled water rates at the wholesale level in order to fund the \$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 2017 winter/spring season brought heavy rain and snow, providing substantial relief and supporting sustained reductions in water consumption. Although water consumption levels were expected to be flat in fiscal year 2017-18, usage increased significantly in the summer and fall of 2017, prior to a fairly dry winter and spring. While usage has not returned to pre-drought levels, it appears that conservation efforts have been somewhat relaxed.

- **The proposed budget assumes operating revenues of approximately \$18.6 million for the Water Enterprise and \$16.5 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 2018, 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 3.6% as published by the U.S. Department of Labor's Bureau of Labor Statistics in February 2018. 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 nearly \$2.9 million assumes a 2% increase in the storm drain fee.**

## WAGES AND BENEFITS

In recognition of the long-term obligations incurred from employment benefits, growth in the City's workforce has been kept to a minimum in recent years. Personnel costs represent a large investment in the City's resources, and requests for increases in full-time equivalent (FTE) positions are carefully monitored to ensure they provide the best ongoing value towards addressing the City's long-term goals. The 2018-19 fiscal year budget expenditures include funding (through Measure I) of one additional police officer. Staffing changes in the Parks and Recreation Department provided a decrease of 0.55 FTE, so the net increase of personnel positions (all in the General Fund budget) is 0.45 FTE.

In general, wages have increased based on the negotiated MOU's for each bargaining unit, along with the increased cost of certain benefits.

- **The proposed General Fund budget assumes a \$1.46 million (4.9%) increase in the cost of 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 PEPRAs combined) employer contribution rates for the City's employees for the upcoming fiscal year are 50.4% for Safety personnel and 26.0% for Miscellaneous personnel, up from the 45.2% and 24.6%, respectively, charged in the 2017-18 fiscal year (and compared with 40.6% and 22.9%, respectively, charged in previous fiscal year).

- **The proposed General Fund budget assumes that increased employer rates and required lump-sum payments to CalPERS will increase pension costs by 11.0% (approximately \$540,000) in the upcoming fiscal year.**

## PENSION LIABILITY STRATEGY

In December 2016, 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 unfunded pension obligations, and an associated rise in employer contribution rates.

The rates provided by CalPERS through FY 2018-19 and the estimated rates derived through a recently completed actuarial study by Bartel & Associates show the City's contribution rates rising from the current 24.6% for Miscellaneous employees and 45.2% for Safety employees to 37.7% and 81.4%, respectively, over the next 10 to 15 years. These rates reflect blended rates for Classic and PEPRAs employees.

The City's total estimated unfunded pension liability is \$63.9 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 continue to pay the required employer contributions to CalPERS, but to additionally contribute to the § 115 Trust Fund for Pensions established last year with Public Agency Retirement Services (PARS). Funds in the trust, which should grow at higher rates of return than can be obtained in the City's portfolio, will accumulate and be withdrawn when the CalPERS rates exceed the established threshold rates for each of the pension plans. However, contributions to the trust fund cannot be considered expenditures or included in the budget for each fiscal year. In addition, the contributions must be authorized by the City Council, and they will be reflected as "restricted" fund balance for financial reporting purposes.

- **The proposed fiscal plan assumes a City-wide contribution of over \$3.4 million to the City's § 115 Trust Fund in fiscal year 2018-19 (including \$2.8 million from the General Fund).**

#### GOVERNMENTAL DEBT SERVICE

Debt service on the City's Pension Obligation Bonds, issued in 2006, will decrease nearly \$2.9 million in the 2018-19 fiscal year, as the principal maturing on the front-loaded bonds is significantly reduced.

The expenditure plan for Measure I proceeds includes an annual set-aside of \$1 million for a Lease-Revenue Bond Financing; issuance is anticipated late in the 2018-19 fiscal year. Along with a \$1 million annual commitment of other General Fund monies, a bond issuance of approximately \$30 million is anticipated to finance a new Community Center to replace the City's aging, 1940s-era Recreation Center.

- **The budget includes \$2 million of General Fund monies to finance a new bond issuance of \$30 million to finance the new Community Center project. Debt service from the City's Pension Obligation Funds will reduce debt expenditures in all operating funds**

#### INTERNAL SERVICE FUND CHARGES

Funded through charges to City departments, the Facilities Services Internal Service Fund (ISF) and the Fleet & Equipment ISF are used to account for the costs of operation, maintenance, and repair of the City's facilities and automotive equipment, respectively, incurred by the various departments. Allocation of costs to the departments for the Fleet & Equipment ISF budget also provides for future replacement of equipment. The appropriations for these funds are increased in the fiscal year 2018-19 budget to reflect expenditures that are 9.8 and 10.1% (respectively) higher than in the prior year. Allocations to the departments for facilities maintenance are higher due largely to the higher cost of maintaining aging facilities, as well as an increase in the cost of janitorial contractual services. The Fleet & Equipment Fund budget is higher due to the increasing demands for (and complexity of) these assets, but the allocations to departments are not impacted materially. The cost of planned purchases for the fiscal year (which include five

Police vehicles, two trucks, two street sweepers, and one van) have already been accumulated in the fund.

- **The proposed budget assumes increases to the internal service funds for the Facilities ISF and Fleet & Equipment ISF, in the amounts of \$153,000 and \$172,000, respectively.**

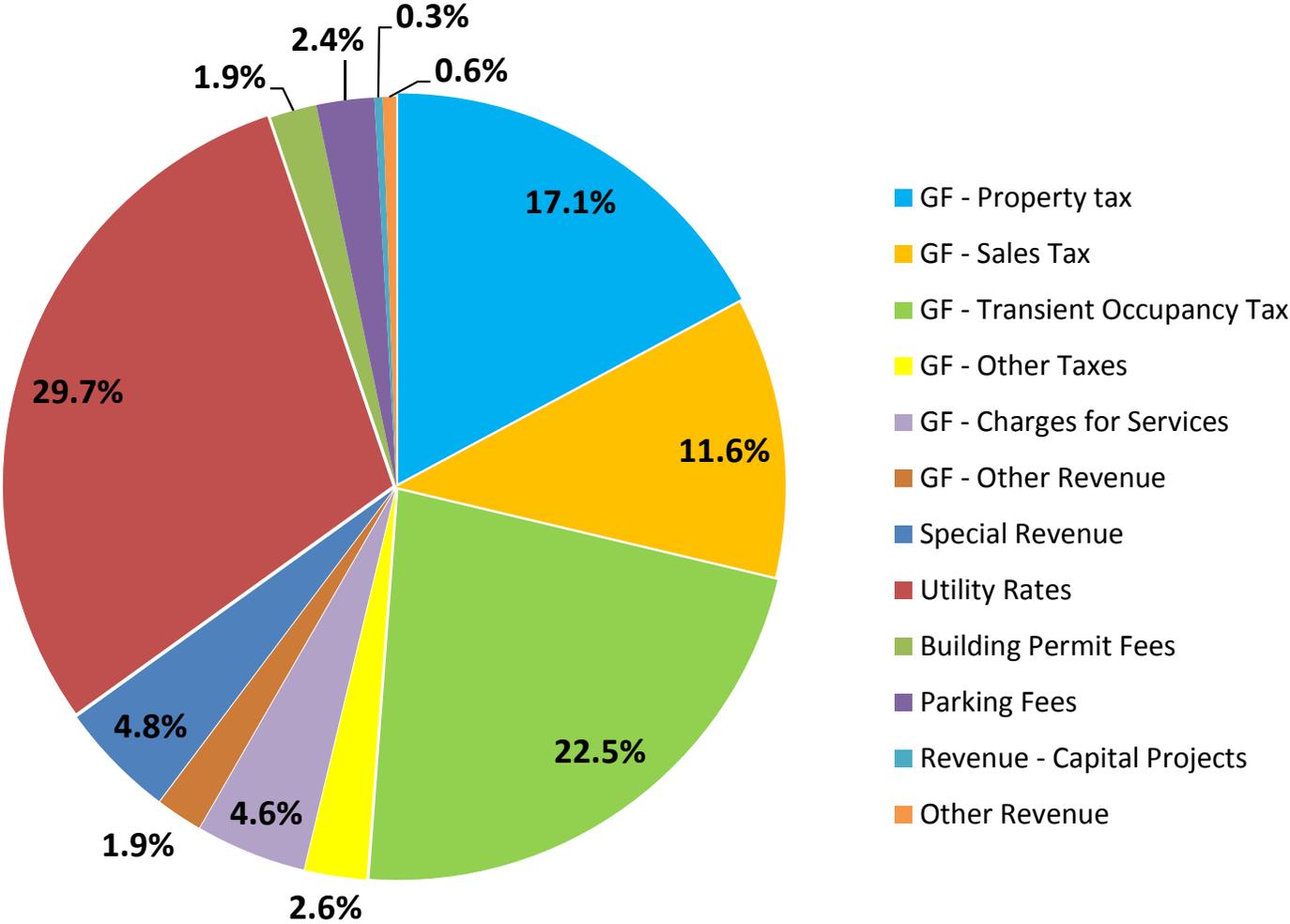
#### CENTRAL COUNTY FIRE DEPARTMENT BUDGET PRESENTATION

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 facilities as well as certain 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 2018-19 operating budget as approved in April reflects an increase of approximately 7.3% (\$733,000) from the FY 2017-18 adopted budget.

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

### FY 2018-19 Citywide Revenue by Type



CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2018-19  
 ESTIMATED REVENUES & INTERFUND TRANSFERS

FUND AND DESCRIPTION	2016-2017 ACTUAL	2017-2018 BUDGET	2017-18 EST. ACTUAL	2018-2019 PROPOSED
<b>GENERAL FUND</b>				
Current Secured Property Tax	12,942,596	13,614,000	13,760,000	14,680,000
Secured Supplemental Property Tax (SB 813)	456,885	545,000	400,000	450,000
Current Unsecured Property Tax	694,488	700,000	710,000	710,000
Unsecured Personal Property Tax	(13,408)	(17,000)	(17,000)	-
Property Tax in-lieu of VLF	3,067,794	3,247,000	3,272,000	3,490,000
Unitary Tax	294,145	300,000	305,000	305,000
ERAF Refund	1,490,294	800,000	1,720,000	1,700,000
<b>Subtotal - Property Taxes</b>	<b>18,932,795</b>	<b>19,189,000</b>	<b>20,150,000</b>	<b>21,335,000</b>
Sales & Use Tax	11,936,807	12,051,000	12,051,000	12,457,000
Prop 172 Public Safety Fund (Sales Tax)	152,481	154,000	154,000	160,000
<b>Subtotal - Sales and Use Tax</b>	<b>12,089,288</b>	<b>12,205,000</b>	<b>12,205,000</b>	<b>12,617,000</b>
Transient Occupancy Tax	26,262,930	26,871,000	27,400,000	27,950,000
<b>Subtotal - Transient Occupancy Taxes</b>	<b>26,262,930</b>	<b>26,871,000</b>	<b>27,400,000</b>	<b>27,950,000</b>
Real Property Transfer Tax	352,108	360,000	360,000	370,000
State Homeowner Property Tax Reimbursement	62,669	62,000	62,000	60,000
Business License Tax	587,729	994,000	994,000	633,000
Business License Tax - Parking	385,768	-	-	365,000
Business License Audit (MAS)	2,810	-	-	-
PG&E - Franchise Tax -- Natural Gas	105,585	94,000	105,000	120,000
PG&E - Franchise Tax -- Surcharge (SB278)	9,170	17,000	10,000	10,000
PG&E - Franchise Tax -- Electricity	211,078	204,000	212,000	165,000
PG&E - Franchise Tax -- Surcharge-Prior Year	29,748	20,000	30,000	115,000
Franchise Tax -- Solid Waste	715,184	724,000	742,000	775,000
Comcast - Franchise Tax -- Cable Television (5%)	449,851	444,000	459,000	475,000
Astound - Franchise Tax -- Cable Television (5%)	24,138	25,000	24,000	23,000
AT&T Video Service Franchise Tax	88,550	102,000	87,000	83,000
<b>Subtotal - Other Taxes</b>	<b>3,024,387</b>	<b>3,046,000</b>	<b>3,085,000</b>	<b>3,194,000</b>
<b>TOTAL TAXES</b>	<b>60,309,400</b>	<b>61,311,000</b>	<b>62,840,000</b>	<b>65,096,000</b>
Overnight Parking Permits	15,478	14,000	15,000	15,000
Taxi Licenses	8,495	14,000	9,000	9,000
Taxicab Inspections	946	500	4,000	4,000
Alarm Permit Fees	63,150	60,000	60,000	60,000
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>88,069</b>	<b>88,500</b>	<b>88,000</b>	<b>88,000</b>
Parking Citations	827,502	800,000	823,500	823,500
Vehicle Code Fines	67,782	100,000	81,000	81,000
Code Enforcement Citations	2,900	1,500	6,200	5,000
<b>TOTAL FINES, FORFEITURES AND PENALTIES</b>	<b>898,184</b>	<b>901,500</b>	<b>910,700</b>	<b>909,500</b>
Interest Income	184,900	945,000	840,000	1,092,000
Lease Payments	117,088	120,000	120,000	120,000
Golf Center Lease Payments	65,128	45,000	45,000	45,000
<b>TOTAL USE OF MONEY AND PROPERTY</b>	<b>367,116</b>	<b>1,110,000</b>	<b>1,005,000</b>	<b>1,257,000</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2018-19  
 ESTIMATED REVENUES & INTERFUND TRANSFERS

FUND AND DESCRIPTION	2016-2017	2017-2018	2017-18	2018-2019
	ACTUAL	BUDGET	EST. ACTUAL	PROPOSED
False Alarm Charges	19,217	13,000	17,250	18,000
Falses Alarm Charges - Collections	1,721	1,000	1,000	1,000
Massage Operator and Practionar	2,241	2,000	4,000	4,000
Massage Practioner	900	-	-	-
Special Police Services	10,647	2,000	9,500	9,500
Livescan Fees	4,698	4,000	7,000	7,000
Police Booking Fees - County	11,885	5,000	5,000	-
Police Booking Fees - City	62	2,000	2,000	2,000
Vehicle Release Charges	39,887	37,000	44,000	37,000
State Highway Maintenance	27,575	35,000	30,000	35,000
Public Works Fees and Services	1,111,688	440,000	468,000	460,000
Library Fees and Services	68,641	74,000	69,500	70,000
Passport Intake	8,794	60,000	30,000	39,000
Library Service to Town of Hillsborough	563,547	645,000	633,000	633,000
Recreation Fees and Services	2,827,667	2,962,000	2,970,125	3,192,000
Aquatics Reimbursement	233,198	130,000	247,000	262,000
Parks Special Services	107,205	105,000	114,000	114,000
Arborist Plan Check & Inspections	6,429	18,000	18,000	19,000
Arborist Planning Fees	15,821	18,000	18,000	23,000
Protected Tree Application Fee and Banner Fee	23,582	17,000	17,000	21,000
Filing and Certification Fees	153	500	2,500	-
Special Event Permit Fee	-	500	500	-
Zoning & Plan Check Services	507,680	195,700	160,000	195,700
Use Permit Fees	36,500	36,500	36,500	36,500
2nd Unit Amnesty Fee	226	-	-	-
Planning Fees	331,079	425,000	340,000	425,000
Plan Check Fees - Engineering	53,011	25,300	84,600	80,000
SMCCVB Processing Fee	9,300	4,000	9,300	9,300
<b>TOTAL CHARGES FOR SERVICES</b>	<b>6,023,353</b>	<b>5,257,500</b>	<b>5,337,775</b>	<b>5,693,000</b>
Police Officer Standards/Training Reimbursement	1,845	-	-	-
SLESF COPS Grant	130,086	100,000	100,000	100,000
State Motor Vehicle in Lieu of Tax	13,316	-	13,000	13,000
California State Library Reimbursement	-	-	-	-
Library PLP Inoovation Grant	-	4,216	4,216	-
State Mandated Cost Reimbursements	701	-	-	-
C/CAG Measure M	135,967	134,000	134,000	-
<b>TOTAL FEDERAL &amp; STATE SUBVENTIONS</b>	<b>281,916</b>	<b>238,216</b>	<b>251,216</b>	<b>113,000</b>
Utility Reimbursements	4,705	500	500	-
Sale of Property	5,088	-	-	-
Miscellaneous Revenue	64,919	30,000	30,000	30,000
<b>TOTAL OTHER REVENUE</b>	<b>74,712</b>	<b>30,500</b>	<b>30,500</b>	<b>30,000</b>
<b>GENERAL FUND, BEFORE TRANSFERS</b>	<b>\$ 68,042,750</b>	<b>\$ 68,937,216</b>	<b>\$ 70,463,191</b>	<b>\$ 73,186,500</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2018-19  
 ESTIMATED REVENUES & INTERFUND TRANSFERS

FUND AND DESCRIPTION	2016-2017 ACTUAL	2017-2018 BUDGET	2017-18 EST. ACTUAL	2018-2019 PROPOSED
Transfer In (Out) from Gas Tax Fund	6,000	6,000	6,000	6,000
Transfer In (Out) from Water Fund	1,183,938	1,293,887	1,293,887	937,822
Transfer In (Out) from Sewer Fund	1,048,354	1,085,859	1,085,859	721,279
Transfer In (Out) from Solid Waste Fund	86,600	86,600	58,000	61,000
Transfer In (Out) from Storm Drain Fund	15,000	(29,829)	(29,829)	15,000
Transfer In (Out) from Parking Fund	319,531	326,927	326,927	333,088
Transfer In (Out) from Building Fund	91,800	99,000	99,000	104,300
Transfer In (Out) from CIP- Investment Reserve	(7,000,000)	(3,000,000)	(5,300,000)	(3,000,000)
Transfer In (Out) from Capital Projects Fund	-	-	-	-
Transfer In (Out) from Shuttle Bus Fund	(120,500)	(140,000)	(140,000)	(143,500)
Transfer In (Out) from Burlingame Finance Authority	(5,756,745)	(5,579,688)	(5,574,988)	(3,684,811)
Transfer In (Out) from Facilities CIP	(1,410,000)	(2,010,000)	(2,438,800)	(2,810,000)
Transfer In (Out) from Streets CIP	(2,200,000)	(1,050,000)	(1,050,000)	(1,325,000)
Transfer In (Out) from Parks & Trees CIP	(1,615,000)	(3,282,000)	(3,632,000)	(3,105,000)
Transfer In (Out) from Special Assessment District	310,007	310,000	310,000	310,000
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(15,041,015)</b>	<b>(11,883,244)</b>	<b>(14,985,944)</b>	<b>(11,579,822)</b>
Transfer In (Out) Pension Trust Fund	-	(3,139,920)	-	-
<b>GENERAL FUND REVENUE, NET OF TRANSFERS</b>	<b>\$ 53,001,735</b>	<b>\$ 53,914,052</b>	<b>\$ 55,477,247</b>	<b>\$ 61,606,678</b>

**Burlingame Measure I**

Measure I	-	-	-	1,750,000
<b>MEASURE I FUND, BEFORE TRANSFERS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,750,000</b>
Transfer In (Out) from Burlingame Finance Authority				(1,000,000)
Transfer In (Out) from Streets CIP	-	-	-	(575,000)
<b>MEASURE I, NET OF TRANSFERS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 175,000</b>

**SPECIAL REVENUE FUNDS**

**BURLINGAME AVENUE SPECIAL ASSESSMENT DISTRICT**

Special Assessment Revenue	310,094	310,000	310,000	310,000
Interest Income	854	9,000	6,000	7,000
<b>SPECIAL ASSESSMENT, BEFORE TRANSFERS</b>	<b>310,948</b>	<b>319,000</b>	<b>316,000</b>	<b>317,000</b>
Transfer In (Out) to Burlingame Financing Authority	-	-	-	-
Transfer In (Out) to General Fund	(310,007)	(310,000)	(310,000)	(310,000)
<b>SPECIAL ASSESSMENT, NET OF TRANSFERS</b>	<b>\$ 941</b>	<b>\$ 9,000</b>	<b>\$ 6,000</b>	<b>\$ 7,000</b>

**FEDERAL & STATE GRANTS**

CA Office of Traffic Safety STEP Grant (DUI)	57,367	-	-	-
CA Office of Traffic Safety STEP Grant (Traffic Safety)	76,940	-	-	-
Bullet Proof Vest Partnership Grant	9,371	-	-	-
<b>FEDERAL &amp; STATE GRANTS</b>	<b>\$ 143,678</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Transfer In (Out) from General Fund	-	-	-	-
<b>FEDERAL &amp; STATE, NET OF TRANSFERS</b>	<b>\$ 143,678</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2018-19  
 ESTIMATED REVENUES & INTERFUND TRANSFERS

FUND AND DESCRIPTION	2016-2017 ACTUAL	2017-2018 BUDGET	2017-18 EST. ACTUAL	2018-2019 PROPOSED
<b>MEASURE A &amp; GAS TAX FUND</b>				
Measure A Sales Tax	799,100	824,000	824,000	900,000
Interest Income	4,445	85,000	41,000	53,000
Section 2103 -- Excise Tax	79,335	119,000	120,100	231,000
Section 2106--New Construction	119,669	280,600	126,000	125,000
Section 2107--Maintenance and Construction	211,750	223,000	215,500	215,000
Section 2107.5 - Administration	6,000	6,000	6,000	6,000
Section 2105--Proposition 111 Gas Tax	167,017	206,800	175,000	174,000
ROAD & MAINTENANCE REHAB (RMRA SB1)	-	-	172,000	500,000
LOAN REPAYMENT SB1	-	-	34,500	34,000
<b>MEASURE A &amp; GAS TAX, BEFORE TRANSFERS</b>	<b>1,387,316</b>	<b>1,744,400</b>	<b>1,714,100</b>	<b>2,238,000</b>
Transfer In (Out) from General Fund	(6,000)	(6,000)	(6,000)	(6,000)
Transfer In (Out) from Capital Projects Fund	(2,200,000)	(3,654,000)	(3,654,000)	(1,735,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(2,206,000)</b>	<b>(3,660,000)</b>	<b>(3,660,000)</b>	<b>(1,741,000)</b>
<b>MEASURE A &amp; GAS REVENUE, NET OF TRANSFERS</b>	<b>\$ (818,684)</b>	<b>\$ (1,915,600)</b>	<b>\$ (1,945,900)</b>	<b>\$ 497,000</b>
<b>PUBLIC TV ACCESS FUND</b>				
PEG Access Fees	112,760	110,000	110,000	112,000
Interest Income	1,250	8,000	6,000	8,000
<b>PUBLIC TV REVENUE</b>	<b>114,010</b>	<b>118,000</b>	<b>116,000</b>	<b>120,000</b>
<b>PUBLIC TV ACCESS, NET OF TRANSFERS</b>	<b>\$ 114,010</b>	<b>\$ 118,000</b>	<b>\$ 116,000</b>	<b>\$ 120,000</b>
<b>DEVELOPMENT FEES FUND</b>				
Public Facilities Impact Fee	244,292	-	-	-
Bayfront Development Fees	1,854,000	-	-	-
Burlingame Ave Parking in lieu Fees	2,925,892	-	-	-
Interest Income	18,447	19,000	60,000	78,000
<b>DEVELOPMENT FEES, BEFORE TRANSFERS</b>	<b>5,042,631</b>	<b>19,000</b>	<b>60,000</b>	<b>78,000</b>
<b>DEVELOPMENT FEES, NET OF TRANSFERS</b>	<b>\$ 5,042,631</b>	<b>\$ 19,000</b>	<b>\$ 60,000</b>	<b>\$ 78,000</b>
<b>STORM DRAIN FUND</b>				
Storm Drainage Fees	2,795,522	2,825,200	2,912,200	2,958,000
Interest Income	48,636	236,000	218,000	283,000
<b>STORM DRAIN REVENUE, BEFORE TRANSFERS</b>	<b>2,844,158</b>	<b>3,061,200</b>	<b>3,130,200</b>	<b>3,241,000</b>
Transfer In (Out) from General Fund	(15,000)	29,829	29,829	(15,000)
Transfer In (Out) from Burlingame Financing Authority	(2,252,410)	(2,059,239)	(2,059,239)	(2,063,089)
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>(2,267,410)</b>	<b>(2,029,410)</b>	<b>(2,029,410)</b>	<b>(2,078,089)</b>
<b>STORM DRAIN, NET OF TRANSFERS</b>	<b>\$ 576,748</b>	<b>\$ 1,031,790</b>	<b>\$ 1,100,790</b>	<b>\$ 1,162,911</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2018-19  
 ESTIMATED REVENUES & INTERFUND TRANSFERS

FUND AND DESCRIPTION	2016-2017 ACTUAL	2017-2018 BUDGET	2017-18 EST. ACTUAL	2018-2019 PROPOSED
<b>ENTERPRISE FUNDS</b>				
<b>WATER ENTERPRISE FUND</b>				
Sales	16,179,963	17,415,000	17,415,000	18,400,000
Penalties	29,162	30,000	30,000	30,000
Flows and Turn-ons	465	500	500	-
Fire Flow Inspections	34,701	-	-	10,000
Fire Services	34,969	29,000	29,000	30,000
Taps for New Meters	95,503	120,000	120,000	120,000
Sale of Recyclable	3,225	-	-	-
Interest Income	33,969	370,500	222,000	288,000
Miscellaneous Revenue	7,248	-	8,000	8,000
<b>WATER FUND REVENUE, BEFORE TRANSFERS</b>	<b>16,419,205</b>	<b>17,965,000</b>	<b>17,824,500</b>	<b>18,886,000</b>
Transfer In (Out) to Water Capital Projects Fund	(2,500,000)	(2,750,000)	(2,750,000)	(3,000,000)
Transfer In (Out) from Water Capital Projects Fund	2,500,000	2,750,000	2,750,000	3,000,000
Transfer In (Out) from General Fund	(1,183,938)	(1,293,887)	(1,293,887)	(937,822)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(1,183,938)</b>	<b>(1,293,887)</b>	<b>(1,293,887)</b>	<b>(937,822)</b>
Transfer In (Out) Pension Trust Fund	-	(205,573)	-	-
<b>WATER FUND, NET OF TRANSFERS</b>	<b>\$ 15,235,267</b>	<b>\$ 16,465,540</b>	<b>\$ 16,530,613</b>	<b>\$ 17,948,178</b>
<b>SEWER ENTERPRISE FUND</b>				
Service Charges	14,062,370	14,700,000	14,700,000	15,100,000
Charges to Other Agencies	1,583,610	1,020,000	1,220,000	1,300,000
Discharge Permits	147,481	100,000	100,000	95,000
Connection Fees	4,665	8,000	8,000	10,000
Interest Income	37,283	343,000	222,000	288,000
Miscellaneous Revenue	23,780	-	-	-
<b>SEWER FUND REVENUE, BEFORE TRANSFERS</b>	<b>15,859,189</b>	<b>16,171,000</b>	<b>16,250,000</b>	<b>16,793,000</b>
Transfer In (Out) to Sewer Capital Projects Fund	(4,700,000)	(4,700,000)	(4,700,000)	(5,200,000)
Transfer In (Out) from Sewer Capital Projects Fund	4,700,000	4,700,000	4,700,000	5,200,000
Transfer In (Out) from General Fund	(1,048,354)	(1,085,859)	(1,085,859)	(721,279)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(1,048,354)</b>	<b>(1,085,859)</b>	<b>(1,085,859)</b>	<b>(721,279)</b>
Transfer In (Out) Pension Trust Fund	-	(169,791)	-	-
<b>SEWER FUND, NET OF TRANSFERS</b>	<b>\$ 14,810,835</b>	<b>\$ 14,915,350</b>	<b>\$ 15,164,141</b>	<b>\$ 16,071,721</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2018-19  
 ESTIMATED REVENUES & INTERFUND TRANSFERS

FUND AND DESCRIPTION	2016-2017 ACTUAL	2017-2018 BUDGET	2017-18 EST. ACTUAL	2018-2019 PROPOSED
<b>SOLID WASTE MANAGEMENT FUND</b>				
AB939 Administration	178,796	174,000	140,000	100,000
Management Fee	86,600	86,600	58,000	61,000
Household Hazardous Waste Fee	474	-	-	-
Rate Stabilization Fee	134,202	112,500	46,650	-
Steam Cleaning Downtown	116,550	116,500	160,450	171,000
Street Sweeping Fee	263,300	263,300	295,800	315,000
Interest Income	9,163	107,000	62,000	75,000
Miscellaneous Revenue	38,915	-	31,200	32,000
<b>SOLID WASTE, BEFORE TRANSFERS</b>	<b>828,000</b>	<b>859,900</b>	<b>794,100</b>	<b>754,000</b>
Transfer In (Out) from Building Fund	(62,436)	-	-	-
Transfer In (Out) from General Fund	(86,600)	(86,600)	(58,000)	(61,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(149,036)</b>	<b>(86,600)</b>	<b>(58,000)</b>	<b>(61,000)</b>
Transfer In (Out) Pension Trust Fund	-	(30,101)	-	-
<b>SOLID WASTE, NET OF TRANSFERS</b>	<b>\$ 678,964</b>	<b>\$ 743,199</b>	<b>\$ 736,100</b>	<b>\$ 693,000</b>
<b>LANDFILL FUND</b>				
Landfill Closure	446,990	434,000	464,200	485,000
Interest Income	6,089	-	17,000	22,000
<b>LANDFILL FUND, BEFORE TRANSFERS</b>	<b>453,079</b>	<b>434,000</b>	<b>481,200</b>	<b>507,000</b>
Transfer In (Out) from Solid Waste Fund	-	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer In (Out) Pension Trust Fund	-	(4,752)	-	-
<b>LANDFILL FUND, NET OF TRANSFERS</b>	<b>\$ 453,079</b>	<b>\$ 429,248</b>	<b>\$ 481,200</b>	<b>\$ 507,000</b>
<b>BUILDING INSPECTION FUND</b>				
Construction Permits	1,141,928	1,180,000	1,856,000	1,180,000
Building Plan Check Fees	2,897,866	1,010,000	729,000	1,010,000
Imaging Fees	46,996	40,000	101,000	40,000
Interest Income	20,780	107,000	95,000	124,000
Miscellaneous Income	70,711	-	-	36,000
<b>BUILDING INSPECTION, BEFORE TRANSFERS</b>	<b>4,178,281</b>	<b>2,337,000</b>	<b>2,781,000</b>	<b>2,390,000</b>
Transfer In (Out) from Solid Waste Fund	62,436	-	-	-
Transfer In (Out) from General Fund	(91,800)	(99,000)	(99,000)	(104,300)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(29,364)</b>	<b>(99,000)</b>	<b>(99,000)</b>	<b>(104,300)</b>
Transfer In (Out) Pension Trust Fund	-	(82,011)	-	-
<b>BUILDING, NET OF TRANSFERS</b>	<b>\$ 4,148,917</b>	<b>\$ 2,155,989</b>	<b>\$ 2,682,000</b>	<b>\$ 2,285,700</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2018-19  
 ESTIMATED REVENUES & INTERFUND TRANSFERS

FUND AND DESCRIPTION	2016-2017 ACTUAL	2017-2018 BUDGET	2017-18 EST. ACTUAL	2018-2019 PROPOSED
<b>PARKING ENTERPRISE FUND</b>				
Parking Fees	2,412,523	2,335,000	2,475,000	2,475,000
Monthly Parking Permits	338,849	356,000	356,000	356,000
Electric Vehicle Charging Station	14,958	12,000	15,000	15,000
Interest Income	20,886	115,000	98,000	128,000
<b>PARKING REVENUE, BEFORE TRANSFERS</b>	<b>2,787,216</b>	<b>2,818,000</b>	<b>2,944,000</b>	<b>2,974,000</b>
Transfer In (Out) from Parking Capital Projects Fund	373,995	-	-	-
Transfer In (Out) from Parking Capital Projects Fund	(373,995)	-	-	-
Transfer In (Out) to General Fund	(319,531)	(326,927)	(326,927)	(333,088)
Transfer In (Out) from Burlingame Financing Authority	-	-	-	-
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>(319,531)</b>	<b>(326,927)</b>	<b>(326,927)</b>	<b>(333,088)</b>
Transfer In (Out) Pension Trust Fund	-	(19,122)	-	-
<b>PARKING REVENUE, NET OF TRANSFERS</b>	<b>\$ 2,467,685</b>	<b>\$ 2,471,951</b>	<b>\$ 2,617,073</b>	<b>\$ 2,640,912</b>

**INTERNAL SERVICE FUNDS**

Miscellaneous Revenue (Non-City)	271,973	65,100	65,100	55,000
Interest Income	43,717	351,000	244,000	318,000
<b>ISF REVENUE, BEFORE TRANSFERS</b>	<b>315,690</b>	<b>416,100</b>	<b>309,100</b>	<b>373,000</b>
Transfer In (Out) from General Fund	-	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer In (Out) from Pension Trust Fund	-	-	-	-
Transfer In (Out) Pension Trust Fund	-	3,651,270	-	-
<b>ISF REVENUE, NET OF TRANSFERS</b>	<b>\$ 315,690</b>	<b>\$ 4,067,370</b>	<b>\$ 309,100</b>	<b>\$ 373,000</b>

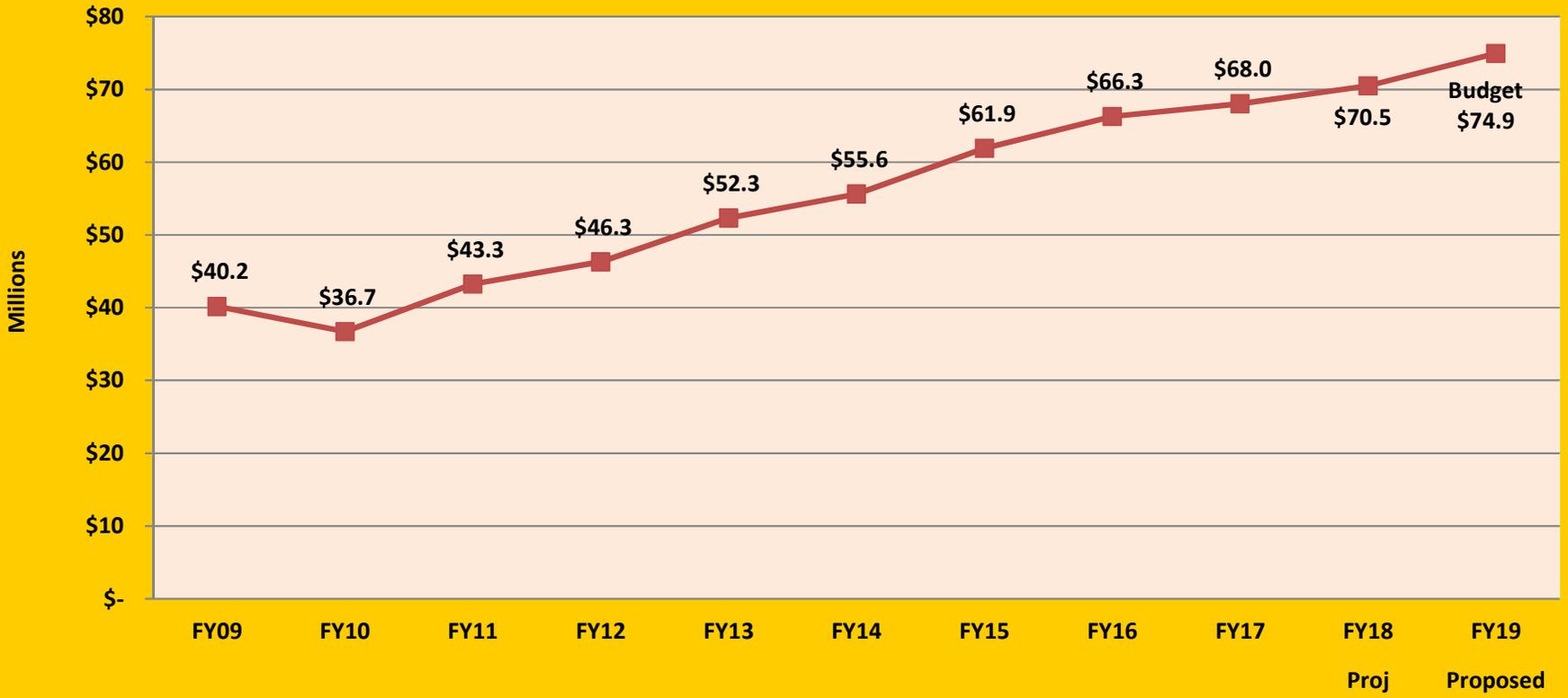
**CAPITAL PROJECT FUNDS (ALL FUNDS, PROGRAMS & SUB-PROGRAMS)**

50/50 Sidewalk Assessment	17,581	-	-	-
Strategic Growth Grant - GP Update	62,248	-	-	89,000
OBAG2 Programs	-	1,966,000	1,966,000	-
Miscellaneous Revenue	-	-	-	200,000
C/CAG Measure M	-	-	-	130,000
<b>CAPITAL PROJ REVENUE, BEFORE TRANSFERS</b>	<b>79,829</b>	<b>1,966,000</b>	<b>1,966,000</b>	<b>419,000</b>
Transfer In (Out) from General Fund (CIP Projects)	5,225,000	6,342,000	7,120,800	7,815,000
Transfer In (Out) from General Fund (CIP Investment Reserve)	7,000,000	3,000,000	5,300,000	3,000,000
Transfer In (Out) from Gas Tax & Measure A Fund	2,200,000	3,654,000	3,654,000	1,735,000
Transfer In (Out) from Burlingame Financing Authority	713,442	5,450,000	5,450,000	4,020,000
Transfer In (Out) from Development Impact Fee	-	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>15,138,442</b>	<b>18,446,000</b>	<b>21,524,800</b>	<b>16,570,000</b>
<b>CAP PROJ REVENUE, NET OF TRANSFERS</b>	<b>\$ 15,218,271</b>	<b>\$ 20,412,000</b>	<b>\$ 23,490,800</b>	<b>\$ 16,989,000</b>

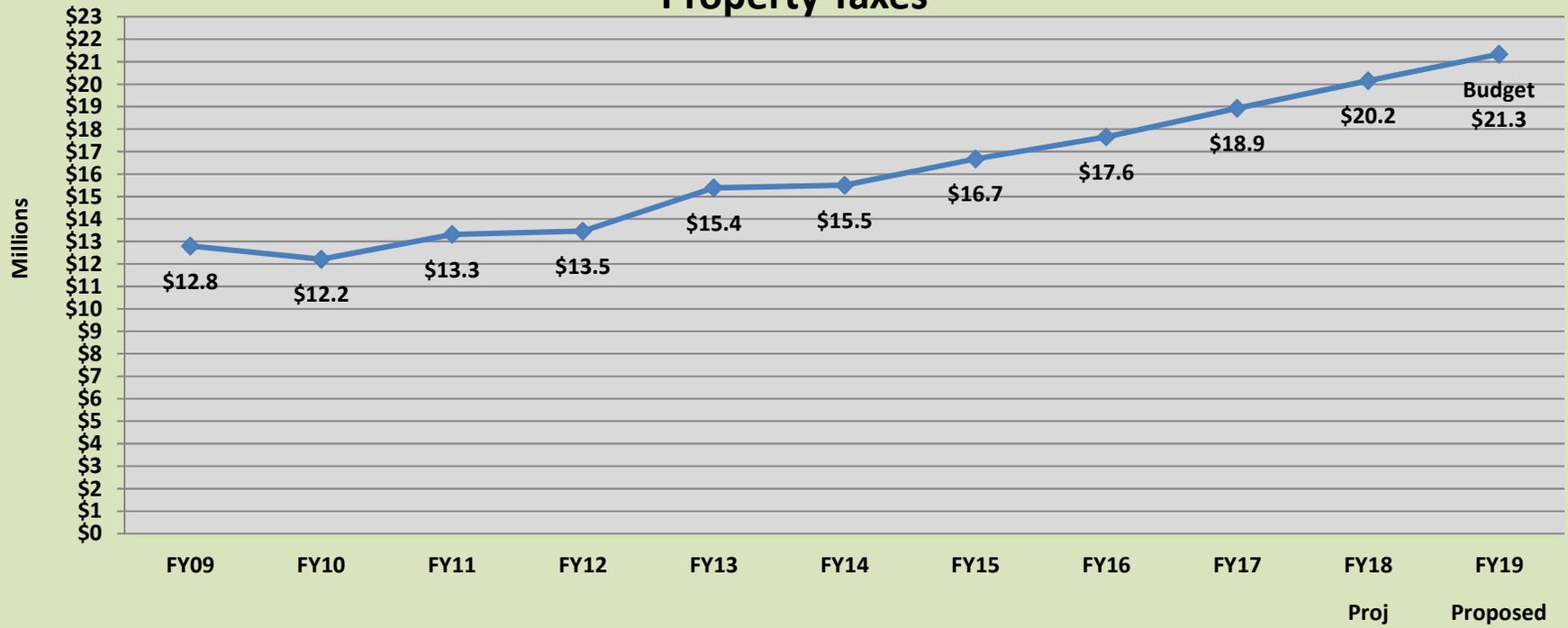
CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2018-19  
 ESTIMATED REVENUES & INTERFUND TRANSFERS

FUND AND DESCRIPTION	2016-2017 ACTUAL	2017-2018 BUDGET	2017-18 EST. ACTUAL	2018-2019 PROPOSED
<b>OTHER FUNDS</b>				
<b>SHUTTLE BUS PROGRAM FUND</b>				
Grants & Contributions	63,200	64,150	64,150	72,000
<b>SHUTTLE REVENUE, BEFORE TRANSFERS</b>	<b>63,200</b>	<b>64,150</b>	<b>64,150</b>	<b>72,000</b>
Transfer In (Out) from General Fund	120,500	140,000	140,000	143,500
<b>TOTAL INTERFUND TRANSFERS</b>	<b>120,500</b>	<b>140,000</b>	<b>140,000</b>	<b>143,500</b>
<b>SHUTTLE REVENUE, NET OF TRANSFERS</b>	<b>\$ 183,700</b>	<b>\$ 204,150</b>	<b>\$ 204,150</b>	<b>\$ 215,500</b>
<b>OTHER LOCAL GRANTS &amp; DONATIONS</b>				
Youth Scholarship Donation	25,082	15,000	15,000	-
Grant Revenue	202,536	-	-	-
Interest Income	-	6,000	3,000	4,000
<b>DONATIONS, BEFORE TRANSFERS</b>	<b>227,618</b>	<b>21,000</b>	<b>18,000</b>	<b>4,000</b>
<b>DONATIONS, NET OF TRANSFERS</b>	<b>\$ 227,618</b>	<b>\$ 21,000</b>	<b>\$ 18,000</b>	<b>\$ 4,000</b>
<b>DEBT SERVICE FUND</b>				
<b>BURLINGAME FINANCING AUTHORITY</b>				
IRS Refund (BAB's)	154,942	154,859	154,859	155,000
Interest Income	50,757	8,000	73,000	95,000
Miscellaneous Revenue	13,722	-	-	-
<b>DEBT SERVICE FUND REVENUE, BEFORE TRANSFERS</b>	<b>219,421</b>	<b>162,859</b>	<b>227,859</b>	<b>250,000</b>
Transfer In (Out) from Measure I Fund	-	-	-	1,000,000
Transfer In (Out) from Storm Drain Fund	2,252,410	2,059,239	2,059,239	2,063,089
Transfer In (Out) from General Fund	5,756,745	5,579,688	5,574,988	3,684,811
Transfer In (Out) to Capital Project Fund (Storm Drain CIP)	(713,442)	(5,450,000)	(5,450,000)	(4,020,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>7,295,713</b>	<b>2,188,927</b>	<b>2,184,227</b>	<b>2,727,900</b>
<b>FINANCING AUTH, NET OF TRANSFERS</b>	<b>\$ 7,515,135</b>	<b>\$ 2,351,786</b>	<b>\$ 2,412,086</b>	<b>\$ 2,977,900</b>
<b>GRAND TOTAL (ALL FUNDS), GROSS REVENUE</b>	<b>119,316,220</b>	<b>117,413,825</b>	<b>119,459,400</b>	<b>124,352,500</b>
<b>GRAND TOTAL (ALL FUNDS), NET OF TRANSFERS</b>	<b>\$ 119,316,220</b>	<b>\$ 117,413,825</b>	<b>\$ 119,459,400</b>	<b>\$ 124,352,500</b>

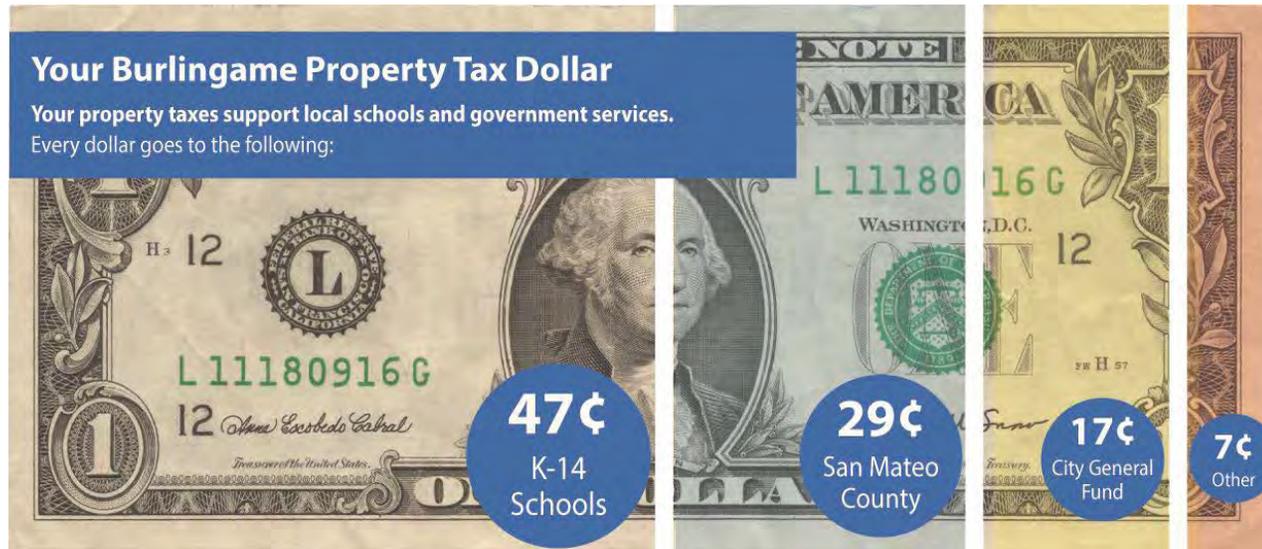
## City of Burlingame, CA General Fund Revenues



## City of Burlingame, CA Property Taxes

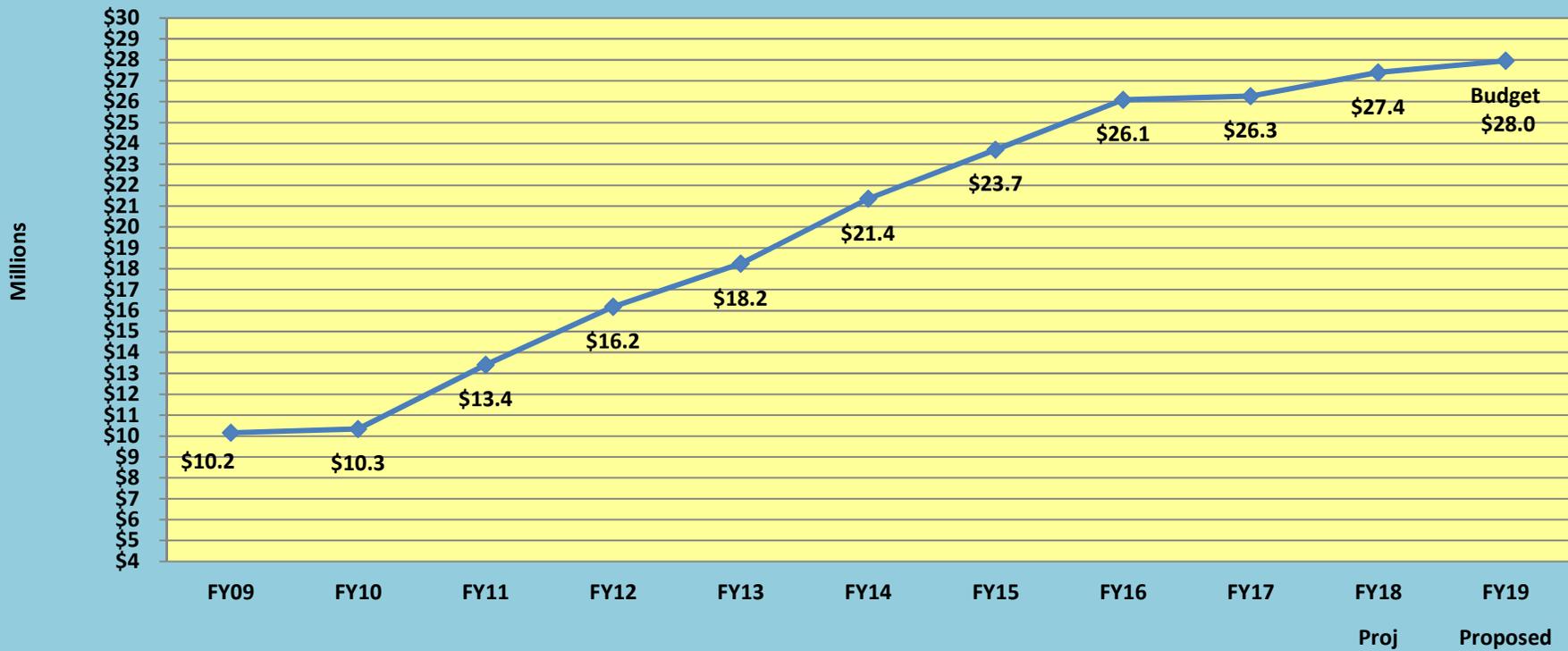


## Where do your Burlingame property tax dollars go?



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.

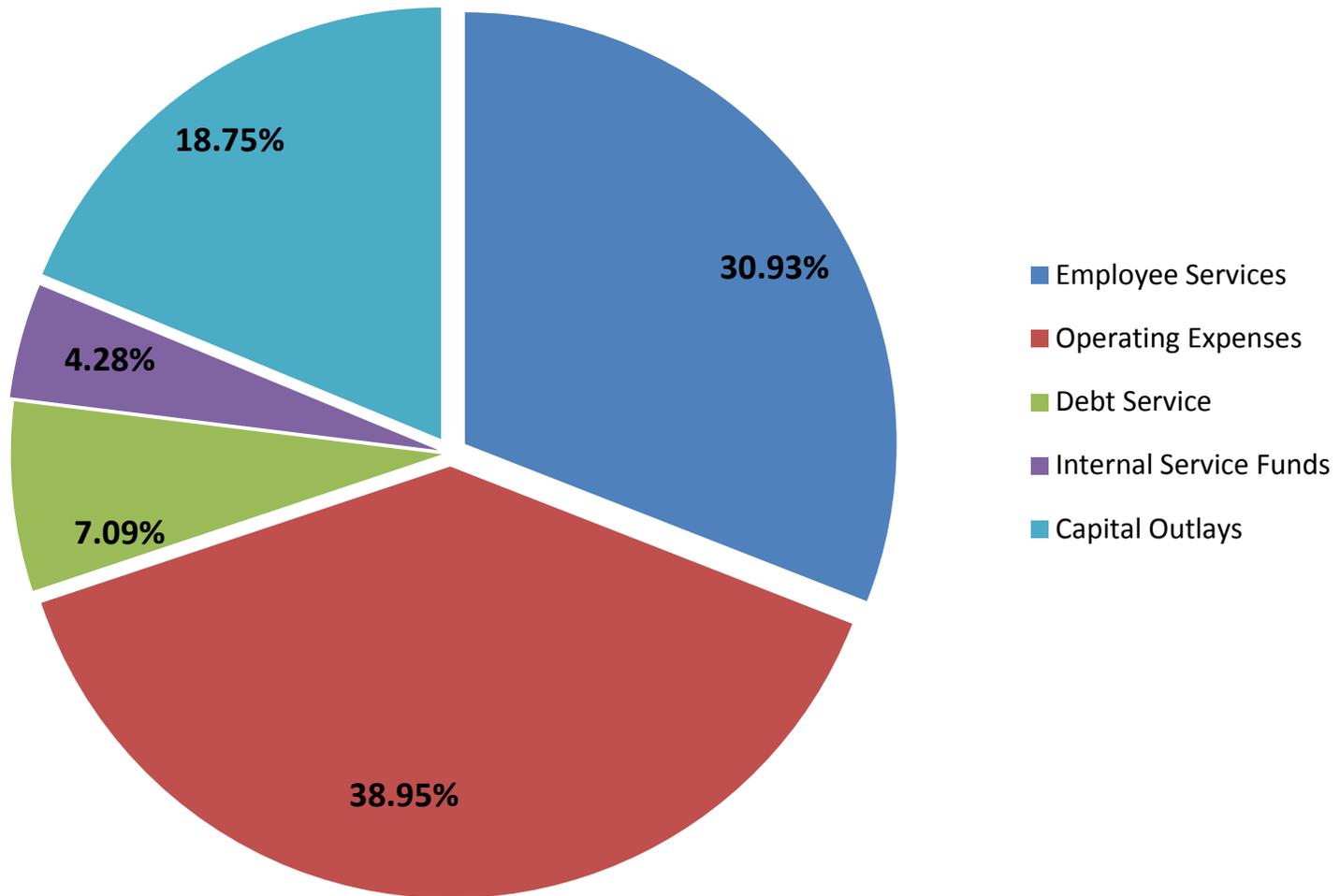
## City of Burlingame, CA Transient Occupancy Taxes



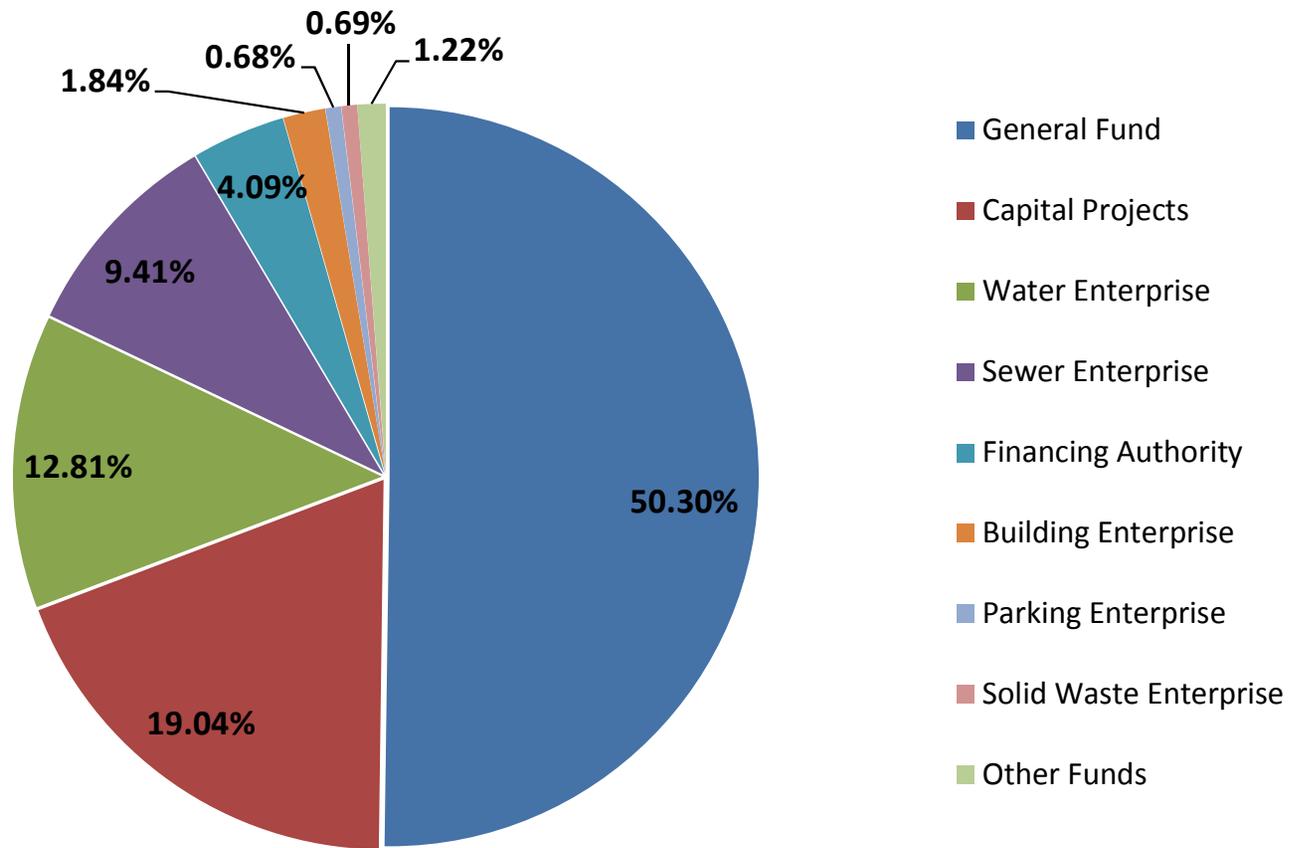
## City of Burlingame, CA Sales & Use Taxes



### FY 2018-19 Expenses by Type



## FY 2018-19 Appropriations by Major Fund



**CITY OF BURLINGAME  
PROPOSED BUDGET FISCAL YEAR 2018-19  
EXPENSES BY DEPARTMENT & TYPE**

<b>DEPARTMENT</b>	<b>EMPLOYEE SERVICES</b>	<b>OPERATING EXPENSES</b>	<b>DEBT SERVICE</b>	<b>CAPITAL OUTLAY</b>	<b>INTERNAL SERVICES</b>	<b>RECOVERIES</b>	<b>TOTAL BUDGET</b>
<b><u>GENERAL FUND</u></b>							
Central County Fire Department	\$ -	\$ 11,096,979	\$ -	\$ -	\$ 10,000	\$ -	\$ 11,106,979
City Attorney	670,863	231,815	-	-	46,312	-	948,990
City Clerk	249,520	111,840	-	-	31,031	-	392,391
City Council	162,528	222,356	-	-	187	-	385,071
City Manager	603,411	195,001	-	-	51,171	-	849,583
Community Development - Planning	1,458,831	373,154	-	-	109,744	-	1,941,729
Elections	-	-	-	-	-	-	-
Finance	1,679,343	519,538	-	-	170,784	-	2,369,665
Human Resources	562,673	296,607	-	-	62,259	-	921,539
Library	3,731,479	1,241,844	-	7,148	573,554	-	5,554,025
Parks	3,035,539	1,553,486	-	63,000	364,901	-	5,016,926
Police	11,224,729	2,757,646	-	40,000	930,517	-	14,952,892
Police - Communications	1,354,546	258,410	-	-	19,947	-	1,632,903
Police - Parking Enforcement	556,317	109,280	-	-	16,493	-	682,090
Public Works - Engineering	2,536,892	788,468	-	10,000	246,216	-	3,581,576
Public Works - Street & Storm Drains	1,357,026	914,257	-	84,500	1,058,070	-	3,413,853
Recreation	2,070,044	2,198,109	-	7,500	496,147	-	4,771,800
Recreation - Aquatic Center	-	572,800	-	30,000	-	-	602,800
Public Works Allocation to CIP	-	-	-	-	-	(850,000)	(850,000)
<b>Total General Fund</b>	<b>31,253,741</b>	<b>23,441,590</b>	<b>-</b>	<b>242,148</b>	<b>4,187,333</b>	<b>(850,000)</b>	<b>58,274,812</b>
<b>BURLINGAME FINANCING AUTHORITY</b>	<b>-</b>	<b>30,700</b>	<b>4,716,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,747,600</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>							
Burlingame Ave. Special Assessment	-	-	-	-	-	-	-
Development Fees	-	-	-	-	-	-	-
Federal & State Grants	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Public TV Access	-	-	-	-	-	-	-
Storm Drain	-	-	-	-	-	-	-
Traffic Safety	-	-	-	-	-	-	-
<b>Total Special Revenue Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF BURLINGAME  
PROPOSED BUDGET FISCAL YEAR 2018-19  
EXPENSES BY DEPARTMENT & TYPE**

<b>DEPARTMENT</b>	<b>EMPLOYEE SERVICES</b>	<b>OPERATING EXPENSES</b>	<b>DEBT SERVICE</b>	<b>CAPITAL OUTLAY</b>	<b>INTERNAL SERVICES</b>	<b>RECOVERIES</b>	<b>TOTAL BUDGET</b>
<b><u>INTERNAL SERVICE FUNDS*</u></b>							
Administrative & Information Technology	97,997	1,196,390	-	40,000	-	(1,334,387)	-
Facilities Services	808,140	858,889	-	-	49,583	(1,716,612)	-
Fleet & Equipment Maintenance	434,733	337,406	-	1,048,957	58,236	(932,655)	<b>946,677</b>
OPEB Retiree Medical	-	5,093,603	-	-	-	(5,068,603)	<b>25,000</b>
Risk Management - General Liability	-	1,510,000	-	-	-	(1,510,000)	-
Risk Management - Worker's Comp	-	823,612	-	-	-	(848,623)	<b>(25,011)</b>
Pension Trust Fund	-	-	-	-	-	-	-
<b>Total Internal Service Funds</b>	<b>1,340,870</b>	<b>9,819,900</b>	<b>-</b>	<b>1,088,957</b>	<b>107,819</b>	<b>(11,410,880)</b>	<b>946,666</b>
*Budgets are allocated to operating departments or funded via reserves.							
<b><u>ENTERPRISE FUNDS</u></b>							
Solid Waste Enterprise	459,601	267,454	-	-	70,229	-	<b>797,284</b>
Landfill Enterprise	60,588	196,475	-	-	941	-	<b>258,004</b>
Parking Enterprise	259,727	426,839	-	29,645	76,281	-	<b>792,492</b>
Building Enterprise	1,073,088	938,760	-	-	125,502	-	<b>2,137,350</b>
Water Enterprise	2,806,603	9,391,006	1,947,151	242,600	478,360	-	<b>14,865,720</b>
Sewer Enterprise	2,438,802	5,245,029	2,426,206	358,500	447,189	-	<b>10,915,726</b>
<b>Total Enterprise Fund</b>	<b>7,098,409</b>	<b>16,465,563</b>	<b>4,373,357</b>	<b>630,745</b>	<b>1,198,502</b>	<b>-</b>	<b>29,766,576</b>
<b><u>CAPITAL PROJECT FUNDS</u></b>							
Facilities CIP	-	-	-	2,810,000	-	-	2,810,000
Parking & Garages CIP	-	-	-	-	-	-	-
Parks & Trees CIP	-	-	-	3,105,000	-	-	3,105,000
Sewer CIP	-	-	-	5,200,000	-	-	5,200,000
Storm Drain CIP	-	-	-	4,020,000	-	-	4,020,000
Streets CIP	-	-	-	3,965,000	-	-	3,965,000
Water CIP	-	-	-	3,000,000	-	-	3,000,000
<b>Total Capital Project Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,100,000</b>	<b>-</b>	<b>-</b>	<b>22,100,000</b>
<b><u>OTHER FUNDS</u></b>							
Shuttle Bus	-	215,500	-	-	-	-	<b>215,500</b>
<b>Total Other Funds</b>	<b>-</b>	<b>215,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>215,500</b>
<b>TOTAL BUDGET - ALL FUNDS</b>	<b>\$ 39,693,020</b>	<b>\$ 49,973,253</b>	<b>\$ 9,090,257</b>	<b>\$ 24,061,850</b>	<b>\$ 5,493,654</b>	<b>\$ (12,260,880)</b>	<b>\$ 116,051,154</b>

**CITY OF BURLINGAME  
PROPOSED BUDGET FISCAL YEAR 2018-19  
SUMMARY OF REVENUES & EXPENSES BY FUND**

<b>FUND AND DESCRIPTION</b>	<b>ESTIMATED REVENUES</b>	<b>TRANSFER IN (OUT)</b>	<b>NET REVENUES</b>	<b>OPERATING EXPENSES</b>	<b>DEBT SERVICE</b>	<b>CAPITAL OUTLAY</b>	<b>TOTAL APPROPRIATION</b>	<b>BUDGET YEAR SURPLUS / (DEFICIT)</b>
<b>GENERAL FUND</b>	\$ 74,936,500	\$ (13,154,822)	\$ 61,781,678	\$ (58,032,664)	\$ -	\$ (242,148)	\$ (58,274,812)	\$ 3,506,866
<b>SPECIAL REVENUE FUNDS</b>								
Traffic Safety Fund	-	-	-	-	-	-	-	-
Burlingame Ave. Special Assessment	317,000	(310,000)	7,000	-	-	-	-	7,000
Federal & State Grants	-	-	-	-	-	-	-	-
Measure A & Gas Tax Fund	2,238,000	(1,741,000)	497,000	-	-	-	-	497,000
Public TV Access Fund	120,000	-	120,000	-	-	-	-	120,000
Development Fees Fund	78,000	-	78,000	-	-	-	-	78,000
Storm Drain Fund	3,241,000	(2,078,089)	1,162,911	-	-	-	-	1,162,911
<b>Total, Special Revenue Funds</b>	<b>5,994,000</b>	<b>(4,129,089)</b>	<b>1,864,911</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,864,911</b>
<b>BURLINGAME FINANCING AUTHORITY</b>	<b>250,000</b>	<b>2,727,900</b>	<b>2,977,900</b>	<b>(30,700)</b>	<b>(4,716,900)</b>	<b>-</b>	<b>(4,747,600)</b>	<b>(1,769,700)</b>
<b>ENTERPRISE FUNDS</b>								
Water Enterprise Fund	18,886,000	(937,822)	17,948,178	(12,675,969)	(1,947,151)	(242,600)	(14,865,720)	3,082,458
Sewer Enterprise Fund	16,793,000	(721,279)	16,071,721	(8,131,020)	(2,426,206)	(358,500)	(10,915,726)	5,155,995
Solid Waste Fund	754,000	(61,000)	693,000	(797,284)	-	-	(797,284)	(104,284)
Landfill Fund	507,000	-	507,000	(258,004)	-	-	(258,004)	248,996
Building Inspection Fund	2,390,000	(104,300)	2,285,700	(2,137,350)	-	-	(2,137,350)	148,350
Parking Enterprise Fund	2,974,000	(333,088)	2,640,912	(762,847)	-	(29,645)	(792,492)	1,848,420
<b>Total, Enterprise Funds</b>	<b>42,304,000</b>	<b>(2,157,489)</b>	<b>40,146,511</b>	<b>(24,762,474)</b>	<b>(4,373,357)</b>	<b>(630,745)</b>	<b>(29,766,576)</b>	<b>10,379,935</b>
<b>INTERNAL SERVICE FUNDS</b>								
Administrative & Information Technology ISF	12,000	-	12,000	40,000	-	(40,000)	-	12,000
Facilities Maintenance ISF	6,000	-	6,000	-	-	-	-	6,000
Fleet & Equipment Maintenance ISF	168,000	-	168,000	102,280	-	(1,048,957)	(946,677)	(778,677)
OPEB Retiree Medical ISF	-	-	-	(25,000)	-	-	(25,000)	(25,000)
Risk Management - General Liability ISF	72,000	-	72,000	-	-	-	-	72,000
Risk Management - Worker's Comp ISF	115,000	-	115,000	25,011	-	-	25,011	140,011
Pension Trust Fund	-	-	-	-	-	-	-	-
<b>Total, Internal Service Funds</b>	<b>373,000</b>	<b>-</b>	<b>373,000</b>	<b>142,291</b>	<b>-</b>	<b>(1,088,957)</b>	<b>(946,666)</b>	<b>(573,666)</b>
<b>CAPITAL PROJECT FUNDS</b>								
Facilities CIP	89,000	2,810,000	2,899,000	-	-	(2,810,000)	(2,810,000)	89,000
Parking & Garages CIP	-	-	-	-	-	-	-	-
Parks & Trees CIP	-	3,105,000	3,105,000	-	-	(3,105,000)	(3,105,000)	-
Sewer CIP	-	-	-	-	-	(5,200,000)	(5,200,000)	(5,200,000)
Storm Drain CIP	-	4,020,000	4,020,000	-	-	(4,020,000)	(4,020,000)	-
Streets CIP	330,000	3,635,000	3,965,000	-	-	(3,965,000)	(3,965,000)	-
Water CIP	-	-	-	-	-	(3,000,000)	(3,000,000)	(3,000,000)
CIP Renewal & Replacement Reserve	-	3,000,000	3,000,000	-	-	-	-	3,000,000
<b>Total, Capital Project Funds</b>	<b>419,000</b>	<b>16,570,000</b>	<b>16,989,000</b>	<b>-</b>	<b>-</b>	<b>(22,100,000)</b>	<b>(22,100,000)</b>	<b>(5,111,000)</b>
<b>OTHER FUNDS</b>								
Other Local Grants & Donations	4,000	-	4,000	-	-	-	-	4,000
Shuttle Bus Fund	72,000	143,500	215,500	(215,500)	-	-	(215,500)	-
<b>Total, Other Funds</b>	<b>76,000</b>	<b>143,500</b>	<b>219,500</b>	<b>(215,500)</b>	<b>-</b>	<b>-</b>	<b>(215,500)</b>	<b>4,000</b>
<b>TOTAL, ALL FUNDS CITY-WIDE</b>	<b>\$ 124,352,500</b>	<b>\$ -</b>	<b>\$ 124,352,500</b>	<b>\$ (82,899,047)</b>	<b>\$ (9,090,257)</b>	<b>\$ (24,061,850)</b>	<b>\$ (116,051,154)</b>	<b>\$ 8,301,346</b>

**CITY OF BURLINGAME  
PROPOSED BUDGET FISCAL YEAR 2018-19  
DEBT SERVICE OBLIGATIONS**

	<b>General Fund</b>	<b>Storm Drain</b>	<b>Water Enterprise</b>	<b>Sewer Enterprise</b>	<b>Parking Enterprise</b>	<b>Burlingame Avenue District</b>
<b>FUNDING SOURCE FOR DEBT SERVICE</b>						
General Fund	2,091,155	0	0	0	0	0
Storm Drain Fees	0	2,063,089	0	0	0	0
Burlingame Avenue Special Assessment District	0	0	0	0	0	310,000
Water Rates	509,242	0	2,465,213	0	0	0
Sewer Rates	509,242	0	0	2,941,328	0	0
Parking Rates - Meters & Permits	0	0	0	0	246,388	0
<b>Total Revenue for Debt Service</b>	<b>3,109,639</b>	<b>2,063,089</b>	<b>2,465,213</b>	<b>2,941,328</b>	<b>246,388</b>	<b>310,000</b>
<b>APPROPRIATION FOR DEBT SERVICE</b>						
<b>Principal</b>						
2006 Pension Obligation Bonds	460,000	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	1,050,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	265,000	0	0	0	0
2012 Burlingame Streetscape Lease Revenue Bonds	235,000	0	0	0	0	0
2012 Storm Drain Revenue Bonds	0	310,000	0	0	0	0
2016 Storm Drain Revenue Bonds	0	280,000	0	0	0	0
2011 Water & Wastewater Refunding Bonds	0	0	195,000	115,000	0	0
2003 State Water Resources Control Board	0	0	0	571,781	0	0
2010 State Water Resources Control Board	0	0	0	247,780	0	0
2013 Water & Wastewater Refunding Bonds	0	0	525,000	260,000	0	0
2016 Water & Wastewater Refunding Bonds	0	0	490,000	445,000	0	0
<b>Total Principal</b>	<b>1,745,000</b>	<b>855,000</b>	<b>1,210,000</b>	<b>1,639,561</b>	<b>0</b>	<b>0</b>
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(699,930)	0	349,965	349,965	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(115,000)	0	57,500	57,500	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(235,000)	0	0	0	104,066	130,934
<b>Subtotal, Transfer (In) / Out</b>	<b>(1,049,930)</b>	<b>0</b>	<b>407,465</b>	<b>407,465</b>	<b>104,066</b>	<b>130,934</b>
<b>Total Adjusted Principal</b>	<b>695,070</b>	<b>855,000</b>	<b>1,617,465</b>	<b>2,047,026</b>	<b>104,066</b>	<b>130,934</b>
<b>Interest</b>						
2006 Pension Obligation Bonds	496,648	0	0	0	0	0
2010 Corp Yard Lease Refunding Bonds	114,275	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	509,470	0	0	0	0
2012 Burlingame Streetscape Lease Bonds	315,888	0	0	0	0	0
2012 Storm Drain Revenue Bonds	0	311,544	0	0	0	0
2016 Storm Drain Revenue Bonds	0	369,075	0	0	0	0
2011 Water & Wastewater Refunding Bonds	0	0	119,563	68,188	0	0
2003 State Water Resources Control Board	0	0	0	142,295	0	0
2010 State Water Resources Control Board	0	0	0	125,249	0	0
2013 Water & Wastewater Refunding Bonds	0	0	278,838	140,863	0	0
2016 Water & Wastewater Refunding Bonds (2007)	0	0	338,750	310,050	0	0
<b>Total Interest</b>	<b>926,811</b>	<b>1,190,089</b>	<b>737,151</b>	<b>786,645</b>	<b>0</b>	<b>0</b>
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(76,176)	0	38,088	38,088	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(124,162)	0	62,081	62,081	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(315,888)	0	0	0	139,886	176,002
<b>Subtotal, Transfer (In) / Out</b>	<b>(516,226)</b>	<b>0</b>	<b>100,169</b>	<b>100,169</b>	<b>139,886</b>	<b>176,002</b>
<b>Total Adjusted Interest</b>	<b>410,585</b>	<b>1,190,089</b>	<b>837,320</b>	<b>886,814</b>	<b>139,886</b>	<b>176,002</b>
<b>Debt Administration</b>						
General Long-Term Debt	12,700	0	0	0	0	0
Storm Drain Long-Term Debt	0	18,000	0	0	0	0
Enterprise Long-Term Debt	0	0	8,820	5,880	0	0
<b>Total Debt Administration</b>	<b>12,700</b>	<b>18,000</b>	<b>8,820</b>	<b>5,880</b>	<b>0</b>	<b>0</b>
Transfer (In) Out - 2010 Corp Yard Lease Refunding	(2,266)	0	1,133	1,133	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(950)	0	475	475	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(5,500)	0	0	0	2,436	3,064
<b>Subtotal, Transfer (In) / Out</b>	<b>(8,716)</b>	<b>0</b>	<b>1,608</b>	<b>1,608</b>	<b>2,436</b>	<b>3,064</b>
<b>Total Adjusted Debt Administration</b>	<b>3,984</b>	<b>18,000</b>	<b>10,428</b>	<b>7,488</b>	<b>2,436</b>	<b>3,064</b>
<b>Total Expenditures for Debt Service</b>	<b>1,109,639</b>	<b>2,063,089</b>	<b>2,465,213</b>	<b>2,941,328</b>	<b>246,388</b>	<b>310,000</b>
<b>Recap of Debt Service-Related Expenditure</b>						
Direct Debt Service	2,671,811	2,045,089	1,947,151	2,426,206	0	0
Debt Administration	12,700	18,000	8,820	5,880	0	0
Contributions / Reimbursements via Transfers (In) Out	(1,574,872)	0	509,242	509,242	246,389	310,000
<b>Total Debt Service-Related Expenditure</b>	<b>1,109,639</b>	<b>2,063,089</b>	<b>2,465,213</b>	<b>2,941,328</b>	<b>246,389</b>	<b>310,000</b>

\* Additional Transfer from General Fund and Measure I - Anticipated Revenue Bond issuance of Community Center

**CITY OF BURLINGAME, CA**  
**PROPOSED BUDGET FISCAL YEAR 2018-19**  
**BUDGET SUMMARIES BY DEPARTMENT**

<b>DEPARTMENT</b>	<b>FY 2017-18 Adopted</b>	<b>FY 2018-19 Proposed</b>	<b>% Percent of Total</b>	<b>Chg Since PY (\$)</b>	<b>Chg Since PY (%)</b>
<b>General Fund</b>					
Central County Fire District	\$ 10,851,669	\$ 11,106,979	10%	255,310	2%
City Attorney	906,965	948,990	1%	42,025	5%
City Clerk	366,167	392,391	0%	26,224	7%
City Council	350,699	385,071	0%	34,372	10%
Elections	168,000	-	0%	(168,000)	-100%
City Manager	823,277	849,583	1%	26,306	3%
Community Development - Planning	1,836,358	1,941,729	2%	105,371	6%
Finance	2,227,805	2,369,665	2%	141,860	6%
Human Resources	956,176	921,539	1%	(34,637)	-4%
Library	5,190,727	5,554,025	5%	363,298	7%
Parks	4,786,633	5,016,926	4%	230,293	5%
Police	13,869,348	14,952,892	13%	1,083,544	8%
Police - Communications	1,577,730	1,632,903	1%	55,173	3%
Police - Parking Enforcement	638,422	682,090	1%	43,668	7%
Public Works - Engineering	3,405,205	3,581,576	3%	176,371	5%
Public Works - Streets & Storm Drainage	3,452,824	3,413,853	3%	(38,971)	-1%
Recreation	4,546,753	4,771,800	4%	225,047	5%
Recreation - Aquatics Center	510,500	602,800	1%	92,300	18%
Public Works Allocation to CIP	(900,000)	(850,000)	-1%	50,000	-6%
<b>Subtotal, Operating Budget</b>	<b>55,565,258</b>	<b>58,274,812</b>	<b>50%</b>	<b>2,709,554</b>	<b>5%</b>
<b>Burlingame Financing Authority</b>	<b>7,634,037</b>	<b>4,747,600</b>	<b>4%</b>	<b>(2,886,437)</b>	<b>-38%</b>
<b>Enterprise Funds</b>					
Building Inspection	1,757,187	2,137,350	2%	380,163	22%
Landfill Fund	252,223	258,004	0%	5,781	-
Parking Enterprise	616,657	792,492	1%	175,835	29%
Sewer Enterprise (Maintenance & Treatment)	10,967,295	10,915,726	9%	(51,569)	0%
Solid Waste Enterprise	674,925	797,284	1%	122,359	18%
Water Enterprise	14,699,794	14,865,720	13%	165,926	1%
<b>Total Operating Budget</b>	<b>28,968,081</b>	<b>29,766,576</b>	<b>26%</b>	<b>798,495</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	-	0%	(60,000)	-100%
<b>Total Operating Budget</b>	<b>60,000</b>	<b>-</b>	<b>0%</b>	<b>(60,000)</b>	<b>-100%</b>
<b>Other Funds</b>					
Internal Service Funds*	438,681	946,666	1%	507,985	116%
Shuttle Bus	204,650	215,500	0%	10,850	5%
<b>Total Operating Budget</b>	<b>643,331</b>	<b>1,162,166</b>	<b>1%</b>	<b>518,835</b>	<b>81%</b>
* includes recoveries					
<b>Subtotal, Operating Expenditures</b>	<b>92,870,707</b>	<b>93,951,154</b>	<b>81%</b>	<b>1,080,447</b>	<b>1%</b>
<b>Capital Improvement Programs</b>	<b>24,808,000</b>	<b>22,100,000</b>	<b>19%</b>	<b>(2,708,000)</b>	<b>-11%</b>
<b>TOTAL OPERATING &amp; CAPITAL BUDGET</b>	<b>\$ 117,678,707</b>	<b>\$ 116,051,154</b>	<b>100%</b>	<b>\$ (1,627,553)</b>	<b>-1%</b>

**CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2018-19  
 AUTHORIZED FULL-TIME EQUIVALENT POSITIONS**

<b>Department</b>	<b>2017-18 Adopted</b>	<b>2018-19 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	47.00	1.00
Police - Communications	7.00	7.00	0.00
Police - Parking Enforcement	4.00	4.00	0.00
Public Works - Engineering	12.75	12.75	0.00
Public Works - Streets & Storm Drain	8.03	8.03	0.00
Recreation	11.80	11.25	(0.55)
<b>Total General Fund</b>	<b>159.09</b>	<b>159.54</b>	<b>0.45</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>211.80</b>	<b>212.25</b>	<b>0.45</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2018-19  
 PROJECTED ENDING FUND BALANCE - GENERAL FUND, STORM DRAIN SPECIAL REVENUE, & MEASURE A/GAS TAX SPECIAL REVENUE

	General Fund		Storm Drain (Special Revenue)		Measure A/Gas Tax	
	2017-18 EST. ACTUALS	2018-19 PROJECTED	2017-18 EST. ACTUALS	2018-19 PROJECTED	2017-18 EST. ACTUALS	2018-19 PROJECTED
<b>FUND BALANCE (SPENDABLE)</b>						
Beginning of the year	\$ 33,057,408	\$ 32,322,814	\$ 3,211,479	\$ 4,312,269	\$ 2,965,225	\$ 1,019,325
<b>REVENUES</b>						
Revenues	70,463,191	74,936,500	3,130,200	3,241,000	1,714,100	2,238,000
<b>EXPENSES</b>						
Operating Expenses	(56,211,841)	(58,274,812)	-	-	-	-
<b>NET AVAILABLE REVENUES</b>	<b>14,251,350</b>	<b>16,661,688</b>	<b>3,130,200</b>	<b>3,241,000</b>	<b>1,714,100</b>	<b>2,238,000</b>
<b>TRANSFERS IN (OUT)</b>						
Transfers - Capital Projects Fund	(12,420,800)	(10,815,000)	-	-	(3,654,000)	(1,735,000)
Transfers - Burlingame Financing Authority	(5,574,988)	(4,684,811)	(2,059,239)	(2,063,089)	-	-
Transfers - Pension Trust Fund	-	-	-	-	-	-
Other Transfers In (Out)	3,009,844	2,344,989	29,829	(15,000)	(6,000)	(6,000)
<b>Subtotal, Transfers Out</b>	<b>(14,985,944)</b>	<b>(13,154,822)</b>	<b>(2,029,410)</b>	<b>(2,078,089)</b>	<b>(3,660,000)</b>	<b>(1,741,000)</b>
<b>CHANGE IN NET POSITION</b>	<b>(734,594)</b>	<b>3,506,866</b>	<b>1,100,790</b>	<b>1,162,911</b>	<b>(1,945,900)</b>	<b>497,000</b>
<b>FUND BALANCE (SPENDABLE)</b>						
End of year	\$ 32,322,814	\$ 35,829,680	\$ 4,312,269	\$ 5,475,180	\$ 1,019,325	\$ 1,516,325
<b>ASSIGNED FUND BALANCE</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2018-19</b>
<b>City Council Reserves (Assignments)</b>						
Economic Stabilization Reserve	16,913,000	17,985,000	-	-	-	-
Catastrophic Reserve	2,000,000	2,000,000	-	-	-	-
Contingency Reserve	500,000	500,000	-	-	-	-
Operating Reserve	-	-	782,550	810,250	-	-
Storm Drain Rate Stabilization Reserve	-	-	313,020	324,100	-	-
Debt Service Reserve	-	-	2,059,239	2,063,089	-	-
Capital Improvements Reserve	-	-	1,157,460	2,277,741	1,019,325	1,516,325
<b>Subtotal, Assigned Fund Balance</b>	<b>19,413,000</b>	<b>20,485,000</b>	<b>4,312,269</b>	<b>5,475,180</b>	<b>1,019,325</b>	<b>1,516,325</b>
<b>Restricted for Pension Trust Fund (PARS)</b>	<b>4,139,920</b>	<b>6,977,920</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>UNASSIGNED FUND BALANCE (DEFICIT)</b>	<b>8,769,894</b>	<b>8,366,760</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>0</b>
<b>TOTAL FUND BALANCE (DEFICIT)</b>	<b>\$ 32,322,814</b>	<b>\$ 35,829,680</b>	<b>\$ 4,312,269</b>	<b>\$ 5,475,180</b>	<b>\$ 1,019,325</b>	<b>\$ 1,516,325</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2018-19  
 PROJECTED UNRESTRICTED NET POSITION- WATER, SEWER & PARKING ENTERPRISES

	Water Enterprise		Sewer Enterprise		Parking Enterprise	
	2017-18 EST. ACTUALS	2018-19 PROJECTED	2017-18 EST. ACTUALS	2018-19 PROJECTED	2017-18 EST. ACTUALS	2018-19 PROJECTED
<b>UNRESTRICTED NET POSITION</b>						
Beginning of the year	\$ 8,581,186	\$ 8,166,360	\$8,693,215	\$10,384,373	\$5,300,771	\$7,077,065
<b>OPERATING REVENUES</b>						
Revenues	17,602,500	18,598,000	16,028,000	16,505,000	2,846,000	2,846,000
<b>OPERATING EXPENSES</b>						
Operating Expenses including Depreciation	(8,083,115)	(8,344,569)	(12,473,618)	(12,629,081)	(821,657)	(912,492)
Purchased Water	(7,884,000)	(7,884,000)	-	-	-	-
<b>Total Operating Expenses</b>	<b>(15,967,115)</b>	<b>(16,228,569)</b>	<b>(12,473,618)</b>	<b>(12,629,081)</b>	<b>(821,657)</b>	<b>(912,492)</b>
<b>NET AVAILABLE REVENUES</b>	<b>1,635,385</b>	<b>2,369,431</b>	<b>3,554,382</b>	<b>3,875,919</b>	<b>2,024,343</b>	<b>1,933,508</b>
<b>INTEREST REVENUES (EXPENSES)</b>	<b>(550,751)</b>	<b>(449,151)</b>	<b>(607,574)</b>	<b>(498,645)</b>	<b>98,000</b>	<b>128,000</b>
<b>TRANSFERS IN (OUT)</b>						
Transfers - General Fund	(422,698)	(428,580)	(214,670)	(212,037)	(82,338)	(86,700)
Transfers - General Fund - Contributions for Debt Service	(871,189)	(509,242)	(871,189)	(509,242)	(244,589)	(246,388)
Transfers - Pension Trust Fund	-	-	-	-	-	-
<b>Subtotal, Transfers Out</b>	<b>(1,293,887)</b>	<b>(937,822)</b>	<b>(1,085,859)</b>	<b>(721,279)</b>	<b>(326,927)</b>	<b>(333,088)</b>
<b>CHANGE IN NET POSITION</b>	<b>(209,253)</b>	<b>982,458</b>	<b>1,860,949</b>	<b>2,655,995</b>	<b>1,795,416</b>	<b>1,728,420</b>
<b>RESTRICTED FOR PENSION TRUST FUND (PARS)</b>						
End of year	\$ 8,166,360	\$ 8,960,518	\$10,384,373	\$12,882,168	\$7,077,065	\$ 8,787,985





## Operating Departments

Budgets & Narratives by Department



## 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. 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 \$7,500 primarily due to increases in benefit costs in the upcoming fiscal year. Non-personnel costs have increased \$26,000; this reflects additional funding for Council travel (\$16,000) and \$10,000 for public access TV.

**DEPARTMENT BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	155,013	162,528	7,515	4.8%
Non-Personnel Costs	195,510	222,356	26,846	13.7%
Internal Services	176	187	11	6.3%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>350,699</b>	<b>385,071</b>	<b>34,372</b>	<b>9.8%</b>
<b>Sources of Funds</b>				
General Fund	350,699	385,071	34,372	9.8%
<b>Total Funding</b>	<b>350,699</b>	<b>385,071</b>	<b>34,372</b>	<b>9.8%</b>

**DEPARTMENT STAFF**

	<b>FY2018 Actual FTE</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalent (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

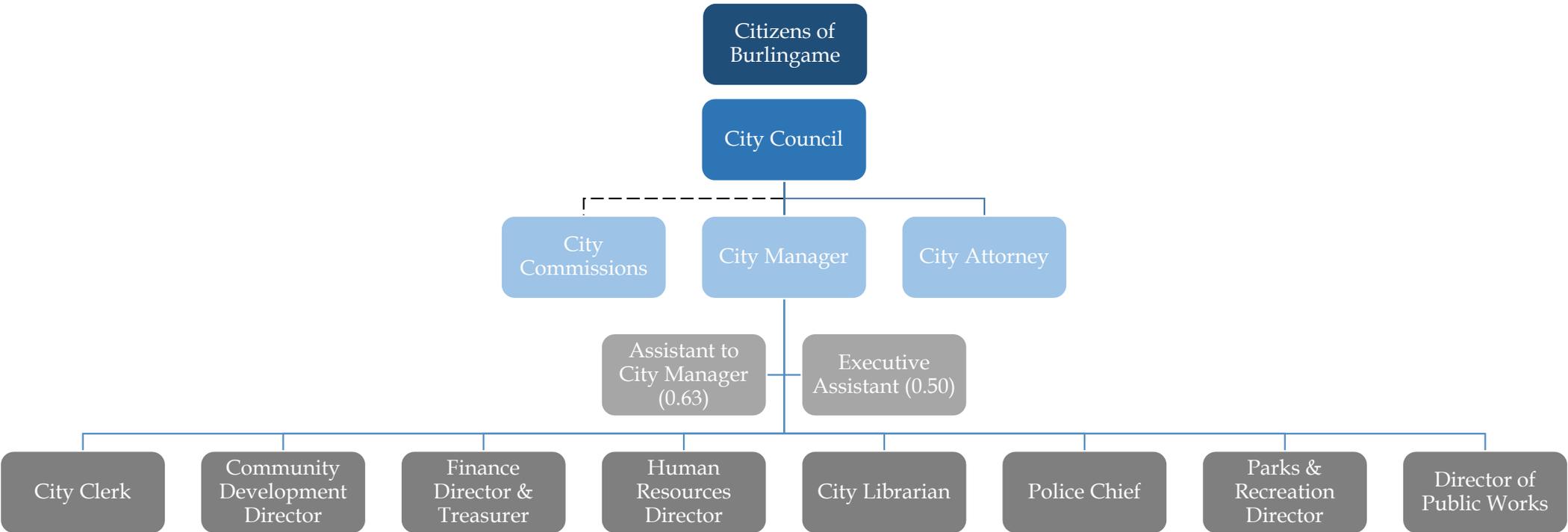


# FISCAL YEAR 2018-19

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OFFICE OF THE CITY MANAGER

# CITY MANAGER



## 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 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 and assists the City Clerk in providing staff support services to the City Council.

### KEY BUDGET CHANGES

There are no significant changes in the City Manager's Office budget for fiscal year 2018-19. Personnel costs have increased slightly due to employee salary increases and benefit cost increases.

CITY OF BURLINGAME | FISCAL YEAR 2018-19

**DEPARTMENT BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	582,788	603,411	20,623	3.5%
Non-Personnel Costs	191,304	195,001	3,697	1.9%
Internal Services	49,185	51,171	1,986	4.0%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>823,277</b>	<b>849,583</b>	<b>26,306</b>	<b>3.2%</b>
<b>Sources of Funds</b>				
General Fund	823,277	849,583	26,306	3.2%
<b>Total Funding</b>	<b>823,277</b>	<b>849,583</b>	<b>26,306</b>	<b>3.2%</b>

**DEPARTMENT STAFF**

	<b>FY2018 Actual FTE</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in FTE</b>
<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

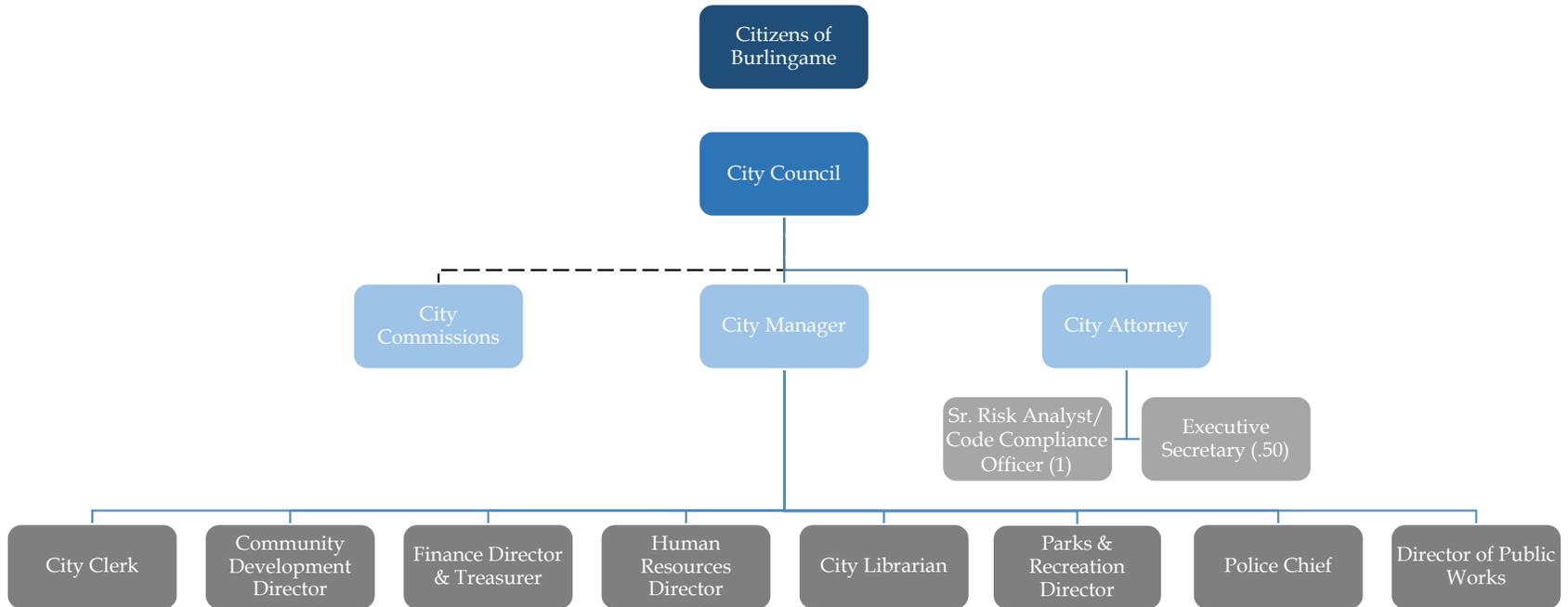


# FISCAL YEAR 2018-19

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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 drafts ordinances and resolutions, 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 runs the risk management program, which includes general risk mitigation for City operations as well as property, general liability, and excess insurance under the Pooled Liability Assurance Network Joint Powers Authority. 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 Senior Risk Analyst/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 Senior Risk Analyst/Code Compliance Officer position and a part-time Assistant City Attorney; the office shares an Executive Assistant position with the City Manager.

### DEPARTMENT BUDGET SUMMARY

	FY2018 Adopted Budget	FY2019 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	621,628	670,863	49,235	7.9%
Non-Personnel costs	1,758,165	1,741,815	(16,350)	-0.9%
Internal Services	37,172	46,312	9,140	24.6%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>2,416,965</b>	<b>2,458,990</b>	<b>42,025</b>	<b>1.7%</b>

CITY OF BURLINGAME | FISCAL YEAR 2018-19

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	1,510,000	1,510,000	-	0.0%
Interest Income	63,000	72,000	9,000	14.3%
General Fund	906,965	948,990	42,025	4.6%
<b>Total Funding</b>	<b>2,479,965</b>	<b>2,530,990</b>	<b>51,025</b>	<b>2.1%</b>

**DEPARTMENT STAFF**

	<b>FY2018 Actual FTE</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalent (FTE)</b>			
City Attorney	1.00	1.00	0.00
Senior Risk Analyst/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 by \$49,000, or 7.9%, mainly due to scheduled increases in salary and associated benefit costs. The decrease in non-personnel expenses is due to removal of certain contractual services that are no longer needed for FY 2018-19. The allocation of internal service charges has increased by \$9,000, or 24.6%. While there is an increase in City-wide allocations for several internal service funds, the increase in the City Attorney’s Office budget is due primarily to an allocation of approximately \$6,000 for the Equipment Internal Service Fund, as a vehicle has been dedicated for use in the City’s code enforcement activities.

**CITY ATTORNEY DIVISION BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	621,628	670,863	49,235	7.9%
Non-Personnel Costs	248,165	231,815	(16,350)	-6.6%
Internal Services	37,172	46,312	9,140	24.6%
Capital Outlay	0	0	0	0.0%

CITY OF BURLINGAME | FISCAL YEAR 2018-19

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Total Appropriation</b>	<b>906,965</b>	<b>948,990</b>	<b>42,025</b>	<b>4.6%</b>
<b>Sources of Funds</b>				
General Fund	906,965	948,990	42,025	4.6%
<b>Total Funding</b>	<b>906,965</b>	<b>948,990</b>	<b>42,025</b>	<b>4.6%</b>

**CITY ATTORNEY – RISK MANAGEMENT DIVISION**

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 general liability and risk mitigation budget remains flat in 2018-19. Charges to departments appear to be adequate to cover the claims incurred and insurance costs associated with the program.

**RISK MANAGEMENT BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	1,510,000	1,510,000	0	0.0%
<b>Total Appropriation</b>	<b>1,510,000</b>	<b>1,510,000</b>	<b>0</b>	<b>0.0%</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	1,510,000	1,510,000	0	0.0%
Interest Income	63,000	72,000	9,000	14.3%
<b>Total Funding</b>	<b>1,573,000</b>	<b>1,582,000</b>	<b>9,000</b>	<b>0.6%</b>



CITY OF BURLINGAME, CALIFORNIA

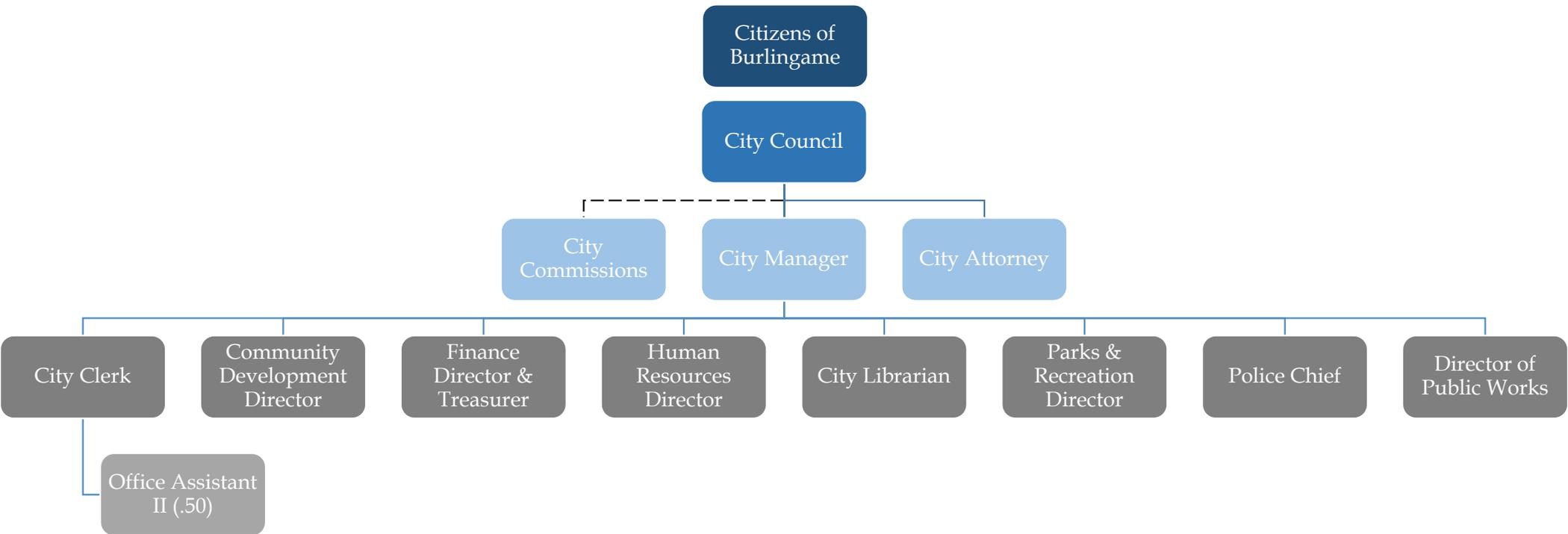


# FISCAL YEAR 2018-19

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OFFICE OF THE CITY CLERK

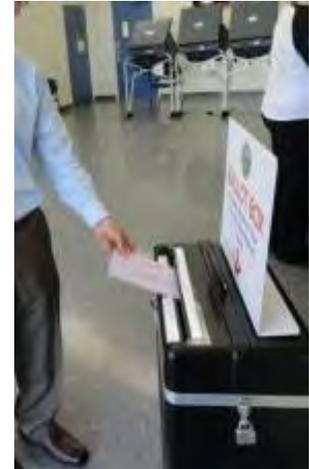
# CITY CLERK



**OFFICE OF THE CITY CLERK**

**DEPARTMENT MISSION**

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



**DEPARTMENT OVERVIEW**

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

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

**DEPARTMENT BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	273,087	249,520	(23,567)	-8.6%
Non-Personnel Costs	231,902	111,840	(120,062)	-51.8%
Internal Services	29,178	31,031	1,853	6.4%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>534,167</b>	<b>392,391</b>	<b>(141,776)</b>	<b>-26.5%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	500	500	0	0.0%
General Fund	533,667	391,891	(141,776)	-26.6%
<b>Total Funding</b>	<b>534,167</b>	<b>392,391</b>	<b>(141,776)</b>	<b>-26.5%</b>

CITY OF BURLINGAME | FISCAL YEAR 2018-19

**DEPARTMENT STAFF**

	<b>FY2018 Actual FTE</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in FTE</b>
<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**

	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18 Estimated</b>
City council meetings held (regular and special)	39	39	31	38	34
Staff reports processed	225	230	230	245	260
Resolutions processed	111	110	108	112	136
Ordinances published	10	9	11	15	13
Elections managed	1	0	1	1	1
Residency certifications	10	10	10	10	10

**DEPARTMENT PERFORMANCE MEASURES**

	<b>FY13-14</b>	<b>FY14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18 Estimated</b>
Council meeting agendas posted with 72 hours of meeting	100%	100%	100%	100%	100%
Council special meeting agendas posted with 24 hours of meeting	100%	100%	100%	100%	100%
eNews subscriptions expanded	yes	yes	yes	yes	yes

**CITY CLERK DIVISION**

**KEY CITY CLERK DIVISION BUDGET CHANGES**

The personnel budget in the City Clerk’s Office has decreased by \$24,000 (8.6%) primarily due to a reduction in the Department’s part-time personnel budget (\$31,000). This funding was provided in prior years to support the office during a period of staff changes, and will not be needed for fiscal year 2018-19. The budget reduction is offset by the department’s regular salaries/wages increase and associated benefit cost increases.

CITY OF BURLINGAME | FISCAL YEAR 2018-19

The increase in the City Clerk’s non-personnel budget is due to the addition of annual licensing fees for the new records management software (\$20,000). In addition, more features were added to the agenda management software, increasing annual licensing fees in that area. Higher contractual service costs are also anticipated for video streaming and publication services.

**CITY CLERK DIVISION BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	273,087	249,520	(23,567)	-8.6%
Non-Personnel Costs	63,902	111,840	47,938	75.0%
Internal Services	29,178	31,031	1,853	6.4%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>366,167</b>	<b>392,391</b>	<b>26,224</b>	<b>7.2%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	500	500	0	0.0%
General Fund	365,667	391,891	26,224	7.2%
<b>Total Funding</b>	<b>366,167</b>	<b>392,391</b>	<b>26,224</b>	<b>7.2%</b>

**CITY CLERK - ELECTIONS DIVISION**

**KEY ELECTIONS DIVISION BUDGET CHANGES**

There is no budget request for elections in 2018-19.

**ELECTIONS DIVISION BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	168,000	0	(168,000)	-100.0%
<b>Total Appropriation</b>	<b>168,000</b>	<b>0</b>	<b>(168,000)</b>	<b>-100.0%</b>
<b>Sources of Funds</b>				
General Fund	168,000	0	(168,000)	-100.0%
<b>Total Funding</b>	<b>168,000</b>	<b>0</b>	<b>(168,000)</b>	<b>-100.0%</b>



CITY OF BURLINGAME, CALIFORNIA



# FISCAL YEAR 2018-19

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CENTRAL COUNTY FIRE DEPARTMENT



## 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 (86.5 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.

The General Fund for the Central County Fire Department (CCFD) is funded by contributions from the cities of Burlingame and Millbrae and the Town of Hillsborough. As members of the

## CITY OF BURLINGAME | FISCAL YEAR 2018-19

CCFD JPA, Burlingame and Hillsborough contribute 70% based on a 60/40 cost allocation as outlined in the JPA. The remaining 30% is funded by the City of Millbrae.

### KEY BUDGET CHANGES

The Central County Fire Department’s (CCFD) FY 2018-19 adopted budget shows an increase of 5.7%, as a whole, primarily due to an increase in CalPERS pension costs and contractual increases in salaries and benefits. Burlingame’s contributions to CCFD increased by 7.3%, as the contributions in fiscal year 2017-18 were kept low through draws on CCFD’s prior-year reserves. Without that adjustment, Burlingame’s funding to CCFD increased 5.5%, constituting approximately 43% of CCFD’s total funding from member agencies.

Burlingame’s budget for fire protection services includes the contributions to CCFD, certain retained workers’ compensation program costs, emergency preparedness activities, and a small portion of shared building maintenance costs.

The FY 2018-19 proposed budget for Fire Services has slightly increased by 2.4%. The increase in Burlingame’s contributions to CCFD as compared to the prior year is offset by decreases in other budget items. The non-personnel budget has decreased by \$93,000, or 23.3%, due largely to diminishing workers’ compensation claims (from Burlingame firefighters’ claims incurred prior to the CCFD consolidation). Internal service costs have dropped by \$385,000, or 97.5%, because CCFD is now responsible for maintaining its fire vehicles and equipment. The \$10,000 internal service budget is the estimated cost for routine exterior building maintenance for city-owned fire stations.

### DEPARTMENT BUDGET SUMMARY

	FY2018 Adopted Budget	FY2019 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Contributions to CCFD	10,056,780	10,789,979	733,199	7.3%
Non-Personnel Costs (Burlingame)	400,000	307,000	(93,000)	-23.3%
Internal Services (Burlingame)	394,889	10,000	(384,889)	-97.5%
Capital Outlay (Burlingame)	0	0	0	0.0%
<b>Total Appropriation</b>	<b>10,851,669</b>	<b>11,106,979</b>	<b>255,310</b>	<b>2.4%</b>

## DEPARTMENT STATISTICS

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18 Estimated
Total calls for service	4,339	5,296	7,322	7,668	7,668
Medical responses	2,565	3,220	4,329	4,473	4,473
Fire suppression responses	162	160	193	180	180
Hazardous conditions responses	438	442	436	217	217
Other responses	1,165	2,010	2,364	2,787	2,787
Special Events - Fund raising events conducted by off-duty firefighters	3	3	3	3	3
Plans checked	197	310	197	230	230
Plans reviewed	471	475	332	334	334
Public education activities	28	32	21	24	24
Fire origin and cause investigations	7	6	11	10	10
Special events inspections	49	67	57	63	63
Engine Company inspections	940	1,010	1,459	1,454	1,454
Construction inspections	398	440	404	407	407
Fire and life safety inspections	33	62	234	61	61
Junior Fire Marshal Picnic (number of children)	265	270	234	500	500
Car seat inspections	63	110	107	94	94
General public trained for disaster response (CERT)	12	44	47	23	23
General public trained for disaster response (GET READY)	0	0	56	8	8
City employees trained in city-wide disaster drills or other classes	68	72	63	100	100

CITY OF BURLINGAME | FISCAL YEAR 2018-19

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18 Estimated
CPR training (number of adults)	98	120	193	141	141
Training hours completed	33,243	36,600	2,989	5,820	5,820
EMS training hours	2,599	4,170	1,845	2,301	2,301
Driver training hours	1,077	2,010	1,322	1,717	1,717
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)	<6:59	<6:59	<6:59	<6:59	<6:59
Average response time for Priority 3 calls (non-emergency)	<6:59	<6:59	<6:59	<6:59	<6:59
Average response time for all calls	<6:59	<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

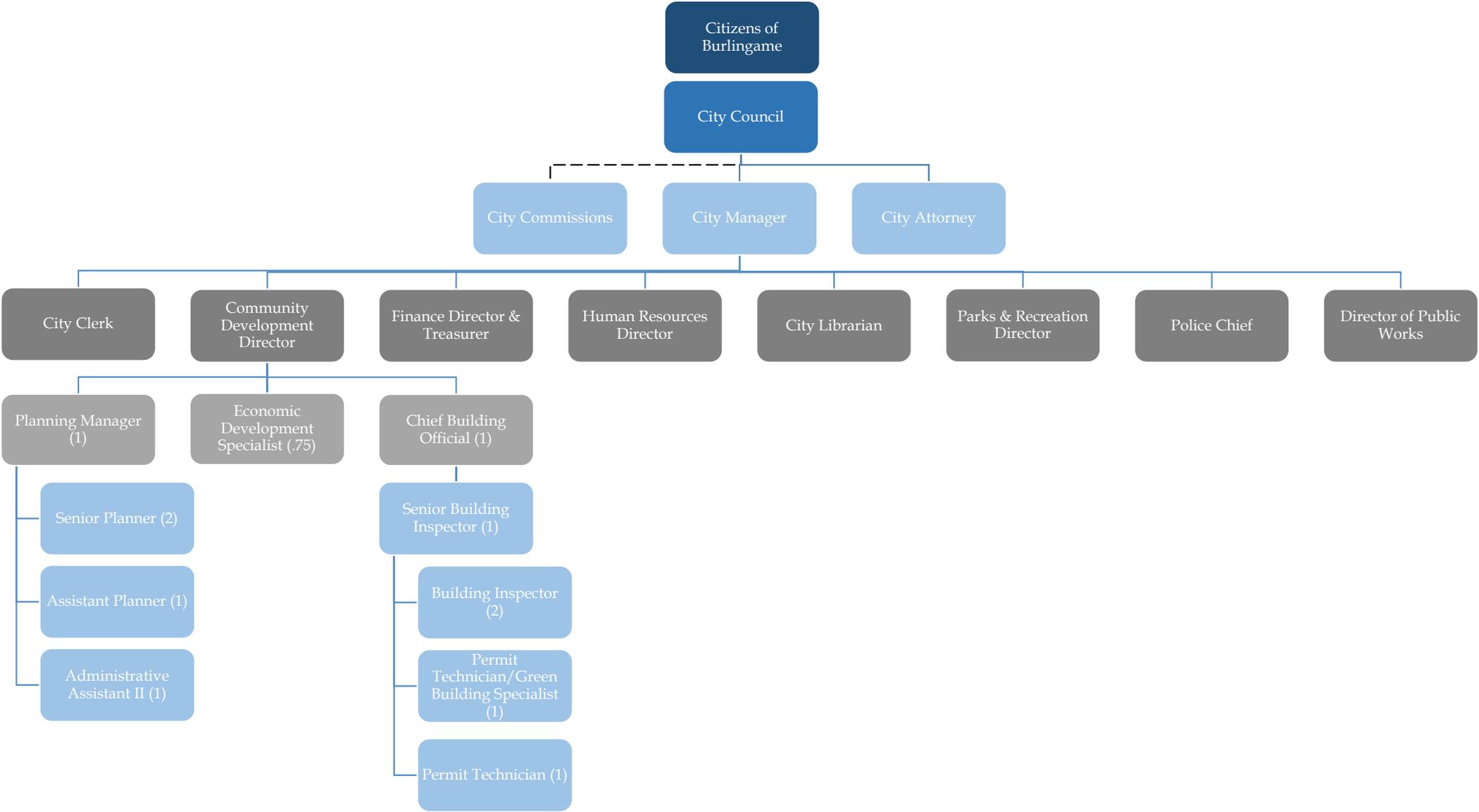


# FISCAL YEAR 2018-19

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COMMUNITY DEVELOPMENT DEPARTMENT

# COMMUNITY DEVELOPMENT



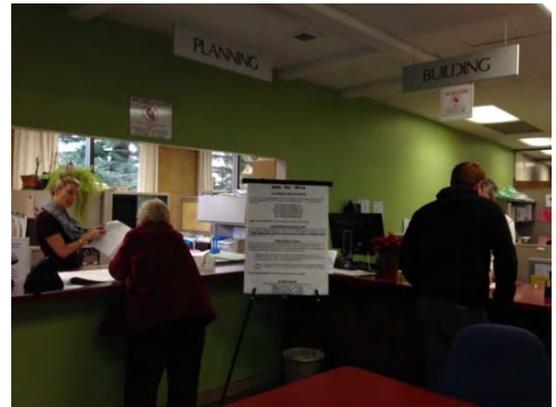
## COMMUNITY DEVELOPMENT DEPARTMENT

### DEPARTMENT MISSION

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

### DEPARTMENT OVERVIEW

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



### DEPARTMENT BUDGET SUMMARY

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,427,479	2,531,919	104,440	4.3%
Non-Personnel Costs	952,474	1,311,914	359,440	37.7%
Internal Services	213,592	235,246	21,654	10.1%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>3,593,545</b>	<b>4,079,079</b>	<b>485,534</b>	<b>13.5%</b>
<b>Sources of Funds</b>				
General Fund	599,345	1,031,879	432,534	72.2%
Charges for Svc - General Fund	657,200	657,200	0	0.0%
Charges for Svc - Building	2,230,000	2,230,000	0	0.0%
Building Enterprise	579,813	252,650	(327,163)	-56.4%
Other Revenue	107,000	160,000	53,000	49.5%
<b>Total Funding</b>	<b>4,173,358</b>	<b>4,331,729</b>	<b>158,371</b>	<b>3.8%</b>

CITY OF BURLINGAME | FISCAL YEAR 2018-19

**DEPARTMENT STAFF**

	<b>FY2018 Actual FTE</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in FTE</b>
<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**

	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18 Estimated</b>
<b>Planning Division</b>					
Commission Hearings					
Conditional use permits	15	25	11	18	32
Variances	21	20	14	7	12
Special permits	26	20	16	13	18
Hillside area construction permits	8	10	5	6	4
Design review	65	50	64	65	63
Design Review Amendments	8	10	6	7	5
Other agenda items	16	15	6	8	11
Applications reviewed	94	120	125	105	115
General plan/zoning code amendments	1	4	3	2	2
Council agenda items considered	3	4	6	14	10

CITY OF BURLINGAME | FISCAL YEAR 2018-19

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18 Estimated
Administrative permits issued	27	25	35	10	25
Sign permits issued	44	50	54	34	39
Negative declarations and EIRs prepared	7	5	8	10	5
Home occupation permits reviewed	62	75	44	54	66
Construction plan checks performed	554	500	463	378	390
Code enforcement cases processed	16	15	n/a	n/a	n/a
Final inspections completed	41	45	38	39	42
Net single-family dwellings approved	17	15	16	16	18
New affordable dwellings units approved	2	32*	0	1	147
New apt/condo units approved	16	350*	11	48	355
Major projects in process	2	3 **	8	9	11
<b>Building Division</b>					
Building permits issued	1,185	1,230	1,285	1,300	1,240
Building plan checks performed	593	675	708	715	705
Building inspections conducted	5,280	5,600	6,135	6,250	6,500

\* 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**

	FY13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18 Estimated
<b>Planning Division</b>					
Percentage of planning application reviews completed within 30 days	60%	85%	76%	80%	80%
Percentage of plan checks (for new building permits) completed within 10 business days	79%	85%	91%	91%	90%
<b>Building Division</b>					
Percentage of plan checks completed within 15 working days	98%	96%	93%	94%	95%
Percentage of permits issued over-the-counter	79%	70%	73%	75%	70%
Percentage of "good" or "excellent" customer service ratings (per annual survey)	83%	92%	99%	92%	92%

**COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION**

The Planning Division is responsible for maintaining the City's General Plan and various specific plans and for maintaining, updating, and administering the City's zoning regulations and sign regulations. The zoning regulations contain the specific regulations that inform the design and construction of new developments and additions to existing structures, including height limits, floor area ratio, parking requirements, lot coverage, 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 2017-18, the Planning Division part-time and overtime budget was estimated based on the prior year actual spending. However, it became apparent throughout the fiscal year that additional hours were needed to manage the Division's workload. During the 2017-18 mid-year budget review, the Planning Division wages and benefits budget was adjusted by \$25,000. Due to continued need for clerical assistance for Planning Commission packet and meeting preparation, the Planning Department's personnel budget has been increased by \$24,000 to fund

CITY OF BURLINGAME | FISCAL YEAR 2018-19

additional part-time and overtime hours in fiscal year 2018-19. The remaining personnel budget increase is due to increases in regular salary/wages and associated benefit costs.

The increase in non-personnel expenses is mainly due to costs associated with Public TV access for Planning Commission meetings (\$25,000); these costs are now included in the Planning Department’s budget. Such operating expenditures were previously charged to another fund.

**PLANNING DIVISION BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,398,333	1,458,831	60,498	4.3%
Non-Personnel Costs	337,519	373,154	35,635	10.6%
Internal Services	100,506	109,744	9,238	9.2%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>1,836,358</b>	<b>1,941,729</b>	<b>105,371</b>	<b>5.7%</b>
<b>Sources of Funds</b>				
General Fund	599,345	1,031,879	432,534	72.2%
Charges for Svc - General Fund	657,200	657,200	0	0.0%
Building Enterprise	579,813	252,650	(327,163)	-56.4%
<b>Total Funding</b>	<b>1,836,358</b>	<b>1,941,729</b>	<b>105,371</b>	<b>5.7%</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 key budgetary increases anticipated for the Building Enterprise Fund in fiscal year 2018-19 are largely reflected in the non-personnel budget. Due to the high volume of construction and large development projects, the Building Division is requesting additional budget for building inspection and plan check services. The increase that the Division requested is essentially a pass-through expenditure that is paid for by the applicants when they pay for their plan check fees and building permit fees.

The allocation of internal service charges has increased by 11%. This is due primarily to an increase in allocations City-wide for several internal service funds, especially for Administrative Services and Information Technology support (\$9,000).

## BUILDING DIVISION BUDGET SUMMARY

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,029,146	1,073,088	43,942	4.3%
Non-Personnel Costs	614,955	938,760	323,805	52.7%
Internal Services	113,086	125,502	12,416	11.0%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>1,757,187</b>	<b>2,137,350</b>	<b>380,163</b>	<b>21.6%</b>
<b>Sources of Funds</b>				
Charges for Svc - Building	2,230,000	2,230,000	0	0.0%
Other Revenue	107,000	160,000	53,000	49.5%
<b>Total Funding</b>	<b>2,337,000</b>	<b>2,390,000</b>	<b>53,000</b>	<b>2.3%</b>

CITY OF BURLINGAME, CALIFORNIA

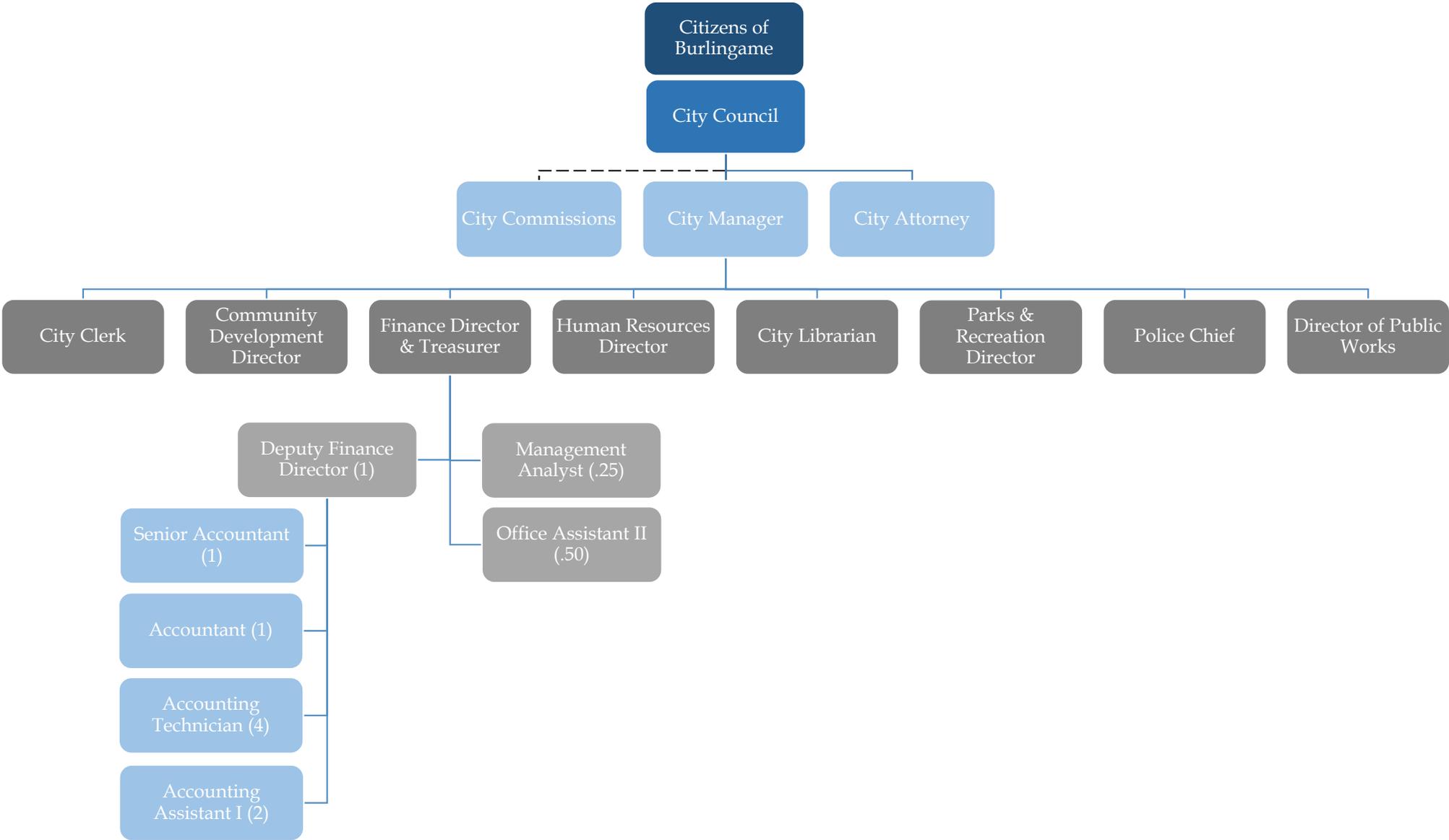


# FISCAL YEAR 2018-19

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FINANCE DEPARTMENT

# FINANCE



## FINANCE

### DEPARTMENT MISSION

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



### DEPARTMENT OVERVIEW

The Finance Department manages the financial affairs of the City. The Department is responsible for oversight of the annual budget and financial statement audit and reports, debt management, 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, 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

	<b>FY2017 Adopted Budget</b>	<b>FY2018 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,714,193	1,777,340	63,147	3.7%
Non-Personnel Costs	1,548,707	1,715,928	167,221	10.8%
Internal Services	159,016	170,784	11,768	7.4%
Capital Outlay	50,000	40,000	(10,000)	-20.0%
<b>Total Appropriation</b>	<b>3,471,916</b>	<b>3,704,052</b>	<b>232,136</b>	<b>6.7%</b>

CITY OF BURLINGAME | FISCAL YEAR 2018-19

**Sources of Funds**

Charges for Svc - General Fund	4,000	9,300	5,300	132.5%
Charges for Services - ISF	1,244,111	1,334,387	90,276	7.3%
General Fund	1,563,537	1,666,248	102,711	6.6%
Interest Income - Admin Svc	15,000	12,000	(3,000)	-20.0%
Water Enterprise	412,498	428,580	16,082	3.9%
Sewer Enterprise	204,470	212,037	7,567	3.7%
Solid Waste Fund	43,300	30,500	(12,800)	-29.6%
Measure I	0	23,000	23,000	n/a
<b>Total Funding</b>	<b>3,486,916</b>	<b>3,716,052</b>	<b>229,136</b>	<b>6.6%</b>

**DEPARTMENT STAFF**

FY2018 Actual FTE	FY2019 Budget Request	+ / - Change in FTE
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**Full-Time Equivalent (FTE)**

Accountant	1.00	1.00	0.00
Accounting Assistant I/II	2.00	2.00	0.00
Accounting Technician	4.00	4.00	0.00
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**

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18 Estimated
Total computers citywide	312	315	317	317	304
Number of utility accounts billed (annually)	10,653	10,600	10,595	10,380	10,301
Number of business license accounts (annually)	6,450	6,500	6,740	6,902	7,493
Over the counter Inquiries (annually)	9,627	10,736	11,810	11,768	10,978
Utility service phone calls received (annually)	17,370	18,250	18,207	18,389	18,355
General main line phone inquiries received (annually)	9,300	9,500	10,450	10,555	10,337

**DEPARTMENT PERFORMANCE MEASURES**

	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18 Estimated</b>
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.

## CITY OF BURLINGAME | FISCAL YEAR 2018-19

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

The non-personnel budget has increased by \$100,000, or 9.2%, mainly due to increases in IT-related contractual services (\$70,000), and for scheduled renewal of IT maintenance agreements (\$30,000). The implementation of a new Enterprise Resource Planning (ERP) System, a major capital initiative of the Finance Department for the next two fiscal years, will improve the efficiency of the department and perhaps provide some budgetary savings in this area in the future.

### ADMINISTRATIVE SERVICES DIVISION BUDGET SUMMARY

	FY2018 Adopted Budget	FY2019 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	98,321	97,997	(324)	-0.3%
Non-Personnel Costs	1,095,790	1,196,390	100,600	9.2%
Capital Outlay	50,000	40,000	(10,000)	-20.0%
<b>Total Appropriation</b>	<b>1,244,111</b>	<b>1,334,387</b>	<b>90,276</b>	<b>7.3%</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	1,244,111	1,334,387	90,276	7.3%
Interest Income - Admin Svc	15,000	12,000	(3,000)	-20.0%
<b>Total Funding</b>	<b>1,259,111</b>	<b>1,346,387</b>	<b>87,276</b>	<b>6.9%</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 \$63,000, or 3.9%, due to wage increases for both full- and part-time employees, and benefit cost increases.

Non-personnel costs have increased by \$67,000, or 14.7%. The increase in non-personnel expenses is largely due to higher contractual service costs. Contracts for providing administrative services for Measure I (\$23,000), and a bi-annual actuarial valuation of the City's Other Post-Employment Benefit (retiree medical benefits) obligations are included. The cost of asset management services, including banking fees, is also higher; the budget reflects anticipated funding needs in these operations.

Increases in the Division's Internal Services budget is mainly due to increases in internal cost allocation for IT support and equipment replacement (\$10,000).

## FINANCE DIVISION BUDGET SUMMARY

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,615,872	1,679,343	63,471	3.9%
Non-Personnel Costs	452,917	519,538	66,621	14.7%
Internal Services	159,016	170,784	11,768	7.4%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>2,227,805</b>	<b>2,369,665</b>	<b>141,860</b>	<b>6.4%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	4,000	9,300	5,300	132.5%
General Fund	1,563,537	1,666,248	102,711	6.6%
Water Enterprise	412,498	428,580	16,082	3.9%
Sewer Enterprise	204,470	212,037	7,567	3.7%
Solid Waste Fund	43,300	30,500	(12,800)	-29.6%
Measure I	0	23,000	23,000	n/a
<b>Total Funding</b>	<b>2,227,805</b>	<b>2,369,665</b>	<b>141,860</b>	<b>6.4%</b>



CITY OF BURLINGAME, CALIFORNIA

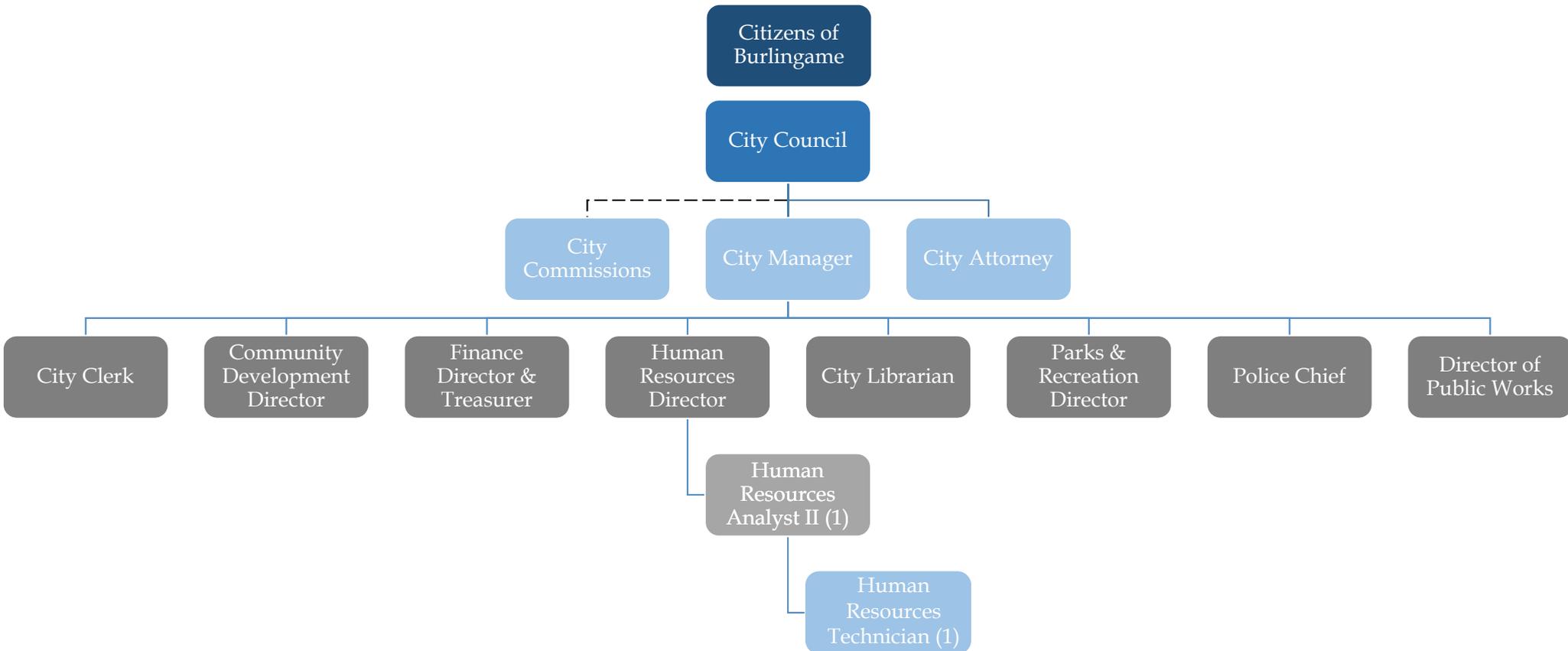


# FISCAL YEAR 2018-19

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HUMAN RESOURCES DEPARTMENT

# HUMAN RESOURCES



## HUMAN RESOURCES

### DEPARTMENT MISSION

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

### DEPARTMENT OVERVIEW

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

### DEPARTMENT BUDGET SUMMARY

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	603,821	562,673	(41,148)	-6.8%
Non-Personnel Costs	1,051,715	1,120,219	68,504	6.5%
Internal Services	58,640	62,259	3,619	6.2%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>1,714,176</b>	<b>1,745,151</b>	<b>30,975</b>	<b>1.8%</b>
<b>Sources of Funds</b>				
Interest Income - Workers' Comp	133,000	115,000	(18,000)	100.0%
Charges for Services - ISF	848,883	848,623	(260)	0.0%
General Fund	956,176	921,539	(34,637)	-3.6%
<b>Total Funding</b>	<b>1,938,059</b>	<b>1,885,162</b>	<b>(52,897)</b>	<b>-2.7%</b>

CITY OF BURLINGAME | FISCAL YEAR 2018-19

**DEPARTMENT STAFF**

	<b>FY2018 Actual FTE</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalent (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**

	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18 Estimated</b>
<b>Human Resources Division</b>					
Average number of business days for a recruitment process to establish an eligible list	14	21	25	42	22
Number of employee participants in City training	150	150	150	241	227
Number of regular recruitments completed	21	40	52	44	27
Number of regular new hires	21	42	52	20	20
Number of labor associations	6	6	6	6	7
Number of labor agreements (MOU's) negotiated and approved	2	1	3	3	0
<b>Workers' Compensation Division</b>					
Number of workers' compensation claims filed	23	25	26	24	26
Number of lost work days due to workers' compensation injuries	800	800	700	450	650

**HUMAN RESOURCES DIVISION**

**KEY HUMAN RESOURCES DIVISION BUDGET CHANGES**

The proposed personnel budget for the Human Resources Department has decreased by \$41,000, or 6.8%. The department has undergone several personnel changes in recent years, and each fiscal year’s adopted budget for vacancies is based on maximum salary and benefit assumptions for each vacant position. The fiscal year 2018-19 personnel budget was developed based on actual compensation and benefits reflecting the funding needs for existing staff.

**HUMAN RESOURCES DIVISION BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	603,821	562,673	(41,148)	-6.8%
Non-Personnel Costs	293,715	296,607	2,892	1.0%
Internal Services	58,640	62,259	3,619	6.2%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>956,176</b>	<b>921,539</b>	<b>(34,637)</b>	<b>-3.6%</b>
<b>Sources of Funds</b>				
General Fund	956,176	921,539	(34,637)	-3.6%
<b>Total Funding</b>	<b>956,176</b>	<b>921,539</b>	<b>(34,637)</b>	<b>-3.6%</b>

**HUMAN RESOURCES – WORKERS’ COMPENSATION DIVISION**

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

The Human Resources Department oversees both the benefit administration and the preventive measure components of workers’ compensation law. The preventive measures are found in the City’s Injury and Illness Prevention Program (IIPP). The IIPP includes a system for ensuring

that employees comply with safe and healthy work practices, for communicating with employees the policies on safe work practices, for maintaining forms for reporting unsafe conditions, and for establishing labor/management safety committee meetings. The Human Resources Department ensures safety training programs are conducted, workplace inspections are performed annually, unsafe work conditions and potential hazards are corrected, and the safety committee meets regularly.

### KEY WORKERS' COMPENSATION DIVISION BUDGET CHANGES

The key budget changes for the City's Workers' Compensation program are increases of workers' compensation insurance premiums, up \$40,000, or 27%, from last year, and an additional \$30,000 for projected increases in workers' compensation claims. However, the fund's charges to other departments remain stable and should be able to cover the costs of the City's Workers' Compensation program.

### WORKERS' COMPENSATION DIVISION BUDGET SUMMARY

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	758,000	823,612	65,612	8.7%
<b>Total Appropriation</b>	<b>758,000</b>	<b>823,612</b>	<b>65,612</b>	<b>8.7%</b>
<b>Sources of Funds</b>				
Interest Income - Workers' Comp	133,000	115,000	(18,000)	100.0%
Charges for Services - ISF	848,883	848,623	(260)	0.0%
<b>Total Funding</b>	<b>981,883</b>	<b>963,623</b>	<b>(18,260)</b>	<b>-1.9%</b>

CITY OF BURLINGAME, CALIFORNIA

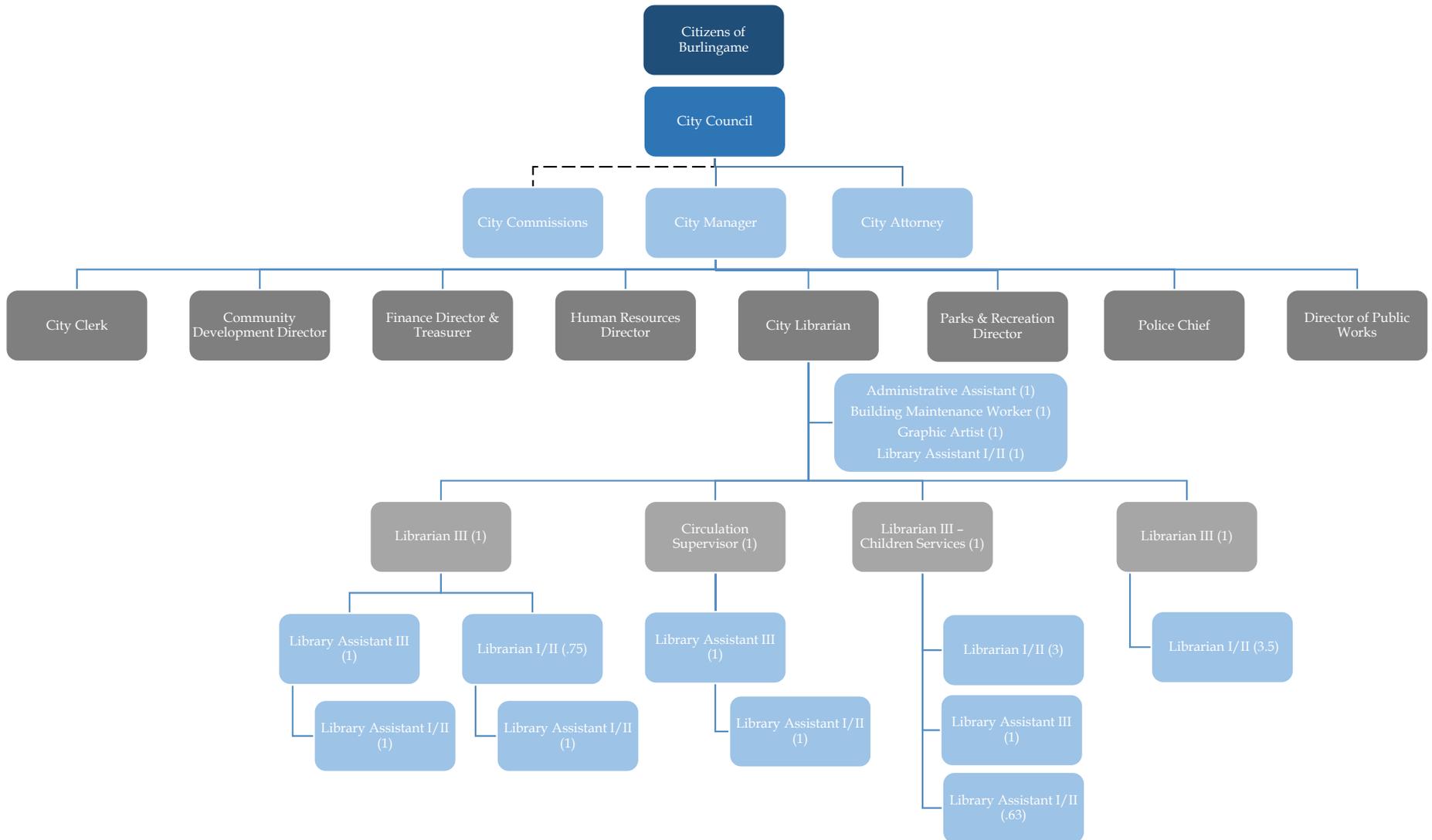


# FISCAL YEAR 2018-19

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LIBRARY

# LIBRARY



## LIBRARY

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### DEPARTMENT MISSION

Burlingame Public Library. Awaken your curiosity. Spark your creativity. Strengthen your connections. The Burlingame Public Library is a place where all are welcome to enjoy, learn, create, gather, support, and just relax. The Library encourages inclusion and welcomes diversity; fosters literacy and life-long learning; facilitates free and easy access to information; builds community and nurtures innovation; and protects privacy and preserves intellectual freedom.



### DEPARTMENT OVERVIEW

The Library has four major program areas: Adult Services; Circulation; Children, Teen, and Easton Branch; and Technical Services and IT. Staff members in all four program areas have been working to create lasting partnerships and better working relationships with other City departments such as Fire, Police, and Parks and Recreation to better serve the Burlingame community.



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 author talks, small business and career planning, historical discussions, book clubs, computer and technology

assistance, and art collaborations and docent lectures. Additional services include outreach to the homebound, volunteer programs, and inter-library loans.

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 Aides and Library Assistants. This department manages the Library's Automated Materials Handling (AMH) system, which was installed to streamline the return of materials, increase patron satisfaction with instantaneous updating of their accounts, and reduce staff injuries.



The Children, Teen, and Easton Branch Services Division provides recommendations to readers and facilitates access to information. The Division also promotes effective use of the Library through a wide variety of programs, including Baby, Toddler, Pre-School, and special language-specific story-times; author events; special programs; college preparation programs for teens; and a Teen Advisory Board. Children Division staff put 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 local school outreach, community groups, and material selection. Additional services include supporting local schools by providing both in the Library and in the school class visits and by providing special privilege teacher cards.

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



The Library developed a new Strategic Plan for 2017-2019. The Strategic Plan gives the Library focus and direction towards achieving the goals and objectives expressed through community and staff feedback. One of the plan’s goals is to “Provide Engaging, Customized Experiences;” in June of 2017 the Library rolled out a new program to meet this need. Funded through a Pacific Library Partnership Grant, the Get Literature program is a book delivery service that matches Burlingame Library patrons with librarians who hand-curate book selections for them. Five books are delivered directly to the patron’s front doors every other month.

## KEY BUDGET CHANGES

Personnel costs have increased by \$233,500, or 6.7%, due to regular contractual wage increases for both full- and part-time employees, and benefit cost increases.

Non-personnel costs have increased \$45,000, or 3.8%, mainly due to an additional \$30,000 budgeted for equipment replacement. Other increases are anticipated for new books, non-print media, cataloging services, and staff training.

The allocation of internal services has increased by \$77,300, or 15.6%. While there is an increase in City-wide allocations for several internal service funds, the increase in the Library’s budget is due primarily to an increase in the allocation for Facilities Maintenance, where additional services were added specifically for the Library in the City’s new janitorial contract. The allocation for

## CITY OF BURLINGAME | FISCAL YEAR 2018-19

Administrative and Information Technology Services also increased, as additional computers and equipment were added to the department.

### DEPARTMENT BUDGET SUMMARY

	FY2018 Adopted Budget	FY2019 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	3,497,980	3,731,479	233,499	6.7%
Non-Personnel Costs	1,196,502	1,241,844	45,342	3.8%
Internal Services	496,245	573,554	77,309	15.6%
Capital Outlay	0	7,148	7,148	0.0%
<b>Total Appropriation</b>	<b>5,190,727</b>	<b>5,554,025</b>	<b>363,298</b>	<b>7.0%</b>
<b>Sources of Funds</b>				
General Fund	4,411,727	4,812,025	400,298	9.1%
Charges for Svc - Hillsborough	645,000	633,000	(12,000)	-1.9%
Charges for Svc - General Fund	134,000	109,000	(25,000)	-18.7%
<b>Total Funding</b>	<b>5,190,727</b>	<b>5,554,025</b>	<b>363,298</b>	<b>7.0%</b>

### DEPARTMENT STAFF

	FY2018 Actual FTE	FY2019 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalent (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
<b>Total FTE</b>	<b>22.88</b>	<b>22.88</b>	<b>0.00</b>

CITY OF BURLINGAME | FISCAL YEAR 2018-19

**DEPARTMENT STATISTICS**

	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18 Estimated</b>
Population served	37,192	37,192	37,503	37,515	37,983
Registered borrowers	27,769	28,602	24,805*	25,000	29,000
Population registered	74%	76%	66%	72%	76%
Items circulated	753,690	633,099	704,166	704,000	677,000
Media items	229,929	170,969	222,253	223,000	220,000
Children's items	342,520	306,261	339,850	340,500	330,000
Teen Items	35,341	33,953	27,494	26,300	25,000
Circulation per capita	21	20	19	20	20
Circulation per child	50	47	54	55	54
Library visits	381,932	366,426	299,066	302,000	301,000
Internet/virtual visits	117,616	111,735	112,014	113,000	113,000
Programs offered	752	662	636	773	800
Program attendance	29,683	26,318	31,918	33,500	35,000
Items added	14,746	14,980	15,036	15,050	15,000
Self-check use	79%	85%	81%	82%	82%

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

**DEPARTMENT PERFORMANCE MEASURES**

	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18 Estimated</b>
Kindergarten card drive	245	268	195	225	216
School District card drive					942
Story time attendance	13,502	13,637	13,650	17,650	17,400
Children's summer reading club	1108	1,227	1,300	1,300	1,200
Librarian school visits	220	184	204	210	200
Class visits	43	37	79	80	80

CITY OF BURLINGAME, CALIFORNIA

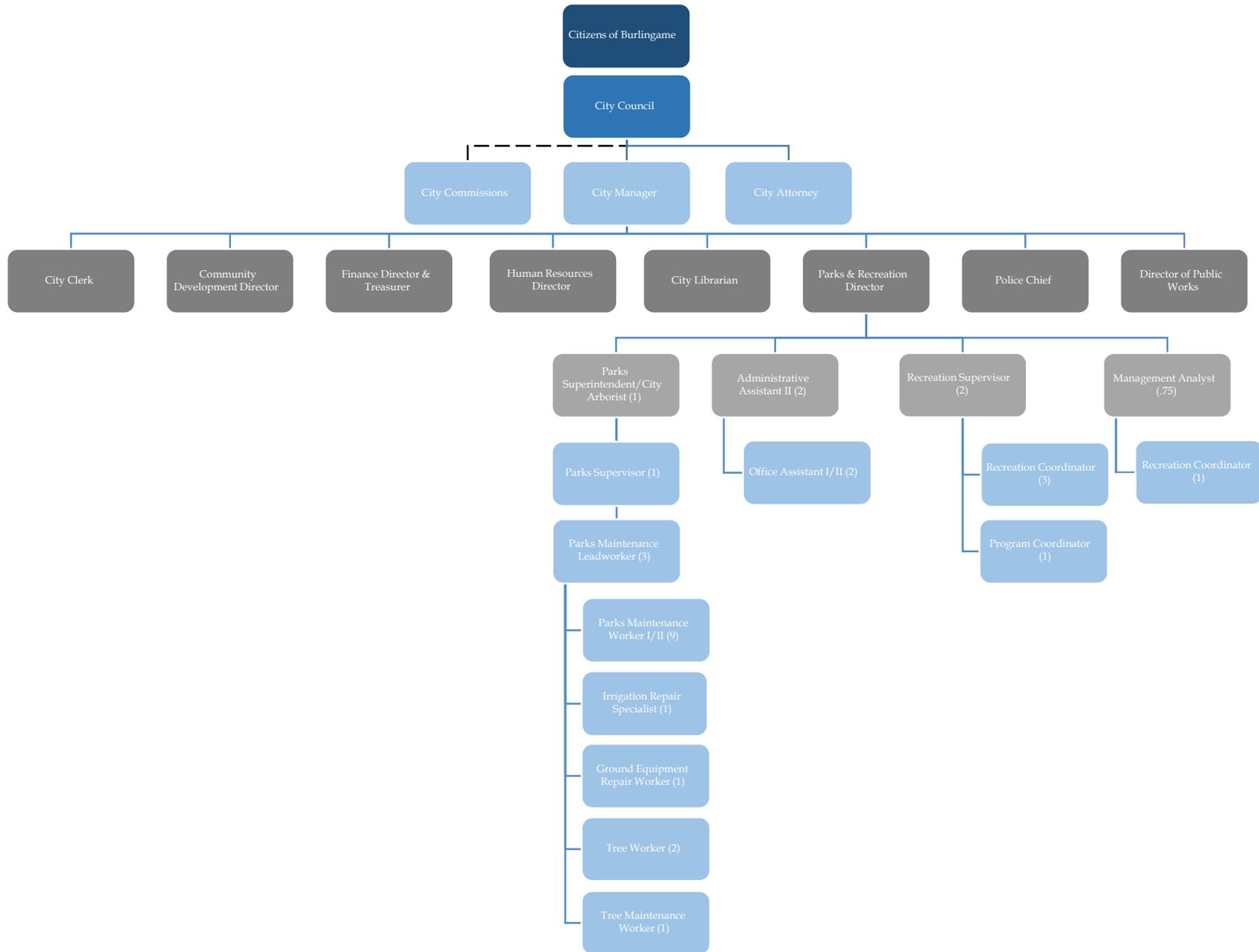


# FISCAL YEAR 2018-19

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PARKS & RECREATION DEPARTMENT

# PARKS & RECREATION



## PARKS & RECREATION DEPARTMENT

### 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, Lions 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>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	4,931,000	5,105,583	174,583	3.5%
Non-Personnel Costs	4,014,844	4,324,395	309,551	7.7%
Internal Services	783,342	861,048	77,706	9.9%
Capital Outlay	114,700	100,500	(14,200)	-12.4%
<b>Total Appropriation</b>	<b>9,843,886</b>	<b>10,391,526</b>	<b>547,640</b>	<b>5.6%</b>

CITY OF BURLINGAME | FISCAL YEAR 2018-19

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Sources of Funds</b>				
General Fund	6,580,974	6,746,926	165,952	2.5%
Charges for Svcs - General Fund	3,250,000	3,631,000	381,000	11.7%
Parking Fund	12,912	13,600	688	5.3%
<b>Total Funding</b>	<b>9,843,886</b>	<b>10,391,526</b>	<b>547,640</b>	<b>5.6%</b>

**DEPARTMENT STAFF**

	<b>FY2018 Actual FTE</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant II	2.00	2.00	0.00
Grounds Equipment Repair Worker	1.00	1.00	0.00
Irrigation Repair Specialist	1.00	1.00	0.00
Management Analyst	0.75	0.75	0.00
Office Assistant I/II	2.00	2.00	0.00
Outreach Program Specialist	0.80	0.00	(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	1.00	0.25
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>32.30</b>	<b>31.75</b>	<b>(0.55)</b>

**DEPARTMENT STATISTICS**

	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18 Estimated</b>
<b>Recreation Program Participants</b>					
Preschool	2,054	2,234	2,079	2,182	2,306
Youth/Teen Enrichment	4,544	4,760	4,974	5,541	5,935
Youth/Teen Sports	3,112	3,726	3,858	3,501	4,015
Adult Enrichment/Sports	2,215	2,145	2,956	2,841	2,585
Mature Adult (includes weekly drop-in programming)	3,496	3,537	4,478	4,725	5,063
<b>Recreation Rentals</b>					
Picnic	202	240	225	233	225
Building	302	329	325	345	447
Tennis Courts	61	100	105	108	140
Community Garden Beds	22	22	22	22	22
Bocce Ball Courts	81	96	86	91	89
<b>Parks Services</b>					
Tree Plantings	230	198	271	240	254
Tree Removals	164	212	281	184	188
Tree Trimmings	1,943	2,866	1,520	1,830	1,665
Permit Applications	92	87	130	105	85
Emergency Call Outs	102	187	34	30	25

## **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, and lacrosse 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 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 tree health maintenance; 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

Personnel costs in the Park’s Division have increased by \$151,000, or 5.2%, mainly due to regular salary/wage increases and associated benefit costs. The 2018-19 fiscal year budget also provides funding for additional part-time staff to pick up trash in the Broadway Downtown to improve the cleanliness and appeal of the area.

The non-personnel budget has increased by \$91,000, or 6.3%. The increase is largely the result of an estimated increase in water consumption (\$56,000). The cost of various contractual services for specialized maintenance (as needed) for the City’s trees and trails has also increased. An additional \$5,000 is provided to fund Internet connections for iPads relating to the implementation of the Cartegraph software system.

The proposed capital outlay budget includes replacement of old and unsafe equipment, including a ballfield groomer and a reel mower. New equipment will decrease injuries and save staff time.

## PARKS DIVISION BUDGET SUMMARY

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,884,756	3,035,539	150,783	5.2%
Non-Personnel Costs	1,462,023	1,553,486	91,463	6.3%
Internal Services	345,254	364,901	19,647	5.7%
Capital Outlay	94,600	63,000	(31,600)	-33.4%
<b>Total Appropriation</b>	<b>4,786,633</b>	<b>5,016,926</b>	<b>230,293</b>	<b>4.8%</b>
<b>Sources of Funds</b>				
General Fund	4,615,721	4,826,326	210,605	4.6%
Charges for Svcs - General Fund	158,000	177,000	19,000	12.0%
Parking Fund	12,912	13,600	688	5.3%
<b>Total Funding</b>	<b>4,786,633</b>	<b>5,016,926</b>	<b>230,293</b>	<b>4.8%</b>

## **PARKS AND RECREATION DEPARTMENT - RECREATION DIVISION**

The Recreation Division provides a variety of recreation and leisure opportunities to Burlingame and surrounding communities. 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, Pickleball, fitness programs, bridge, and specialty workshops. In addition, 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, and free tax preparation.

CITY OF BURLINGAME | FISCAL YEAR 2018-19

Finally, the Recreation Division organizes and manages several special events, such as the Annual Holiday Tree Lighting, Movies in the Park, Music in the Park, Family Campout, middle school events, Streets Alive, the Royal Dance, and the Volunteer Appreciation Lunch. 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 Recreation Division’s budget includes a proposal to increase a Program Coordinator position from 0.75 FTE to 1.00 FTE, additionally supported by an increase in part-time employee hours. This position change is to provide consistent customer service in the Recreation Center and better building coverage in the evening hours. The position cost increase is more than offset by the elimination of a 0.80 FTE Public Outreach Specialist 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 \$141,000 increase in the contractual services budget. This budget increase will be offset by increases in program revenues. The remaining increase in the Division’s non-personnel budget is due to regular increases for operations, such as increases in materials and supplies, estimated higher costs for buses for field trips, and an additional \$5,000 for Music in the Park.

**RECREATION DIVISION BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,046,244	2,070,044	23,800	1.2%
Non-Personnel Costs	2,057,321	2,198,109	140,788	6.8%
Internal Services	438,088	496,147	58,059	13.3%
Capital Outlay	5,100	7,500	2,400	47.1%
<b>Total Appropriation</b>	<b>4,546,753</b>	<b>4,771,800</b>	<b>225,047</b>	<b>4.9%</b>
<b>Sources of Funds</b>				
General Fund	1,454,753	1,317,800	(136,953)	-9.4%
Charges for Svc - General Fund	3,092,000	3,454,000	362,000	11.7%
<b>Total Funding</b>	<b>4,546,753</b>	<b>4,771,800</b>	<b>225,047</b>	<b>4.9%</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 2018-19 is \$150,500.

**KEY AQUATICS DIVISION BUDGET CHANGES**

The Division’s non-personnel budget has increased by \$77,300, or 15.6%. This is mainly due to increases in water consumption and electric utilities - both budget items were adjusted to reflect the actual costs based on reviews of historical expenditures. The proposed capital outlay budget is for door replacement (four doors) for the Aquatics Center. The increased costs are offset by an increase in the operating costs paid by the BAC, which will be reflected in the program revenues of the division.

**AQUATICS DIVISION BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	495,500	572,800	77,300	15.6%
Capital Outlay	15,000	30,000	15,000	100.0%
<b>Total Appropriation</b>	<b>510,500</b>	<b>602,800</b>	<b>92,300</b>	<b>18.1%</b>
<b>Sources of Funds</b>				
General Fund	510,500	602,800	92,300	18.1%
<b>Total Funding</b>	<b>510,500</b>	<b>602,800</b>	<b>92,300</b>	<b>18.1%</b>

CITY OF BURLINGAME, CALIFORNIA

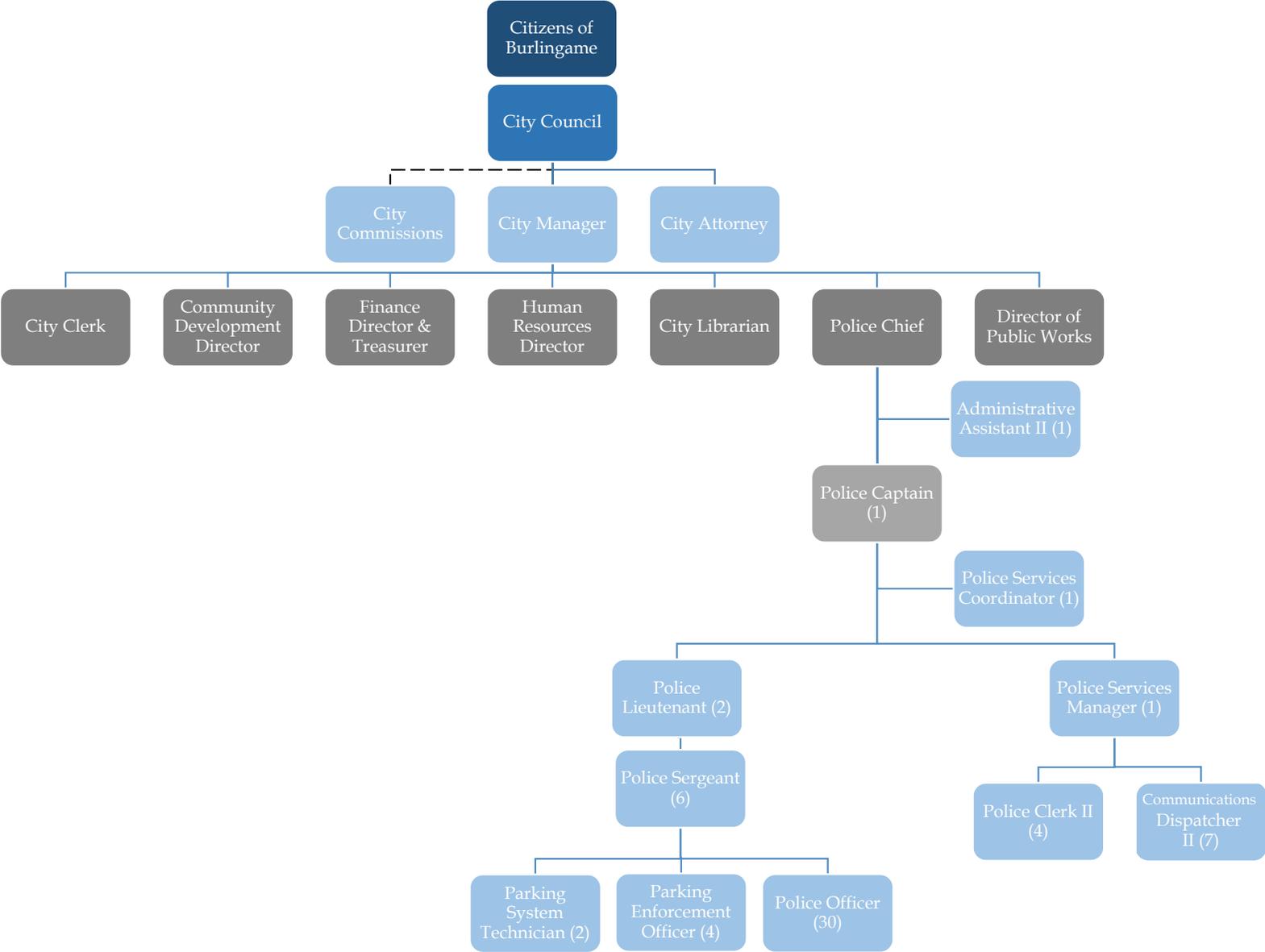


# FISCAL YEAR 2018-19

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POLICE DEPARTMENT

# POLICE



**POLICE DEPARTMENT**

**DEPARTMENT MISSION**

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



**DEPARTMENT OVERVIEW**

The Police Department has 40 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>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	12,603,791	13,395,319	791,528	6.3%
Non-Personnel Costs	3,328,175	3,552,175	224,000	6.7%
Internal Services	730,191	1,043,238	313,047	42.9%
Capital Outlay	40,000	69,645	29,645	74.1%
<b>Total Appropriation</b>	<b>16,702,157</b>	<b>18,060,377</b>	<b>1,358,220</b>	<b>8.1%</b>
<b>Sources of Funds</b>				
General Fund	15,898,100	16,916,545	1,018,445	6.4%
Measure I	0	172,840	172,840	N/A
Charges for Svc - General Fund	67,000	78,500	11,500	17.2%
Electric Vehicle Charging Station	12,000	15,000	3,000	0.0%

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	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
State Grants	100,000	100,000	0	0.0%
Monthly Parking Permits	356,000	356,000	0	0.0%
Other Revenue	115,000	128,000	13,000	11.3%
Parking Fees	2,335,000	2,475,000	140,000	6.0%
<b>Total Funding</b>	<b>18,883,100</b>	<b>20,241,885</b>	<b>1,358,785</b>	<b>7.2%</b>

**DEPARTMENT STAFF**

	<b>FY2018 Actual FTE</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalent (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	30.00	1.00
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>60.00</b>	<b>1.00</b>

**DEPARTMENT STATISTICS**

<b>*Calendar Year</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Calls for service	41,651	40,773	40,854	41,553	41,673
Total crimes reported	1,799	1,787	1,878	2,222	1,885
Total arrests	560	634	586	770	768
Total vehicle accidents	425	339	333	342	317

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*Calendar Year	2013	2014	2015	2016	2017
Moving citations issued	5,688	5,824	3,372	3,341	2,615
Average calls per officer	1,125	1,101	1,104	1,065	1,069
Average calls per dispatcher	5,950	5,825	5,836	5,936	5,953
Five year average calls for service	33,969	36,427	38,773	40,911	40,300
Five year average annual calls per officer	918	984	1,047	1,094	1,092
Five year average annual calls per dispatcher	4,852	5,204	5,539	5,844	5,900
Traffic stops	8,057	9,455	6,506	4,812	5,003
Incident reports	3,248	3,690	3,949	4,198	4,072

**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.

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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 budget has increased by \$712,000, or 6.8%. The increase is largely due to the addition of one police officer for community policing (funded by Measure I), and scheduled increases in salaries/wages and associated benefit costs.

The division's internal services budget has increased by \$313,000, or 50.6%. The increase is primarily due to a re-allocation of General Liability costs (from \$80,000 to \$265,000). The budget reflects other increases in City-wide allocations for several internal service funds, especially for the Equipment Services Fund. The cost of operating, maintaining, and replacing public safety vehicles has risen as Police cars are equipped with more capabilities and complex systems.

The proposed Capital Outlay budget remains at \$40,000. This is the second year of a three-year plan to replace a total of 15 police in-car computers, with five replaced each year.

### POLICE DIVISION BUDGET SUMMARY

	FY2018 Adopted Budget	FY2019 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	10,512,891	11,224,729	711,838	6.8%
Non-Personnel Costs	2,698,706	2,757,646	58,940	2.2%
Internal Services	617,751	930,517	312,766	50.6%
Capital Outlay	40,000	40,000	0	0.0%
<b>Total Appropriation</b>	<b>13,869,348</b>	<b>14,952,892</b>	<b>1,083,544</b>	<b>7.8%</b>
<b>Sources of Funds</b>				
General Fund	13,702,348	14,601,552	899,204	6.6%
Measure I	0	172,840	172,840	n/a
Charges for Svc - General Fund	67,000	78,500	11,500	17.2%
State Grants	100,000	100,000	0	0.0%
<b>Total Funding</b>	<b>13,869,348</b>	<b>14,952,892</b>	<b>1,083,544</b>	<b>7.8%</b>

**POLICE DEPARTMENT - COMMUNICATIONS DIVISION**

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**

There are no significant changes in the Division’s proposed budget. The personnel cost increase is due to scheduled increases in regular salary/wages and associated benefit costs.

**COMMUNICATIONS BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,313,539	1,354,546	41,007	3.1%
Non-Personnel Costs	246,814	258,410	11,596	4.7%
Internal Services	17,377	19,947	2,570	14.8%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>1,577,730</b>	<b>1,632,903</b>	<b>55,173</b>	<b>3.5%</b>
<b>Sources of Funds</b>				
General Fund	1,557,330	1,632,903	75,573	4.9%
<b>Total Funding</b>	<b>1,557,330</b>	<b>1,632,903</b>	<b>75,573</b>	<b>4.9%</b>

**POLICE DEPARTMENT – PARKING ENFORCEMENT DIVISION**

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 for Parking Enforcement. The personnel proposed budget increases are mainly due to scheduled increases in wages and associated benefit costs.

## PARKING ENFORCEMENT BUDGET SUMMARY

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	525,522	556,317	30,795	5.9%
Non-Personnel Costs	97,721	109,280	11,559	11.8%
Internal Services	15,179	16,493	1,314	8.7%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>638,422</b>	<b>682,090</b>	<b>43,668</b>	<b>6.8%</b>
<b>Sources of Funds</b>				
General Fund	638,422	682,090	43,668	6.8%
<b>Total Funding</b>	<b>638,422</b>	<b>682,090</b>	<b>43,668</b>	<b>6.8%</b>

## POLICE DEPARTMENT – PARKING ENTERPRISE DIVISION

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 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

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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 scheduled increases in wages and associated benefit costs. The non-personnel budget increased by \$140,000, or 49.2%. The increase is largely reflected in equipment maintenance (an increase of \$83,500 for an increased number of parking meters), and a growth in credit card fees, up \$50,000 due to the higher volume of these transactions.

**PARKING ENTERPRISE BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	251,839	259,727	7,888	3.1%
Non-Personnel Costs	284,934	426,839	141,905	49.8%
Internal Services	79,884	76,281	(3,603)	-4.5%
Capital Outlay	0	29,645	29,645	0.0%
<b>Total Appropriation</b>	<b>616,657</b>	<b>792,492</b>	<b>175,835</b>	<b>28.5%</b>
<b>Sources of Funds</b>				
Monthly Parking Permits	356,000	356,000	0	0.0%
Electric Vehicle Charging Station	12,000	15,000	3,000	25.0%
Parking Fees	2,335,000	2,475,000	140,000	6.0%
Other Revenue	115,000	128,000	13,000	11.3%
<b>Total Funding</b>	<b>2,818,000</b>	<b>2,974,000</b>	<b>156,000</b>	<b>5.5%</b>



CITY OF BURLINGAME, CALIFORNIA

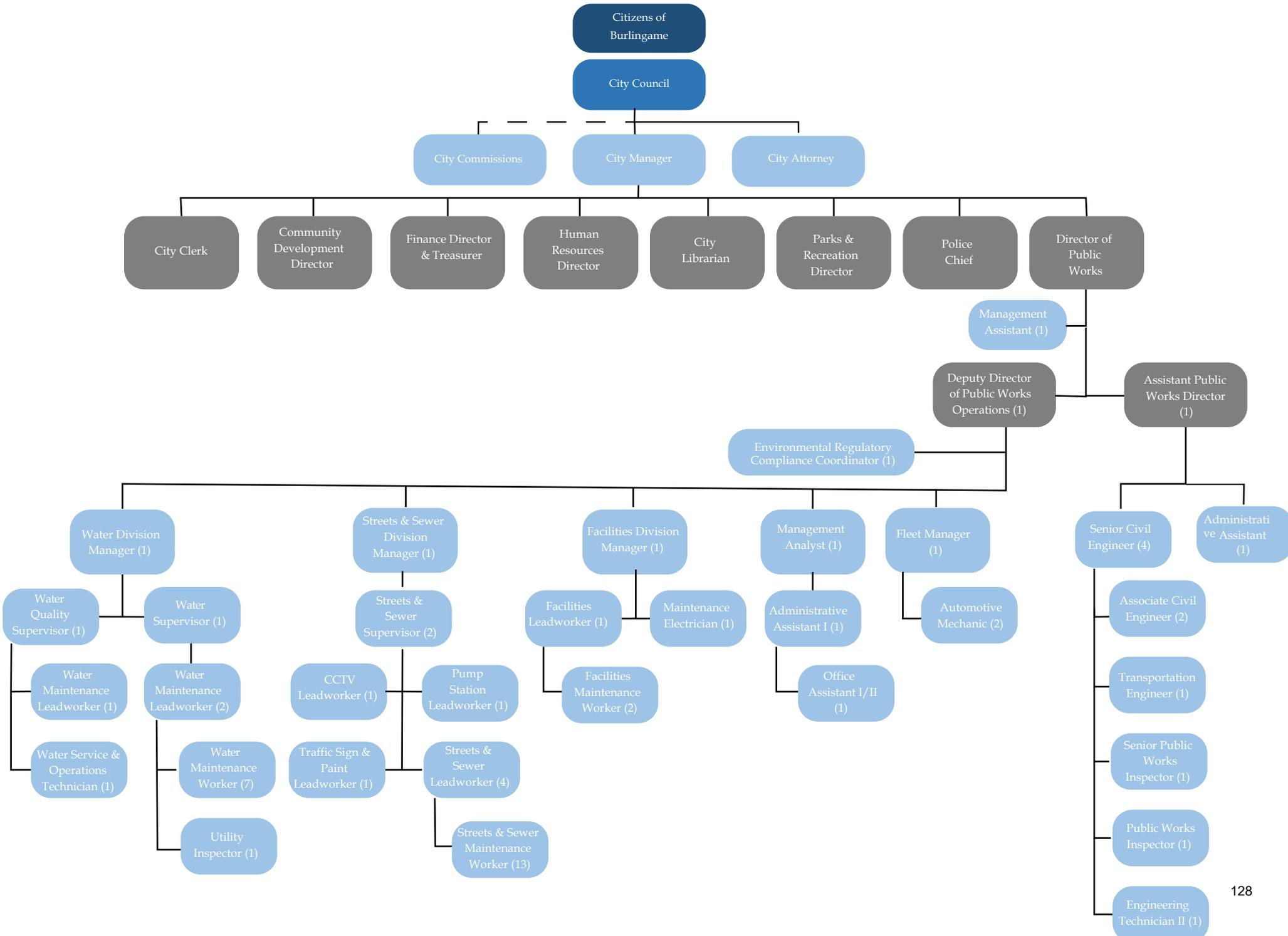


# FISCAL YEAR 2018-19

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PUBLIC WORKS DEPARTMENT

# PUBLIC WORKS



## 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.

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DEPARTMENT BUDGET SUMMARY

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	10,664,246	10,902,385	238,139	2.2%
Non-Personnel Costs	17,988,442	18,014,784	26,342	0.1%
Debt Service	4,393,161	4,388,057	(5,104)	-0.1%
Internal Services	2,534,435	2,408,824	(125,611)	-5.0%
Capital Outlay	1,312,946	1,744,557	431,611	32.9%
<b>Total Appropriation</b>	<b>36,893,230</b>	<b>37,458,607</b>	<b>565,377</b>	<b>1.5%</b>
<b>Sources of Funds</b>				
Capital Projects Fund	900,000	850,000	(50,000)	-5.6%
Charges for Svc - General Fund	500,300	575,000	74,700	14.9%
Charges for Svc - ISF	2,731,950	2,649,267	(82,683)	-3.0%
Charges for Svc - Landfill	434,000	485,000	51,000	11.8%
Charges for Svc - Sewer	14,808,000	15,205,000	397,000	2.7%
Charges for Svc - Solid Waste	752,900	679,000	(73,900)	-9.8%
Charges for Svc - Water	17,415,000	18,400,000	985,000	5.7%
Charges for Svc - Outside Agencies	1,085,000	1,355,000	270,000	24.9%
General Fund	5,472,537	5,640,829	168,292	3.1%
Grants & Contributions	64,150	72,000	7,850	12.2%
Interest Income	957,600	792,000	(165,600)	-17.3%
Other Revenue	179,500	198,000	18,500	10.3%
Parking Fund	69,426	73,100	3,674	5.3%
Reserves	302,264	772,677	470,413	155.6%
<b>Total Funding</b>	<b>45,672,627</b>	<b>47,746,873</b>	<b>2,074,246</b>	<b>4.5%</b>

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DEPARTMENT STAFF

	FY2018 Actual FTE	FY2019 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant I	2.00	2.00	0.00
Asst Public Works Director	1.00	1.00	0.00
Associate Civil Engineer	2.00	2.00	0.00
Automotive Mechanic	2.00	2.00	0.00
CCTV Leadworker	1.00	1.00	0.00
Deputy Director of Public Works Operations	1.00	1.00	0.00
Director of Public Works	1.00	1.00	0.00
Engineering Technician	1.00	1.00	0.00
Environmental Regulatory Compliance Coordinator	1.00	1.00	0.00
Facilities Division Manager	1.00	1.00	0.00
Facilities Leadworker	1.00	1.00	0.00
Facilities Maintenance Worker	2.00	2.00	0.00
Fleet Manager	1.00	1.00	0.00
Maintenance Electrician	1.00	1.00	0.00
Management Analyst	1.00	1.00	0.00
Management Assistant	1.00	1.00	0.00
Office Assistant I/II	1.00	1.00	0.00
Public Works Inspector	1.00	1.00	0.00
Pump Station Leadworker	1.00	1.00	0.00
Senior Civil Engineer	4.00	4.00	0.00
Senior Public Works Inspector	1.00	1.00	0.00
Street & Sewer Leadworker	4.00	4.00	0.00
Street & Sewer Division Manager	1.00	1.00	0.00
Street & Sewer Maintenance Worker	13.00	13.00	0.00
Street & Sewer Supervisor	2.00	2.00	0.00
Traffic Sign & Paint Leadworker	1.00	1.00	0.00
Transportation Engineer	1.00	1.00	0.00
Utility Inspector	1.00	1.00	0.00
Water Division Manager	1.00	1.00	0.00
Water Maintenance Leadworker	3.00	3.00	0.00
Water Maintenance Worker	7.00	7.00	0.00
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>65.00</b>	<b>65.00</b>	<b>0.00</b>

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**DEPARTMENT STATISTICS**

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18 Estimated
<b>Engineering</b>					
Major studies conducted	14	15	16	16	19
Streets, sidewalks, and storm drainage projects undertaken	14	15	15	17	20
Sewer projects undertaken	9	11	12	13	13
Water projects undertaken	7	9	9	11	12
Parks projects undertaken	2	2	3	4	4
Miscellaneous projects undertaken	5	6	9	9	12
Private development projects reviewed	125	116	125	130	140
<b>Facilities</b>					
Buildings maintained	21	21	21	21	21
Help desk tickets addressed	505	540	870	387	400
Square footage of buildings painted	8,870	5,000	10,225	8,450	10,000
<b>Sewer</b>					
Customer service calls	243	432	383	360	325
Mains cleaned (non-easement in feet)	210,000	254,298	198,600	147,976	160,000
Mains cleaned (easement in feet)	60,000	112,476	67,579	59,073	68,000
Laterals repaired and replaced	96	94	92	200	135
Mains repaired and replaced (feet)	5,289	1,912	2,901	11,625	6,400
Pumps repaired	5	1	4	1	5
Private laterals inspected	175	268	262	176	210
Closed circuit television (miles of mains)	28	21	28	11	20
Manholes replaced	40	33	35	57	45
Lateral maintenance completed (each)	4,939	3,401	4,779	1,484	1,500

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	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18 Estimated
Lateral maintenance completed (feet)	148,170	84,377	139,580	30,672	26,500
Root foaming completed (mains in feet)	33,571	31,002	29,000	28,102	33,000
<b>Streets &amp; Storm Drainage</b>					
Streets swept (miles)	7,750	9,243	10,997	8,755	8,200
Debris removed (cubic yards)	3,800	6,636	5,000	3,367	4,000
Streets repaired (square feet)	12,600	13,650	15,000	11,500	11,000
Regulatory signs repaired and replaced	550	1,081	1,000	507	950
Striping (feet)	5,500	5,290	4,500	4,600	3,500
Pavement markings	1,600	1,750	1,500	1,575	1,000
Sidewalk and curbs repaired (concrete in square feet)	2,100	3,789	1,500	1,240	1,300
Temporary sidewalks repaired (asphalt in square feet)	2,400	2,383	2,500	1,400	1,350
Storm drain pipes cleaned (feet)	3,000	3,200	15,000	2,750	1,030
Catch basins cleaned	2,000	1,085	1,500	537	800
Crack sealing (feet)	58,000	58,000	52,000	0	0
Creeks cleaned and debris removed (each/tons)	6 / 496	5 / 360	6/400	6/440	6/400
<b>Vehicle &amp; Equipment</b>					
Vehicles & Equipment serviced (preventive maintenance)	400	396	774	845	789
Miscellaneous repairs made (minor repairs)	390	416	425	506	489
Vehicles smog tested	26	17	17	22	21
Vehicles and equipment maintained	268	317	321	335	314
Emergency road service calls	30	25	24	80	40
<b>Water</b>					
Water purchased (in billion gallons)	1.45	1.32	1.13	1.20	1.15
Customer service calls made	1,203	930	902	485	400

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	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18 Estimated
Meters replaced	891	1,011	952	386	205
Main and valves repaired	17	26	23	23	20
Valves exercised	761	36	215	166	1,300
Services repaired	18	14	11	11	5
New services installed	21	16	14	28	23
Fire hydrants serviced or repaired	15	9	19	160	595
Fire hydrants replaced	6	7	8	5	4
Water quality tests conducted	619	535	596	580	525
Water mains flushed (miles)	17	4	4	5	13
Backflow devices tested	35	35	35	35	35
Fire flow test performed	70	50	60	44	38
<b>Wastewater Treatment Plant</b>					
Minimum flows - million gallons day (MGD)	3	3	2	2	2
Average flows - (MGD)	3	3	3	3	3
Maximum flows - (MGD)	13	14	7	19	18
Biological oxygen demand (BOD) – average lbs/day	8,500	8,349	7,999	8,311	8,400
Total suspended solids (TSS) – avg lbs/day	7,300	8,030	7,839	8,197	8,100

**DEPARTMENT PERFORMANCE MEASURES**

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18 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	77	77	76

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	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18 Estimated
Complete 70% of Facilities Help Desk tickets within 3 days of receipt, excluding requests that require ordering specialty parts	100%	96%	95%	95%	95%
Make initial response to Streets/Sewer/Water service calls within an average of 30 minutes or less	21 mins	26 mins	30 mins	30 mins	20 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%	93%
Complete 90% of scheduled preventative maintenance for vehicles in the month they are due	97%	97%	97%	97%	93%
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	99%	99%	100%	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 and 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

## CITY OF BURLINGAME | FISCAL YEAR 2018-19

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 increase in the Division's personnel budget is mainly due to scheduled wage increases for both full-and part-time employees, and benefit cost increases.

The proposed capital outlay budget of \$10,000 is for replacing the noteboard in Conference Room B with an interactive screen and computer, with access to City network and WiFi capabilities for meetings and presentations.

### ENGINEERING DIVISION BUDGET SUMMARY

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,413,727	2,536,892	123,165	5.1%
Non-Personnel Costs	750,309	788,468	38,159	5.1%
Internal Services	241,169	246,216	5,047	2.1%
Capital Outlay	0	10,000	10,000	0.0%
<b>Total Appropriation</b>	<b>3,405,205</b>	<b>3,581,576</b>	<b>176,371</b>	<b>5.2%</b>
<b>Sources of Funds</b>				
General Fund	1,949,139	2,156,576	207,437	10.6%
Charges for Svc - General Fund	500,300	575,000	74,700	14.9%
Capital Projects Fund	900,000	850,000	(50,000)	-5.6%
<b>Total Funding</b>	<b>3,349,439</b>	<b>3,581,576</b>	<b>232,137</b>	<b>6.9%</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, the Recreation Center, and fire stations. 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 scheduled wage increases for both full-and part-time employees, and benefit cost increases. The largest increases in the non-personnel budget are reflected in contract services. Costs of the new janitorial contract (beginning July 1<sup>st</sup>) will be approximately \$45,000 higher. The costs of specialized maintenance and repair contracts are all higher, reflective of the higher costs of maintaining the City’s aging facilities.

**FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	776,905	808,140	31,235	4.0%
Non-Personnel Costs	703,885	858,889	155,004	22.0%
Internal Services	49,022	49,583	561	1.1%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>1,529,812</b>	<b>1,716,612</b>	<b>186,800</b>	<b>12.2%</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	1,529,812	1,716,612	186,800	12.2%
Charges for Svc - Outside Agencies	0	0	0	0.0%
Interest Income	7,100	6,000	(1,100)	-15.5%
Reserves	(7,100)	(6,000)	1,100	-15.5%
<b>Total Funding</b>	<b>1,529,812</b>	<b>1,716,612</b>	<b>186,800</b>	<b>12.2%</b>

**PUBLIC WORKS – LANDFILL 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. Revenues from a 5% surcharge on solid waste rates is transferred and used to fund the long-term state-required testing and monitoring of water quality and volatile gases from the landfill.

**KEY LANDFILL FUND BUDGET CHANGES**

Overall, there are no significant changes in the proposed Landfill Fund budget.

**LANDFILL FUND BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	55,766	60,588	4,822	8.6%
Non-Personnel Costs	195,590	196,475	885	0.5%
Internal Services	867	941	74	8.5%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>252,223</b>	<b>258,004</b>	<b>5,781</b>	<b>2.3%</b>
<b>Sources of Funds</b>				
Charges for Svc - Landfill	434,000	485,000	51,000	11.8%
Interest Income	0	22,000	22,000	n/a
<b>Total Funding</b>	<b>434,000</b>	<b>507,000</b>	<b>73,000</b>	<b>16.8%</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**

The non-personnel budget in the Division has decreased by \$77,000, or 6.6%, largely due to a reduction in the anticipated cost of equipment maintenance (\$52,000). Certain other operating expenses (materials & supplies, utilities, and training) were also lowered to better align each line-item budget with past actual expenses.

A decreased internal services budget is largely due to the reallocation of General Liability Insurance costs (nearly \$150,000) based on a review of the frequency and severity of historical claims. The total reduction is partially offset by other internal service fund cost allocations, especially for vehicle maintenance services.

The proposed capital outlay budget is to fund the purchase a new front end loader for removing spoils at the City's dump and wash facility (cost shared 50/50 between Water and Sewer Divisions), and to replace the SCADA radio system (cost shared evenly among Water, Sewer and Storm Drainage Divisions).

**SEWER MAINTENANCE DIVISION BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,379,176	2,438,802	59,626	2.5%
Non-Personnel Costs	1,169,011	1,092,214	(76,797)	-6.6%
Debt Service	2,430,088	2,432,086	1,998	0.1%
Internal Services	541,816	445,591	(96,225)	-17.8%
Capital Outlay	85,000	103,500	18,500	21.8%
<b>Total Appropriation</b>	<b>6,605,091</b>	<b>6,512,193</b>	<b>(92,898)</b>	<b>-1.4%</b>
<b>Sources of Funds</b>				
Charges for Svc - Sewer	11,465,799	12,101,467	635,668	5.5%
Interest Income	343,000	288,000	(55,000)	-16.0%
Other Revenue	0	0	0	0.0%
<b>Total Funding</b>	<b>11,808,799</b>	<b>12,389,467</b>	<b>580,668</b>	<b>4.9%</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 shuttle routes 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 for the commuter shuttles. A summary of the four shuttles follows.

The Bayside Commuter Shuttle, with its two shuttle vehicles, has very high ridership and 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 and employees 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

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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’s budget (\$11,000, or 5.3%) is due to anticipated contract cost increases to operate the Burlingame Commuter Shuttle & North Burlingame Shuttle.

### SHUTTLE PROGRAM BUDGET SUMMARY

	FY2018 Adopted Budget	FY2019 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Non-Personnel Costs	204,650	215,500	10,850	5.3%
<b>Total Appropriation</b>	<b>204,650</b>	<b>215,500</b>	<b>10,850</b>	<b>5.3%</b>
<b>Sources of Funds</b>				
General Fund	140,000	143,500	3,500	2.5%
Grants & Contributions	64,150	72,000	7,850	12.2%
<b>Total Funding</b>	<b>204,150</b>	<b>215,500</b>	<b>11,350</b>	<b>5.6%</b>

### PUBLIC WORKS – SOLID WASTE FUND

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. A portion of the fees charged for garbage collection and disposal is used to fund certain City activities associated with these solid waste services, accounted for in the Solid Waste Fund. These activities include cleaning of downtown sidewalks, parking lots, and public trash receptacles. The Solid Waste Fund also retains a rate stabilization reserve to fund anticipated shortfalls experienced in the collection, recycling, and disposal services mentioned above.

## KEY SOLID WASTE FUND BUDGET CHANGES

The proposed budget includes a \$39,600 increase for additional part-time staff to augment maintenance services in the Broadway Business District as directed by the Council in November 2017. The additional costs will be totally offset by anticipated savings in the fund's non-personnel operating budget.

Internal service charges for equipment and vehicle services have decreased significantly due to several vehicles reaching full depreciation. Charges now cover regular replacement cost with anticipated annual inflationary increases.

Overall, the budget for the City's Solid Waste Fund activities has decreased by \$63,000 or 9.3%, as compared to the prior year.

## SOLID WASTE FUND BUDGET SUMMARY

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	418,828	459,601	40,773	9.7%
Non-Personnel Costs	114,313	82,454	(31,859)	-27.9%
Internal Services	141,784	70,229	(71,555)	-50.5%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>674,925</b>	<b>612,284</b>	<b>(62,641)</b>	<b>-9.3%</b>
<b>Sources of Funds</b>				
Charges for Svc - Solid Waste	752,900	679,000	(73,900)	-9.8%
Interest Income	107,000	75,000	(32,000)	-29.9%
<b>Total Funding</b>	<b>859,900</b>	<b>754,000</b>	<b>(105,900)</b>	<b>-12.3%</b>

## **PUBLIC WORKS – STREETS & 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 utilizes outside contractors to perform traffic signal maintenance 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 Burlingame Avenue and Broadway Downtown commercial areas and power washes sidewalks in the Burlingame Avenue and Broadway Downtown districts.

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

The Division's personnel costs remain fairly flat for fiscal year 2018-19 because vacant positions in the 2017-18 fiscal year budget were funded at higher salary steps and health costs, while new hires started at lower steps and less expensive health plans. Other changes in the personnel budget are regular, scheduled salary/wage increases and associated benefit costs.

The decrease in allocations for internal services is largely due to a re-allocation of General Liability Insurance costs based on frequency and severity of past claims.

**STREETS AND STORM DRAINAGE DIVISION BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	1,342,929	1,357,026	14,097	1.0%
Non-Personnel Costs	930,843	914,257	(16,586)	-1.8%
Internal Services	1,124,552	1,058,070	(66,482)	-5.9%
Capital Outlay	54,500	84,500	30,000	55.0%
<b>Total Appropriation</b>	<b>3,452,824</b>	<b>3,413,853</b>	<b>(38,971)</b>	<b>-1.1%</b>
<b>Sources of Funds</b>				
General Fund	3,383,398	3,340,753	(42,645)	-1.3%
Parking Fund	69,426	73,100	3,674	5.3%
<b>Total Funding</b>	<b>3,452,824</b>	<b>3,413,853</b>	<b>(38,971)</b>	<b>-1.1%</b>

**PUBLIC WORKS – VEHICLE & 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 Town of Hillsborough Public Works Department fleet, which consists of 39 vehicles.

**KEY VEHICLE AND EQUIPMENT MAINTENANCE BUDGET  
CHANGES**

Personnel costs have decreased due to the fact that fleet management crew members are relatively new to the City, and therefore they are budgeted at lower salary steps.

The proposed Capital Outlay budget for the Division includes replacement of seven vehicles: five Police vehicles with required equipment and accessories, one truck for Parking Enforcement

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operations, and one van for Facilities Management. It also includes replacement of one Sewer Cleaning Truck and two Street Sweepers.

**VEHICLE & EQUIPMENT MAINTENANCE BUDGET SUMMARY**

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	465,778	434,733	(31,045)	-6.7%
Non-Personnel Costs	338,214	337,406	(808)	-0.2%
Internal Services	69,564	58,236	(11,328)	-16.3%
Capital Outlay	832,946	1,048,957	216,011	25.9%
<b>Total Appropriation</b>	<b>1,706,502</b>	<b>1,879,332</b>	<b>172,830</b>	<b>10.1%</b>
<b>Sources of Funds</b>				
Charges for Svc - ISF	1,202,138	932,655	(269,483)	-22.4%
Interest Income	130,000	113,000	(17,000)	-13.1%
Charges for Svc - Outside Agencies	65,000	55,000	(10,000)	-15.4%
Revenue - Sale of Vehicles	0	0	0	0.0%
Reserves	309,364	778,677	469,313	151.7%
<b>Total Funding</b>	<b>1,706,502</b>	<b>1,879,332</b>	<b>172,830</b>	<b>10.1%</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

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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

Personnel costs remain flat for fiscal year 2018-19 because vacant positions were budgeted at higher salary steps and health costs for the prior year budget, while new hires are employed at lower steps and less expensive health plans. The savings from new hires were offset by regular, scheduled increases in salary/wages and associated benefit costs.

The increase in internal services is mainly due to re-allocation of General Liability Insurance costs, based on frequency and severity of past claims.

The Capital Outlay budget for the Division has increased by \$127,100. The proposed budget includes purchase of a new front end loader for removing spoils at the city dump and wash facility (a cost shared 50/50 between Water and Sewer Divisions), a new pick-up truck for the Utilities Inspector (a new position in 2017), the replacement of the City's SCADA radio system (cost shared evenly among Water, Sewer, and Storm Divisions), a portable air compressor, and new water services materials.

### WATER MAINTENANCE DIVISION BUDGET SUMMARY

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,811,137	2,806,603	(4,534)	-0.2%
Non-Personnel Costs	9,445,740	9,382,186	(63,554)	-0.7%
Debt Service	1,963,073	1,955,971	(7,102)	-0.4%
Internal Services	364,347	478,360	114,013	31.3%
Capital Outlay	115,500	242,600	127,100	110.0%
<b>Total Appropriation</b>	<b>14,699,797</b>	<b>14,865,720</b>	<b>165,923</b>	<b>1.1%</b>

	<b>FY2018 Adopted Budget</b>	<b>FY2019 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Sources of Funds</b>				
Charges for Svc - Water	17,415,000	18,400,000	985,000	5.7%
General Fund	0	0	0	0.0%
Interest Income	370,500	288,000	(82,500)	-22.3%
Other Revenue	179,500	198,000	18,500	10.3%
<b>Total Funding</b>	<b>17,965,000</b>	<b>18,886,000</b>	<b>921,000</b>	<b>5.1%</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 and is in the process of being reviewed. 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

Overall, there are no significant changes in the proposed Wastewater Treatment Plant budget.

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WASTEWATER TREATMENT BUDGET SUMMARY

	FY2018 Adopted Budget	FY2019 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Non-Personnel Costs	4,135,887	4,146,935	11,048	0.3%
Internal Services	1,314	1,598	284	21.6%
Capital Outlay	225,000	255,000	30,000	13.3%
<b>Total Appropriation</b>	<b>4,362,201</b>	<b>4,403,533</b>	<b>41,332</b>	<b>0.9%</b>
<b>Sources of Funds</b>				
Charges for Svc - Sewer	3,342,201	3,103,533	(238,668)	-7.1%
Charges for Svc - Outside Agencies	1,020,000	1,300,000	280,000	27.5%
<b>Total Funding</b>	<b>4,362,201</b>	<b>4,403,533</b>	<b>41,332</b>	<b>0.9%</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



## **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.

5 YEAR CIP PLAN

CITYWIDE CIP BY MAJOR & MINOR PROGRAM

	General Fund	Other Revenue & Grants	Gas Tax	Measure A	Measure M	Measure I	SB 1	Sewer Rates (City)	Storm Drain Fee	Water Rates (City)	Parking Fund	Total New FY19 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY19 Need (Existing + New)	FY20 Need	FY21 Need	FY22 Need	FY23 Need	FY19-23 Need Total	FY23+ Need	Total FY19-23+ Need	
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
<b>A. FACILITIES CAPITAL IMPROVEMENT PROGRAM</b>																								
Improvements	50	0	0	0	0	0	0	0	0	0	0	50	419	0	419	469	1,050	1,050	1,050	1,050	4,669	56,048	60,717	
Minor Upgrades	2,760	0	0	0	0	0	0	0	0	0	0	2,760	3,933	0	3,933	6,693	0	0	0	0	6,693	0	6,693	
Miscellaneous (General Plan Update)	0	0	0	0	0	0	0	0	0	0	0	0	591	0	591	591	0	0	0	0	591	0	591	
<b>SUBTOTAL</b>	<b>2,810</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,810</b>	<b>4,943</b>	<b>0</b>	<b>4,943</b>	<b>7,753</b>	<b>1,050</b>	<b>1,050</b>	<b>1,050</b>	<b>1,050</b>	<b>11,953</b>	<b>56,048</b>	<b>68,001</b>	
<b>B. PARKING &amp; GARAGES CAPITAL IMPROVEMENT PROGRAM</b>																								
Improvements	0	0	0	0	0	0	0	0	0	0	0	0	430	0	430	430	600	600	600	100	2,330	0	2,330	
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>430</b>	<b>0</b>	<b>430</b>	<b>430</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>100</b>	<b>2,330</b>	<b>0</b>	<b>2,330</b>	
<b>C. PARKS &amp; TREES CAPITAL IMPROVEMENT PROGRAM</b>																								
Tree Management and Replacement	5	0	0	0	0	0	0	0	0	0	0	5	134	10	144	149	5	5	5	5	169	0	169	
Citywide Parks Paving, Courts, Pathways	150	0	0	0	0	0	0	0	0	0	0	150	128	0	128	278	100	50	50	50	528	0	528	
Citywide Playgrounds and Resilient Resurfacing	870	0	0	0	0	0	0	0	0	0	0	870	1,317	(10)	1,307	2,177	550	150	150	150	3,177	0	3,177	
Citywide Parks Fencing	100	0	0	0	0	0	0	0	0	0	0	100	65	0	65	165	0	100	0	0	265	0	265	
Citywide Parks Lighting	0	0	0	0	0	0	0	0	0	0	0	0	93	0	93	93	0	0	0	0	93	0	93	
Parks Safety, Maintenance and Improvements	830	0	0	0	0	0	0	0	0	0	0	830	2,834	0	2,834	3,664	280	250	230	150	4,574	0	4,574	
Aquatics Facility	600	0	0	0	0	0	0	0	0	0	0	600	136	0	136	736	0	0	0	0	736	0	736	
Major Improvements	550	0	0	0	0	0	0	0	0	0	0	550	628	0	628	1,178	200	200	200	200	1,978	15,000	16,978	
<b>SUBTOTAL</b>	<b>3,105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,105</b>	<b>5,335</b>	<b>0</b>	<b>5,335</b>	<b>8,440</b>	<b>1,135</b>	<b>755</b>	<b>635</b>	<b>555</b>	<b>11,520</b>	<b>15,000</b>	<b>26,520</b>	
<b>D. SEWER CAPITAL IMPROVEMENT PROGRAM</b>																								
Studies	0	0	0	0	0	0	0	0	0	0	0	0	223	0	223	223	900	650	50	150	1,973	0	1,973	
Sewer Main Rehabilitation	0	0	0	0	0	0	0	4,330	0	0	0	4,330	5,062	(750)	4,312	8,642	2,800	2,800	2,500	2,765	19,507	37,000	56,507	
Miscellaneous Sewer Repairs	0	0	0	0	0	0	0	260	0	0	0	260	524	750	1,274	1,534	50	50	50	50	1,734	1,000	2,734	
Pump Stations	0	0	0	0	0	0	0	0	0	0	0	0	1,150	0	1,150	1,150	0	0	0	0	1,150	0	1,150	
Treatment	0	0	0	0	0	0	0	610	0	0	0	610	2,742	0	2,742	3,352	900	1,200	2,100	1,735	9,287	16,430	25,717	
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	14	0	14	14	50	0	0	0	64	0	64	
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,200</b>	<b>9,715</b>	<b>0</b>	<b>9,715</b>	<b>14,915</b>	<b>4,700</b>	<b>4,700</b>	<b>4,700</b>	<b>4,700</b>	<b>33,715</b>	<b>54,430</b>	<b>88,145</b>	
<b>E. STORM DRAIN CAPITAL IMPROVEMENT PROGRAM</b>																								
Studies	0	0	0	0	0	0	0	0	50	0	0	50	121	0	121	171	50	50	50	50	371	600	971	
California Drive Roundabout Project (storm facilities)	0	0	0	0	0	0	0	0	520	0	0	520	0	0	0	520	0	0	0	0	520	0	520	
Capacity Improvements - Easton Creek	0	0	0	0	0	0	0	0	0	0	0	0	66	(6)	60	60	0	0	0	0	60	0	60	
Capacity Improvements - Mills Creek	0	0	0	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	0	0	0	0	0	11,919	(159)	11,760	11,760	6,800	0	0	0	0	18,560	0	18,560
Capacity Improvements - Sanchez Creek, Terrace & Laguna	0	0	0	0	0	0	0	0	0	0	0	0	103	0	103	103	0	0	0	0	103	0	103	
Capacity Improvements - El Portal Creek, Trousdale & Gilbreath	0	0	0	0	0	0	0	0	500	0	0	500	1,121	0	1,121	1,621	0	0	0	0	1,621	0	1,621	
Neighborhood Area	0	0	0	0	0	0	0	0	1,450	0	0	1,450	2,427	0	2,427	3,877	700	700	700	700	6,677	0	6,677	
Bridge & Storm Culvert Improvements	0	0	0	0	0	0	0	0	1,000	0	0	1,000	294	165	459	1,459	200	200	200	200	2,259	0	2,259	
Pump Stations	0	0	0	0	0	0	0	0	500	0	0	500	2,342	0	2,342	2,842	100	100	100	100	3,242	500	3,742	
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,020</b>	<b>18,593</b>	<b>0</b>	<b>18,593</b>	<b>22,613</b>	<b>8,050</b>	<b>1,050</b>	<b>1,050</b>	<b>1,050</b>	<b>33,813</b>	<b>1,700</b>	<b>35,513</b>	
<b>F. STREETS CAPITAL IMPROVEMENT PROGRAM</b>																								
Studies	925	0	0	0	0	0	0	0	0	0	0	925	797	0	797	1,722	275	175	275	175	2,622	25,000	27,622	
Paving & Reconstruction	0	200	400	800	130	275	535	0	0	0	0	2,340	4,310	0	4,310	6,650	2,000	2,020	2,000	2,020	14,690	20,150	34,840	
Traffic Signals	200	0	0	0	0	0	0	0	0	0	0	200	1,850	0	1,850	2,050	100	0	0	0	2,150	500	2,650	
Railroad Improvements	0	0	0	0	0	0	0	0	0	0	0	0	929	0	929	929	0	0	0	0	929	250,000	250,929	
Downtown Improvements	0	0	0	0	0	0	0	0	0	0	0	0	410	0	410	410	0	0	0	0	410	0	410	
Bike & Pedestrian Improvements	0	0	0	0	0	0	0	0	0	0	0	0	3,349	(4)	3,345	3,345	0	0	0	0	3,345	5,000	8,345	
Lighting & Poles	0	0	0	0	0	0	0	0	0	0	0	0	1,244	0	1,244	1,244	200	200	200	0	1,844	3,000	4,844	
Sidewalks, Curbs & Gutters	200	0	0	0	0	300	0	0	0	0	0	500	1,342	4	1,346	1,846	600	600	600	0	3,646	7,000	10,646	
<b>SUBTOTAL</b>	<b>1,325</b>	<b>200</b>	<b>400</b>	<b>800</b>	<b>130</b>	<b>575</b>	<b>535</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,965</b>	<b>14,231</b>	<b>0</b>	<b>14,231</b>	<b>18,196</b>	<b>3,175</b>	<b>2,995</b>	<b>3,075</b>	<b>2,195</b>	<b>29,636</b>	<b>310,650</b>	<b>340,286</b>	
<b>G. WATER CAPITAL IMPROVEMENT PROGRAM</b>																								
Planning	0	0	0	0	0	0	0	0	0	50	0	50	130	0	130	180	100	50	100	50	480	1,070	1,550	
Storage	0	0	0	0	0	0	0	0	0	0	0	0	300	100	400	400	0	0	300	0	700	20,750	21,450	
Transmission Pipelines	0	0	0	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	0	0	2,575	0	2,575	5,665	(11)	5,654	8,229	2,600	2,650	2,700	3,250	19,429	33,707	53,136	
Pump Stations	0	0	0	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	0	0	0	0	159	0	159	159	50	50	50	0	309	250	559	
Supervisory Control & Data Acquisition (SCADA)	0	0	0	0	0	0	0	0	0	0	0	0	181	0	181	181	50	50	50	0	331	500	831	
Miscellaneous Improvements	0	0	0	0	0	0	0	0	0	375	0	375	199	(89)	110	485	200	200	300	200	1,385	2,020	3,405	
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>6,634</b>	<b>0</b>	<b>6,634</b>	<b>9,634</b>	<b>3,000</b>	<b>3,000</b>	<b>3,500</b>	<b>3,500</b>	<b>22,634</b>	<b>66,077</b>	<b>88,711</b>	
<b>TOTAL, CITYWIDE CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$7,240</b>	<b>\$200</b>	<b>\$400</b>	<b>\$800</b>	<b>\$130</b>	<b>\$575</b>	<b>\$535</b>	<b>\$5,200</b>	<b>\$4,020</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$22,100</b>	<b>\$59,881</b>	<b>\$0</b>	<b>\$59,881</b>	<b>\$81,981</b>	<b>\$21,710</b>	<b>\$14,150</b>	<b>\$14,610</b>	<b>\$13,150</b>	<b>\$145,601</b>	<b>\$503,905</b>	<b>\$649,506</b>	

\*\* Available Existing Funding - balance as of December 2017 Finance Reports.

**FACILITIES CAPITAL IMPROVEMENT PROGRAM**

							5 YEAR CIP PLAN						
	General Fund	Total New FY19 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY19 Need (Existing + New)	FY20 Need	FY21 Need	FY22 Need	FY23 Need	FY19-23 Need Total	FY23+ Need	Total FY19-23+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
<b>A. IMPROVEMENTS</b>													
a-1 Community Center Master Planning	0	0	278	0	278	278	0	0	0	0	278	3,000	3,278
a-2 City Hall Asbestos Remediation Plan	0	0	0	0	0	0	0	0	0	0	0	8,000	8,000
a-3 Police Building	0	0	0	0	0	0	0	0	0	0	0	1,600	1,600
a-4 Recreation Center Seismic	0	0	0	0	0	0	0	0	0	0	0	35,000	35,000
a-5 Fire Department	0	0	0	0	0	0	0	0	0	0	0	2,900	2,900
a-6 Parks Corporation Yard	0	0	0	0	0	0	0	0	0	0	0	3,400	3,400
a-7 Aquatic Center	0	0	0	0	0	0	0	0	0	0	0	250	250
a-8 Citywide Facility Master Plan	0	0	100	0	100	100	1,000	1,000	1,000	1,000	4,100	0	4,100
a-9 Citywide Minor Building Facilities	50	50	41	0	41	91	50	50	50	50	291	1,898	2,189
<b>SUBTOTAL</b>	<b>50</b>	<b>50</b>	<b>419</b>	<b>0</b>	<b>419</b>	<b>469</b>	<b>1,050</b>	<b>1,050</b>	<b>1,050</b>	<b>1,050</b>	<b>4,669</b>	<b>56,048</b>	<b>60,717</b>
<b>B. MINOR UPGRADES</b>													
b-1 Police Antenna	0	0	1	(1)	0	0	0	0	0	0	0	0	0
b-2 Library RFID	0	0	1	(1)	0	0	0	0	0	0	0	0	0
b-3 Communications and IT Modernization	0	0	85	0	85	85	0	0	0	0	85	0	85
b-4 City Hall Boiler	0	0	55	0	55	55	0	0	0	0	55	0	55
b-5 Library PLP	0	0	11	0	11	11	0	0	0	0	11	0	11
b-6 Police Records Management System	0	0	16	0	16	16	0	0	0	0	16	0	16
b-7 Library Lighting Control System Upgrade	0	0	107	1	108	108	0	0	0	0	108	0	108
b-8 Recreation Center Improvements	0	0	6	0	6	6	0	0	0	0	6	0	6
b-9 ADA Assessment Studies	0	0	24	0	24	24	0	0	0	0	24	0	24
b-10 Fire Stations Painting, Auto Gate Operator and Garage Floor	0	0	27	0	27	27	0	0	0	0	27	0	27
b-11 Police Station and Corp Yard Painting	0	0	5	0	5	5	0	0	0	0	5	0	5
b-12 City Buildings Energy Efficiency	0	0	20	0	20	20	0	0	0	0	20	0	20
b-13 Police Station HVAC Improvements	0	0	234	(150)	84	84	0	0	0	0	84	0	84
b-14 Fire Station 35 Rehabilitation and HVAC System Upgrade	0	0	1,206	0	1,206	1,206	0	0	0	0	1,206	0	1,206
b-15 Building Facilities Condition Assessment Study & CIP Master Plan	0	0	27	0	27	27	0	0	0	0	27	0	27
b-16 Donnelly Parking Garage Roof Deck Resurfacing	0	0	70	0	70	70	0	0	0	0	70	0	70
b-17 ADA Improvements at Recreation Center and PW Corp Yard	0	0	28	0	28	28	0	0	0	0	28	0	28
b-18 New Backup Server for City Information System	0	0	27	0	27	27	0	0	0	0	27	0	27
b-19 Energy Efficiency Upgrades	100	100	307	150	457	557	0	0	0	0	557	0	557
b-20 Police Station Fuel Tank Removal and Replacement	400	400	449	1	450	850	0	0	0	0	850	0	850
b-21 Parking Lots Resurfacing (City Hall, Rec Center, Corp Yard and PD)	250	250	229	0	229	479	0	0	0	0	479	0	479
b-22 Facilities ADA Improvements	100	100	150	0	150	250	0	0	0	0	250	0	250
b-23 Stormwater Pollution Prevention Plan for Facilities	0	0	50	0	50	50	0	0	0	0	50	0	50
b-24 Community Development Department Remodeling	100	100	50	0	50	150	0	0	0	0	150	0	150
b-25 Washington Park Grandstand Remodeling	0	0	50	0	50	50	0	0	0	0	50	0	50
b-26 Fire Stations Emergency Generators Upgrade Project (FS 34, 35 and 36)	0	0	150	0	150	150	0	0	0	0	150	0	150
b-27 Fuel Pump Station Improvements at Corp Yard	0	0	93	0	93	93	0	0	0	0	93	0	93
b-28 Police Dispatch Furniture Upgrades	0	0	18	0	18	18	0	0	0	0	18	0	18
b-29 New Financial System	500	500	187	0	187	687	0	0	0	0	687	0	687
b-30 Electronic Records Management System	0	0	250	0	250	250	0	0	0	0	250	0	250
b-31 Fire Station 35 Communications Tower Relocation	300	300	0	0	0	300	0	0	0	0	300	0	300
b-32 Facilities CIP Program Management	200	200	0	0	0	200	0	0	0	0	200	0	200
b-33 City Hall Carpet Replacement Project	200	200	0	0	0	200	0	0	0	0	200	0	200
b-34 Library HVAC & EMS (Energy Management System) Upgrade	100	100	0	0	0	100	0	0	0	0	100	0	100
b-35 City Hall - Acoustic Improvements (Sound Masking) Project	75	75	0	0	0	75	0	0	0	0	75	0	75
b-36 Village Park Deck Improvements	75	75	0	0	0	75	0	0	0	0	75	0	75
b-37 Parks Corporation Yard Bathroom & Locker Rooms Gender Separation/Remodel Project	75	75	0	0	0	75	0	0	0	0	75	0	75
b-38 Fire Station 35 Traffic Signal Upgrades	50	50	0	0	0	50	0	0	0	0	50	0	50
b-39 PW Corporation Yard EMS Upgrade Design	50	50	0	0	0	50	0	0	0	0	50	0	50
b-40 Study to remodel jail for officer sleeping quarters and lactation station	75	75	0	0	0	75	0	0	0	0	75	0	75
b-41 Adjustable height workstation for records division	60	60	0	0	0	60	0	0	0	0	60	0	60
b-42 Voice recorder for police station radio system	50	50	0	0	0	50	0	0	0	0	50	0	50
<b>SUBTOTAL</b>	<b>2,760</b>	<b>2,760</b>	<b>3,933</b>	<b>0</b>	<b>3,933</b>	<b>6,693</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,693</b>	<b>0</b>	<b>6,693</b>
<b>C. MISCELLANEOUS</b>													
c-1 General Plan Update	0	0	591	0	591	591	0	0	0	0	591	0	591
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>591</b>	<b>0</b>	<b>591</b>	<b>591</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>591</b>	<b>0</b>	<b>591</b>
<b>TOTAL, FACILITIES CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$2,810</b>	<b>\$2,810</b>	<b>\$4,943</b>	<b>\$0</b>	<b>\$4,943</b>	<b>\$7,753</b>	<b>\$1,050</b>	<b>\$1,050</b>	<b>\$1,050</b>	<b>\$1,050</b>	<b>\$11,953</b>	<b>\$56,048</b>	<b>\$68,001</b>

\*\* Available Existing Funding - balance as of December 2017 Finance Reports.

5 YEAR CIP PLAN

PARKING & GARAGES CAPITAL IMPROV PROGRAM								5 YEAR CIP PLAN						
	General Fund	Parking Fund	Total New FY19 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY19 Need (Existing + New)	FY20 Need	FY21 Need	FY22 Need	FY23 Need	FY19-23 Need Total	FY23+ Need	Total FY19-23+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
<b>A. IMPROVEMENTS</b>														
a-1 City Parking Lot Resurfacing	0	0	0	381	10	391	391	100	100	100	100	791	0	791
a-2 Lot O Re-configuration	0	0	0	10	(10)	0	0	0	0	0	0	0	0	0
a-3 Wayfinding Signage Improvements	0	0	0	39	0	39	39	0	0	0	0	39	0	39
a-4 Downtown Smart Parking Meters	0	0	0	0	0	0	0	500	500	500	0	1,500	0	1,500
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>430</b>	<b>0</b>	<b>430</b>	<b>430</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>100</b>	<b>2,330</b>	<b>0</b>	<b>2,330</b>
<b>TOTAL, PARKING &amp; GARAGES CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$430</b>	<b>\$0</b>	<b>\$430</b>	<b>\$430</b>	<b>\$600</b>	<b>\$600</b>	<b>\$600</b>	<b>\$100</b>	<b>\$2,330</b>	<b>\$0</b>	<b>\$2,330</b>

\*\* Available Existing Funding - balance as of December 2017 Finance Reports.

5 YEAR CIP PLAN

**PARKS & TREES CAPITAL IMPROV PROGRAM**

		General Fund	Total New FY19 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY19 Need (Existing + New)	5 YEAR CIP PLAN						
*in thousands		(000)	(000)	(000)	(000)	(000)	(000)	FY20 Need	FY21 Need	FY22 Need	FY23 Need	FY19-23 Need Total	FY23+ Need	Total FY19-23+ Need
<b>A.</b>	<b>TREE MANAGEMENT AND REPLACEMENT</b>													
a-1	Eucalyptus Tree Management	0	0	132	0	132	132	0	0	0	0	132	0	132
a-2	Annual Tree Replacement Program	5	5	2	10	12	17	5	5	5	5	37	0	37
	<b>SUBTOTAL</b>	<b>5</b>	<b>5</b>	<b>134</b>	<b>10</b>	<b>144</b>	<b>149</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>169</b>	<b>0</b>	<b>169</b>
<b>B.</b>	<b>CITYWIDE PARKS PAVING, COURTS, PATHWAYS</b>													
b-1	Citywide Parks Paving, Courts and Pathway Improvements	150	150	128	0	128	278	100	50	50	50	528	0	528
	<b>SUBTOTAL</b>	<b>150</b>	<b>150</b>	<b>128</b>	<b>0</b>	<b>128</b>	<b>278</b>	<b>100</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>528</b>	<b>0</b>	<b>528</b>
<b>C.</b>	<b>CITYWIDE PLAYGROUNDS AND RESILIENT RESURFACING</b>													
c-1	Ray	0	0	852	0	852	852	0	0	0	0	852	0	852
c-2	Victoria	600	600	100	0	100	700	0	0	0	0	700	0	700
c-3	Murray	100	100	0	0	0	100	0	0	0	0	100	0	100
c-4	Paloma	0	0	185	0	185	185	0	0	0	0	185	0	185
c-5	J-Lot	0	0	0	0	0	0	200	0	0	0	200	0	200
c-6	Trenton	0	0	0	0	0	0	200	0	0	0	200	0	200
c-7	Playground Replacement	100	100	110	(10)	100	200	100	100	100	100	600	0	600
c-8	Repair Damaged Playground Resilient Surfacing	70	70	70	0	70	140	50	50	50	50	340	0	340
	<b>SUBTOTAL</b>	<b>870</b>	<b>870</b>	<b>1,317</b>	<b>(10)</b>	<b>1,307</b>	<b>2,177</b>	<b>550</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>3,177</b>	<b>0</b>	<b>3,177</b>
<b>D.</b>	<b>CITYWIDE PARKS FENCING</b>													
d-1	Parks Yard Fencing	0	0	12	(12)	0	0	0	0	0	0	0	0	0
d-2	City Parks Fencing	100	100	53	12	65	165	0	100	0	0	265	0	265
	<b>SUBTOTAL</b>	<b>100</b>	<b>100</b>	<b>65</b>	<b>0</b>	<b>65</b>	<b>165</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>265</b>	<b>0</b>	<b>265</b>
<b>E.</b>	<b>CITYWIDE PARKS LIGHTING</b>													
e-1	Murray Lights Retrofits	0	0	25	0	25	25	0	0	0	0	25	0	25
e-2	Washington Small Ball Field Lighting	0	0	68	0	68	68	0	0	0	0	68	0	68
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>93</b>	<b>0</b>	<b>93</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>93</b>	<b>0</b>	<b>93</b>
<b>F.</b>	<b>PARK SAFETY, MAINTENANCE AND IMPROVEMENTS</b>													
f-1	Park Safety Maintenance and Improvements	110	110	61	0	61	171	80	0	80	0	331	0	331
f-2	Parks Picnic Tables, Benches and Fountains	70	70	21	0	21	91	0	50	0	0	141	0	141
f-3	Central Irrigation Controller	50	50	15	0	15	65	50	50	0	0	165	0	165
f-4	Dog Park Improvements	0	0	22	0	22	22	0	0	0	0	22	0	22
f-5	Skyline Park	400	400	0	0	0	400	0	0	0	0	400	0	400
f-6	Washington Park Restrooms	0	0	250	0	250	250	0	0	0	0	250	0	250
f-7	Murray Field Renovations	0	0	2,277	0	2,277	2,277	0	0	0	0	2,277	0	2,277
f-8	Murray Field Synthetic Turf Replacement Fund	150	150	0	0	0	150	150	150	150	150	750	0	750
f-9	Open Space Hazard Mitigation Plan	50	50	21	0	21	71	0	0	0	0	71	0	71
f-10	Cuernavaca Park Improvements	0	0	13	0	13	13	0	0	0	0	13	0	13
f-11	Athletic Fields Renovation (Citywide Parks)	0	0	154	0	154	154	0	0	0	0	154	0	154
	<b>SUBTOTAL</b>	<b>830</b>	<b>830</b>	<b>2,834</b>	<b>0</b>	<b>2,834</b>	<b>3,664</b>	<b>280</b>	<b>250</b>	<b>230</b>	<b>150</b>	<b>4,574</b>	<b>0</b>	<b>4,574</b>
<b>G.</b>	<b>AQUATICS FACILITY</b>													
g-1	Aquatic Boiler Replacement	0	0	60	0	60	60	0	0	0	0	60	0	60
g-2	Pool Deck Replacement and Resurfacing	600	600	76	0	76	676	0	0	0	0	676	0	676
	<b>SUBTOTAL</b>	<b>600</b>	<b>600</b>	<b>136</b>	<b>0</b>	<b>136</b>	<b>736</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>736</b>	<b>0</b>	<b>736</b>
<b>H.</b>	<b>MAJOR IMPROVEMENTS</b>													
h-1	Bayview Park Improvements (State Lands)	0	0	120	0	120	120	0	0	0	0	120	0	120
h-2	Parks Yard and Murray Field Storage	0	0	35	0	35	35	0	0	0	0	35	0	35
h-3	S.P. Circle Plaza Improvements	0	0	198	0	198	198	0	0	0	0	198	0	198
h-4	City Parks Master Plan	0	0	275	0	275	275	0	0	0	0	275	0	275
h-5	Burlingame School District Synthetic Turf Replacement Fund	200	200	0	0	0	200	200	200	200	200	1,000	15,000	16,000
h-6	Double Batting Cage at Bayside	100	100	0	0	0	100	0	0	0	0	100	0	100
h-7	Washington Park Parking Lot Resurfacing	50	50	0	0	0	50	0	0	0	0	50	0	50
h-8	Bay Trail Fitness Equipment	200	200	0	0	0	200	0	0	0	0	200	0	200
	<b>SUBTOTAL</b>	<b>550</b>	<b>550</b>	<b>628</b>	<b>0</b>	<b>628</b>	<b>1,178</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>1,978</b>	<b>15,000</b>	<b>16,978</b>
<b>TOTAL, PARKS &amp; TREES CAPITAL IMPROVEMENT PROGRAM</b>		<b>\$3,105</b>	<b>\$3,105</b>	<b>\$5,335</b>	<b>\$0</b>	<b>\$5,335</b>	<b>\$8,440</b>	<b>\$1,135</b>	<b>\$755</b>	<b>\$635</b>	<b>\$555</b>	<b>\$11,520</b>	<b>\$15,000</b>	<b>\$26,520</b>

\*\* Available Existing Funding - balance as of December 2017 Finance Reports.

5 YEAR CIP PLAN

SEWER CAPITAL IMPROVEMENT PROGRAM		Sewer Rates	Sewer Rates	Total New FY19	** Available	Total Available	Total FY19 Need	FY20	FY21	FY22	FY23	FY19-23	FY23+	Total FY19-23+	
		(City)	(Other Districts)	Appropriations	Existing Funding	Existing, Net of Transfers	(Existing + New)	Need	Need	Need	Need	Need Total	Need	Need	
*in thousands		(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
<b>A. STUDIES</b>															
a-1	Geo Based Information System	0	0	0	46	0	46	46	0	50	0	50	146	0	146
a-2	Sewer Sys. Modeling & Master Plan Updates	0	0	0	0	0	0	0	400	50	50	50	550	0	550
a-3	Force Main Sewer Study	0	0	0	19	0	19	19	0	50	0	50	119	0	119
a-4	SFO 39" Force Main Relocation Feasibility Study	0	0	0	158	0	158	158	500	500	0	0	1,158	0	1,158
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>223</b>	<b>0</b>	<b>223</b>	<b>223</b>	<b>900</b>	<b>650</b>	<b>50</b>	<b>150</b>	<b>1,973</b>	<b>0</b>	<b>1,973</b>
<b>B. SEWER MAIN REHABILITATION</b>															
b-1	Broadway & Rollins Interchange Sewer System Improvement	0	0	0	133	0	133	133	0	0	0	0	133	0	133
b-2a	Easton Addition, Ray Park, & Neighborhood Sewer Rehabilitation Phase 4&5	0	0	0	400	0	400	400	0	0	0	0	400	0	400
b-2b	Easton Addition, Ray Park, & Neighborhood Sewer Rehabilitation Phase 4&5	2,500	0	2,500	0	69	69	2,569	0	0	0	0	2,569	0	2,569
b-3	Easton Addition, Ray Park, & Neighborhood Sewer Rehabilitation Phase 2&3	0	0	0	2,514	318	2,832	2,832	0	0	0	0	2,832	0	2,832
b-4	Easton Addition, Ray Park, & Neighborhood Sewer Rehab. Ph. 1	0	0	0	318	(318)	0	0	0	0	0	0	0	0	0
b-5	Rollins Road Sewer Rehabilitation	0	0	0	682	(100)	582	582	0	0	0	0	582	0	582
b-6	Hillsborough Sewer Joint Project	0	0	0	152	(152)	0	0	0	0	0	0	0	0	0
b-7	Summerhill City Easement Sewer Main	330	0	330	100	152	252	582	100	0	0	0	682	0	682
b-8	City-wide Sewer Master Plan Improvements	0	0	0	0	0	0	0	2,700	2,800	2,500	2,765	10,765	37,000	47,765
b-9	Mitten Force Main Bypass	0	0	0	694	(650)	44	44	0	0	0	0	44	0	44
b-10	Burlingame Ave East of California Utility Improvements - S Rollins Phs3	1,500	0	1,500	0	0	0	1,500	0	0	0	0	1,500	0	1,500
b-11	Sanchez Area Sewer Rehab Phase 4	0	0	0	69	(69)	0	0	0	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>4,330</b>	<b>0</b>	<b>4,330</b>	<b>5,062</b>	<b>(750)</b>	<b>4,312</b>	<b>8,642</b>	<b>2,800</b>	<b>2,800</b>	<b>2,500</b>	<b>2,765</b>	<b>19,507</b>	<b>37,000</b>	<b>56,507</b>
<b>C. MISCELLANEOUS SEWER REPAIRS</b>															
c-1	City Wide Sewer Spot Repair 2017	0	0	0	400	0	400	400	0	0	0	0	400	500	900
c-2	Misc Sewer Root Foaming and misc Sewer Repair	50	0	50	54	0	54	104	50	50	50	50	304	500	804
c-3	Mills Canyon Sewer Access Road Repair	210	0	210	70	750	820	1,030	0	0	0	0	1,030	0	1,030
	<b>SUBTOTAL</b>	<b>260</b>	<b>0</b>	<b>260</b>	<b>524</b>	<b>750</b>	<b>1,274</b>	<b>1,534</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>1,734</b>	<b>1,000</b>	<b>2,734</b>
<b>D. PUMP STATIONS</b>															
d-1	1740 Rollins Road Sewer Pump Station	0	0	0	1,150	0	1,150	1,150	0	0	0	0	1,150	0	1,150
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,150</b>	<b>0</b>	<b>1,150</b>	<b>1,150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,150</b>	<b>0</b>	<b>1,150</b>
<b>E. TREATMENT</b>															
e-1	Methane Gas Piping Replacement	175	0	175	0	0	0	175	0	0	0	0	175	0	175
e-2	Both Final Clarifiers Catwalk	0	0	0	110	(110)	0	0	0	0	0	0	0	0	0
e-3	GBT Buld. Condition Assessment	0	0	0	0	0	0	0	158	0	0	0	158	750	908
e-4	Sludge Storage Tank, 5%	0	0	0	0	0	0	0	0	121	122	122	365	0	365
e-5	Gravity Thickener Condition Assessment	160	0	160	0	0	0	160	0	0	0	0	160	180	340
e-6	New Weissman Barscreen System #2	0	0	0	19	(19)	0	0	0	0	0	0	0	0	0
e-7	Digester Mixing System Upgrades	0	0	0	0	0	0	0	0	0	0	500	500	0	500
e-8	WWTP Master Plan and Improvements	0	0	0	2,097	219	2,316	2,316	202	82	800	0	3,400	15,500	18,900
e-9	Chemical Feed Building Condition Assessment	175	0	175	0	0	0	175	0	0	0	0	175	0	175
e-10	Rollins Road Pump Replacement (#3&4)	100	0	100	0	0	0	100	0	0	0	0	100	0	100
e-11	Rollins Road Lift Station Pumps (#6,#1,#2,#5)	0	0	0	0	0	0	0	100	105	110	115	430	0	430
e-12	RRLS Force-main 20 year condition assessment	0	0	0	75	0	75	75	0	0	0	0	75	0	75
e-13	Secondary Clarifier Turntable Replacement B	0	0	0	0	0	0	0	175	0	0	0	175	0	175
e-14	Secondary Clarifier Turntable Replacement C	0	0	0	0	0	0	0	0	0	170	0	170	0	170
e-15	Secondary Clarifier Turntable Replacement D	0	0	0	0	0	0	0	0	0	0	170	170	0	170
e-16	Pump Final Effluent Pumps (#1,#2,&#3)	0	0	0	0	0	0	0	65	65	70	0	200	0	200
e-17	Replace Temporary Co-Gen Hot Water Heating Loop	0	0	0	100	0	100	100	0	0	0	0	100	0	100
e-18	Site Safety Upgrades and Structural, piping, Infrastructure Surf. Rehab.	0	0	0	251	0	251	251	0	0	0	0	251	0	251
e-19	Power Control System Upgrade (Aeration Syst.)	0	0	0	30	(30)	0	0	0	0	0	0	0	0	0
e-20	Rehab. Solids Building MCC & Annunciator	0	0	0	60	(60)	0	0	0	0	0	0	0	0	0
e-21	Digester #1 5% Assessment	0	0	0	0	0	0	0	0	118	119	119	356	0	356
e-22	Digester #2 5% Assessment	0	0	0	0	0	0	0	0	209	209	209	627	0	627
e-23	Headworks, Coating of Channels	0	0	0	0	0	0	0	200	0	0	0	200	0	200
e-24	Aeration and Sec. A & B Assessment	0	0	0	0	0	0	0	0	500	500	500	1,500	0	1,500
	<b>SUBTOTAL</b>	<b>610</b>	<b>0</b>	<b>610</b>	<b>2,742</b>	<b>0</b>	<b>2,742</b>	<b>3,352</b>	<b>900</b>	<b>1,200</b>	<b>2,100</b>	<b>1,735</b>	<b>9,287</b>	<b>16,430</b>	<b>25,717</b>
<b>F. MISCELLANEOUS</b>															
f-1	SCADA Central Computer System Upgrade PR	0	0	0	0	0	0	0	50	0	0	0	50	0	50
f-2	Large Main CCTV	0	0	0	14	0	14	14	0	0	0	0	14	0	14
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>14</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64</b>	<b>0</b>	<b>64</b>
<b>TOTAL, SEWER CAPITAL IMPROVEMENT PROGRAM</b>		<b>\$5,200</b>	<b>\$0</b>	<b>\$5,200</b>	<b>\$9,715</b>	<b>\$0</b>	<b>\$9,715</b>	<b>\$14,915</b>	<b>\$4,700</b>	<b>\$4,700</b>	<b>\$4,700</b>	<b>\$4,700</b>	<b>\$33,715</b>	<b>\$54,430</b>	<b>\$88,145</b>

\*\* Available Existing Funding - balance as of December 2017 Finance Reports.

5 YEAR CIP PLAN

STORM DRAIN CAPITAL IMPROVEMENT PROGRAM

	Storm Drain Bonds	Storm Drain Fee	Total New FY19 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY19 Need (Existing + New)	FY20 Need	FY21 Need	FY22 Need	FY23 Need	FY19-23 Need Total	FY23+ Need	Total FY19-23+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
<b>A. STUDIES</b>														
a-1 Program Management 2016	0	0	0	24	(24)	0	0	0	0	0	0	0	200	200
a-2 Program Management 2017/2018	0	0	0	97	0	97	97	0	0	0	0	97	200	297
a-3 Program Management 2018/2019	0	50	50	0	24	24	74	50	50	50	50	274	200	474
<b>SUBTOTAL</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>121</b>	<b>0</b>	<b>121</b>	<b>171</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>371</b>	<b>600</b>	<b>971</b>
<b>B. STORMWATER QUALITY IMPROVEMENTS</b>														
b-1 California Roundabout Project (storm facilities)		520	520	0	0	0	520	0	0	0	0	520	0	520
<b>SUBTOTAL</b>	<b>0</b>	<b>520</b>	<b>520</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>520</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>520</b>	<b>0</b>	<b>520</b>
<b>C. CAPACITY IMPROVEMENTS - EASTON CREEK</b>														
c-1 Marsten Pump Station Reconstruction Design	0	0	0	6	(6)	0	0	0	0	0	0	0	0	0
c-2 Outfall Pipeline, Marsten PS to SF Bay	0	0	0	60	0	60	60	0	0	0	0	60	0	60
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>(6)</b>	<b>60</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>60</b>
<b>D. CAPACITY IMPROVEMENTS - MILLS CREEK</b>														
d-1 Mills Creek Improvements	0	0	0	200	0	200	200	200	0	0	0	400	600	1,000
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>600</b>	<b>1,000</b>
<b>E. CAPACITY IMPROVEMENTS - BURLINGAME CREEK</b>														
e-1 Burlingame Creek Bypass	0	0	0	682	0	682	682	5,300	0	0	0	5,982	0	5,982
e-2 Flap Gates on Sanchez Lagoon	0	0	0	355	0	355	355	0	0	0	0	355	0	355
e-3 Ralston Creek Improvements	0	0	0	0	0	0	0	1,500	0	0	0	1,500	0	1,500
e-4 Rollins/US 101 - Crossing	0	0	0	4,130	0	4,130	4,130	0	0	0	0	4,130	0	4,130
e-5 Rollins Area Collection System	0	0	0	3,203	0	3,203	3,203	0	0	0	0	3,203	0	3,203
e-6 New Rollins Pump Station	0	0	0	3,167	0	3,167	3,167	0	0	0	0	3,167	0	3,167
e-7 Lorton Avenue 54" Storm Drain Cleaning	0	0	0	382	(159)	223	223	0	0	0	0	223	0	223
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,919</b>	<b>(159)</b>	<b>11,760</b>	<b>11,760</b>	<b>6,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,560</b>	<b>0</b>	<b>18,560</b>
<b>F. CAPACITY IMPROVEMENTS - SANCHEZ CREEK, TERRACE &amp; LAGUNA</b>														
f-1 Laguna Area Improvements	0	0	0	103	0	103	103	0	0	0	0	103	0	103
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>103</b>	<b>0</b>	<b>103</b>	<b>103</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>103</b>	<b>0</b>	<b>103</b>
<b>G. CAPACITY IMPROVEMENTS - EL PORTAL CREEK, TROUSDAL &amp; GILBREATH</b>														
g-1 El Portal Creek, Trousdale Channel, Gilbreth Creek Improvements	0	500	500	1,121	0	1,121	1,621	0	0	0	0	1,621	0	1,621
<b>SUBTOTAL</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>1,121</b>	<b>0</b>	<b>1,121</b>	<b>1,621</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,621</b>	<b>0</b>	<b>1,621</b>
<b>H. NEIGHBORHOOD AREA</b>														
h-1 Citywide Neighborhood Storm Drain Improvements	0	0	0	0	0	0	0	700	700	700	700	2,800	0	2,800
h-2 Downtown Burlingame Avenue Streetscape Storm Drain Improvemen	0	0	0	100	0	100	100	0	0	0	0	100	0	100
h-3 Neighborhood Storm Drain Project #9	0	0	0	1,140	0	1,140	1,140	0	0	0	0	1,140	0	1,140
h-4 Neighborhood Storm Drain Project #10	0	250	250	1,187	0	1,187	1,437	0	0	0	0	1,437	0	1,437
h-5 Neighborhood Storm Drain Project #11		1,200	1,200	0	0	0	1,200	0	0	0	0	1,200	0	1,200
<b>SUBTOTAL</b>	<b>0</b>	<b>1,450</b>	<b>1,450</b>	<b>2,427</b>	<b>0</b>	<b>2,427</b>	<b>3,877</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>6,677</b>	<b>0</b>	<b>6,677</b>
<b>I. BRIDGE &amp; STORM CULVERT IMPROVEMENTS</b>														
i-1 Summit Drive Culvert Rehabilitation	0	0	0	16	(16)	0	0	0	0	0	0	0	0	0
i-2 City-wide Culvert Crossing Assessment	0	0	0	37	0	37	37	0	0	0	0	37	0	37
i-3 Vancouver-Easton Storm Drain Repair	0	0	0	41	(41)	0	0	0	0	0	0	0	0	0
i-4 Culvert Crossing Repairs	0	1,000	1,000	200	222	422	1,422	200	200	200	200	2,222	0	2,222
<b>SUBTOTAL</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>294</b>	<b>165</b>	<b>459</b>	<b>1,459</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>2,259</b>	<b>0</b>	<b>2,259</b>
<b>J. PUMP STATIONS</b>														
j-1 Pump Station Improvements / 1740 Rollins & Cowan PS	0	500	500	2,342	0	2,342	2,842	100	100	100	100	3,242	500	3,742
<b>SUBTOTAL</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>2,342</b>	<b>0</b>	<b>2,342</b>	<b>2,842</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>3,242</b>	<b>500</b>	<b>3,742</b>
<b>TOTAL, STORM DRAIN CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$0</b>	<b>\$4,020</b>	<b>\$4,020</b>	<b>\$18,593</b>	<b>\$0</b>	<b>\$18,593</b>	<b>\$22,613</b>	<b>\$8,050</b>	<b>\$1,050</b>	<b>\$1,050</b>	<b>\$1,050</b>	<b>\$33,813</b>	<b>\$1,700</b>	<b>\$35,513</b>

\*\* Available Existing Funding - balance as of December 2017 Finance Reports.

**STREETS CAPITAL IMPROVEMENT PROGRAM**

	General Fund	Other Revenue & Grants	Gas Tax	Measure A	Measure M	Measure I	SB 1	Total New FY19 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY19 Need (Existing + New)	5 YEAR CIP PLAN						
													FY20 Need	FY21 Need	FY22 Need	FY23 Need	FY19-23 Need Total	FY23+ Need	Total FY19-23+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
<b>A. STUDIES</b>																			
a-1 Traffic & Transportation Studies	75	0	0	0	0	0	0	75	124	0	124	199	100	100	100	100	599	500	1,099
a-2 City Monument Master Plan	0	0	0	0	0	0	0	0	150	0	150	150	75	75	75	75	450	0	450
a-3 California Dr. Class I Bike Route - Study Report and Feasibility Study	0	0	0	0	0	0	0	0	41	0	41	41	0	0	0	0	41	10,000	10,041
a-4 Traffic/Pedestrian Safety Improvements - City Hall	0	0	0	0	0	0	0	0	225	0	225	225	0	0	0	0	225	500	725
a-5 Shuttle Demand Study	0	0	0	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	0	0	0	10	0	10	10	0	0	0	0	10	0	10
a-7 Residential Traffic Calming Program	0	0	0	0	0	0	0	0	97	0	97	97	100	0	100	0	297	0	297
a-8 Bike Boulevards Implementation Feasibility Study	0	0	0	0	0	0	0	0	70	0	70	70	0	0	0	0	70	1,000	1,070
a-9 Bicycle Pedestrian Master Plan Update	250	0	0	0	0	0	0	250	0	0	250	250	0	0	0	0	250	3,000	3,250
a-10 Lyon Hoag Neighborhood Traffic Calming	200	0	0	0	0	0	0	200	0	0	200	200	0	0	0	0	200	0	200
a-11 Old Bayshore Highway Streetscape Improvements	200	0	0	0	0	0	0	200	0	0	200	200	0	0	0	0	200	10,000	10,200
a-12 Bay Trails Gap Design and Development	200	0	0	0	0	0	0	200	0	0	200	200	0	0	0	0	200	0	200
<b>SUBTOTAL</b>	<b>925</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>925</b>	<b>797</b>	<b>0</b>	<b>797</b>	<b>1,722</b>	<b>275</b>	<b>175</b>	<b>275</b>	<b>175</b>	<b>2,622</b>	<b>25,000</b>	<b>27,622</b>
<b>B. PAVING &amp; RECONSTRUCTION</b>																			
b-1 Annual Street Resurfacing Program 2019	0	200	400	800	130	275	535	2,340	0	0	0	2,340	0	0	0	0	2,340	0	2,340
b-2 Federal Resurfacing Program 2018	0	0	0	0	0	0	0	0	2,448	(1,100)	1,348	1,348	0	0	0	0	1,348	0	1,348
b-3 Annual Street Resurfacing Program 2018	0	0	0	0	0	0	0	0	0	1,100	1,100	1,100	0	0	0	0	1,100	0	1,100
b-4 Annual Street Resurfacing Program 2016/17	0	0	0	0	0	0	0	0	492	0	492	492	0	0	0	0	492	0	492
b-5 Annual Street Resurfacing	0	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000	2,000	2,000	8,000	20,000	28,000
b-6 Pavement Management system	0	0	0	0	0	0	0	0	23	0	23	23	0	20	0	20	63	0	63
b-7 Carolan Ave. Complete Street Improvement	0	0	0	0	0	0	0	0	1,050	0	1,050	1,050	0	0	0	0	1,050	150	1,200
b-8 Thermoplastic Pavement Marking - Citywide	0	0	0	0	0	0	0	0	160	0	160	160	0	0	0	0	160	0	160
b-9 U.S. 101 - Broadway Interchange	0	0	0	0	0	0	0	0	137	0	137	137	0	0	0	0	137	0	137
<b>SUBTOTAL</b>	<b>0</b>	<b>200</b>	<b>400</b>	<b>800</b>	<b>130</b>	<b>275</b>	<b>535</b>	<b>2,340</b>	<b>4,310</b>	<b>0</b>	<b>4,310</b>	<b>6,650</b>	<b>2,000</b>	<b>2,020</b>	<b>2,000</b>	<b>2,020</b>	<b>14,690</b>	<b>20,150</b>	<b>34,840</b>
<b>C. TRAFFIC SIGNALS</b>																			
c-1 City-Wide Traffic Signal Upgrade	0	0	0	0	0	0	0	0	11	0	11	11	0	0	0	0	11	500	511
c-2 Traffic Signal Interconnect System Software Upgrade	0	0	0	0	0	0	0	0	38	0	38	38	50	0	0	0	88	0	88
c-3 Gateway Signs (El Camino Real)	0	0	0	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	0	0	0	2	0	2	2	50	0	0	0	52	0	52
c-5 Bayshore Signal Pole & Mastarm Replacement	0	0	0	0	0	0	0	0	200	0	200	200	0	0	0	0	200	0	200
c-6 Traffic Circle at Larkspur/Linden Intersection	0	0	0	0	0	0	0	0	8	0	8	8	0	0	0	0	8	0	8
c-7 Hoover School Traffic and Safety Improvements	0	0	0	0	0	0	0	0	115	0	115	115	0	0	0	0	115	0	115
c-8 Hoover School - Sidewalk Project	0	0	0	0	0	0	0	0	900	0	900	900	0	0	0	0	900	0	900
c-9 Oak Grove/Carolan Traffic Signal Improvements	0	0	0	0	0	0	0	0	500	0	500	500	0	0	0	0	500	0	500
c-10 Chapin Avenue Streetscape and Stormwater Treatment Improvements	200	0	0	0	0	0	0	200	0	0	0	200	0	0	0	0	200	0	200
<b>SUBTOTAL</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>1,850</b>	<b>0</b>	<b>1,850</b>	<b>2,050</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,150</b>	<b>500</b>	<b>2,650</b>
<b>D. RAILROAD IMPROVEMENTS</b>																			
d-1 Bayswater Avenue North Lane Crossing	0	0	0	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	0	0	0	743	0	743	743	0	0	0	0	743	250,000	250,743
d-3 High Speed Rail	0	0	0	0	0	0	0	0	61	0	61	61	0	0	0	0	61	0	61
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>929</b>	<b>0</b>	<b>929</b>	<b>929</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>929</b>	<b>250,000</b>	<b>250,929</b>
<b>E. DOWNTOWN IMPROVEMENTS</b>																			
e-1 Burlingame Avenue Streetscape/Downtown Improvements	0	0	0	0	0	0	0	0	50	0	50	50	0	0	0	0	50	0	50
e-2 Burlingame Avenue District Parking Improvements/Studies	0	0	0	0	0	0	0	0	360	0	360	360	0	0	0	0	360	0	360
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>410</b>	<b>0</b>	<b>410</b>	<b>410</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>410</b>	<b>0</b>	<b>410</b>
<b>F. BICYCLE &amp; PEDESTRIAN IMPROVEMENTS</b>																			
f-1 California Drive Class II Bike Lane Project	0	0	0	0	0	0	0	0	500	0	500	500	0	0	0	0	500	0	500
f-2 Pedestrian & School Safety Improvement	0	0	0	0	0	0	0	0	4	(4)	0	0	0	0	0	0	0	0	0
f-3 California Drive Roundabout	0	0	0	0	0	0	0	0	2,833	0	2,833	2,833	0	0	0	0	2,833	5,000	7,833
f-4 Rollins and Bloomfield Radar Speed Warning Signs	0	0	0	0	0	0	0	0	12	0	12	12	0	0	0	0	12	0	12
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,349</b>	<b>(4)</b>	<b>3,345</b>	<b>3,345</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,345</b>	<b>5,000</b>	<b>8,345</b>
<b>G. LIGHTING &amp; POLES</b>																			
g-1 Citywide Streetlight Improvements/Masterplan	0	0	0	0	0	0	0	0	344	0	344	344	200	200	200	0	944	3,000	3,944
g-2 Broadway Pedestrian Lighting	0	0	0	0	0	0	0	0	900	0	900	900	0	0	0	0	900	0	900
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,244</b>	<b>0</b>	<b>1,244</b>	<b>1,244</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>1,844</b>	<b>3,000</b>	<b>4,844</b>
<b>H. SIDEWALKS, CURBS &amp; GUTTERS</b>																			
h-1 Bayfront ADA Improvements	0	0	0	0	0	0	0	0	41	(41)	0	0	0	0	0	0	0	0	0
h-2 2015-16 Sidewalk, C&G, and ADA Ramp Program	0	0	0	0	0	0	0	0	45	(45)	0	0	100	100	100	0	300	0	300
h-3 2016-17 Sidewalk, C&G, and ADA Ramp Program	0	0	0	0	0	0	0	0	1,256	(1,256)	0	0	0	0	0	0	0	0	0
h-4 Sidewalk and ADA Improvements	200	0	0	0	0	300	0	500	0	1,346	1,346	1,846	500	500	500	0	3,346	7,000	10,346
<b>SUBTOTAL</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>500</b>	<b>1,342</b>	<b>4</b>	<b>1,346</b>	<b>1,846</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>0</b>	<b>3,646</b>	<b>7,000</b>	<b>10,646</b>
<b>TOTAL, STREETS CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$1,325</b>	<b>\$200</b>	<b>\$400</b>	<b>\$800</b>	<b>\$130</b>	<b>\$575</b>	<b>\$535</b>	<b>\$3,965</b>	<b>\$14,231</b>	<b>\$0</b>	<b>\$14,231</b>	<b>\$18,196</b>	<b>\$3,175</b>	<b>\$2,995</b>	<b>\$3,075</b>	<b>\$2,195</b>	<b>\$29,636</b>	<b>\$310,650</b>	<b>\$340,286</b>

\*\* Available Existing Funding - balance as of December 2017 Finance Reports.

5 YEAR CIP PLAN

WATER CAPITAL IMPROVEMENT PROGRAM								5 YEAR CIP PLAN							
*in thousands	Water Rates (City)	Parking Fund	Total New FY19 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY19 Need (Existing + New)	FY20 Need	FY21 Need	FY22 Need	FY23 Need	FY19-23 Need Total	FY23+ Need	Total FY19-23+ Need	
	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
<b>A. PLANNING</b>															
a-1 Recycled Water and Well Water Distribution Planning	0	0	0	19	0	19	19	0	0	0	0	19	100	119	
a-2 Geo Base Information System	0	0	0	1	0	1	1	50	0	50	0	101	720	821	
a-3 Regional Water Supply Studies/Modeling	50	0	50	110	0	110	160	50	50	50	50	360	250	610	
<b>SUBTOTAL</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>130</b>	<b>0</b>	<b>130</b>	<b>180</b>	<b>100</b>	<b>50</b>	<b>100</b>	<b>50</b>	<b>480</b>	<b>1,070</b>	<b>1,550</b>	
<b>B. STORAGE</b>															
b-1 Emergency Storage Tank Expansion	0	0	0	102	0	102	102	0	0	0	0	102	7,250	7,352	
b-2 Hillside and Skyview Reservoir Exterior Roof Coating	0	0	0	198	100	298	298	0	0	0	0	298	0	298	
b-3 Mills, Alcazar and Donnelly Storage Tank Repairs	0	0	0	0	0	0	0	0	0	300	0	300	13,500	13,800	
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>100</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>700</b>	<b>20,750</b>	<b>21,450</b>	
<b>C. TRANSMISSION PIPELINES</b>															
c-1 Howard - Primrose to Carolan	0	0	0	0	0	0	0	0	0	0	0	0	2,520	2,520	
c-2 Train Track Xings (4)	0	0	0	0	0	0	0	0	0	0	0	0	2,500	2,500	
c-3 Easton Turnout to Easton Pump Station	0	0	0	0	0	0	0	0	0	0	0	0	2,510	2,510	
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,530</b>	<b>7,530</b>	
<b>D. PIPELINES REHABILITATION</b>															
d-1 Emergency Water Main Replacement	0	0	0	327	0	327	327	100	100	100	100	727	500	1,227	
d-2 El Camino Real Water Main Replacement	0	0	0	140	(140)	0	0	0	0	0	0	0	0	0	
d-3 South Rollins Road and Neighborhood Water Improvements, Phase 1	0	0	0	2,136	(669)	1,467	1,467	0	0	0	0	1,467	0	1,467	
d-4 Burlingame Shoreland Subdivision Water Main Improvements - S Rollins Phs2	825	0	825	1,857	798	2,655	3,480	0	0	0	0	3,480	0	3,480	
d-5 Burlingame Ave East of California Utility Improvements - S Rollins Phs3	1,450	0	1,450	300	0	300	1,750	0	0	0	0	1,750	0	1,750	
d-6 US101/Broadway - Airport Blvd Water Main Improvements	0	0	0	129	0	129	129	0	0	0	0	129	0	129	
d-7 Kenmar Water Main Improvement	0	0	0	100	0	100	100	0	0	0	0	100	0	100	
d-8 South ECR WMR, Phase 1 Sanchez to Barroilhet	0	0	0	299	0	299	299	2,500	0	0	0	2,799	0	2,799	
d-9 Glenwood and Burlingame Height Subdivision - South ECR WMR, Phase 2	300	0	300	0	0	0	300	0	2,250	0	0	2,550	0	2,550	
d-10 Burlingame Park Subdivision - South ECR WMR Phase 3	0	0	0	0	0	0	0	0	300	2,300	0	2,600	0	2,600	
d-11 North Burlingame Park - South ECR WMR Phase 4	0	0	0	0	0	0	0	0	0	300	2,800	3,100	0	3,100	
d-12 Burlingame Terrace Subdivision - Phase 1	0	0	0	0	0	0	0	0	0	0	350	350	2,500	2,850	
d-13 Burlingame Terrace Subdivision - Phase 2	0	0	0	0	0	0	0	0	0	0	0	0	2,500	2,500	
d-14 Lagoon Bridge 12" Water Main Study and Design	0	0	0	377	0	377	377	0	0	0	0	377	0	377	
d-15 Oakgrove/Burlingame/Washington Park/Rollins Road Subdivision	0	0	0	0	0	0	0	0	0	0	0	0	4,115	4,115	
d-16 Broadway from ECR to Chula Vista	0	0	0	0	0	0	0	0	0	0	0	0	3,800	3,800	
d-17 Replace Riveted Steel on Loma Vista	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	
d-18 Ray Park/Easton Fire Flow Improvement, Phase 1, 2 & 3	0	0	0	0	0	0	0	0	0	0	0	0	5,000	5,000	
d-19 2100 Block of Trousdale	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	
d-20 Industrial Area (Steel Valves) Prevention Program	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	
d-21 Mills Canyon Crossing	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	
d-22 El Prado Road (Canyon to Summit)	0	0	0	0	0	0	0	0	0	0	0	0	750	750	
d-23 Burlingame Terrace Subdivision	0	0	0	0	0	0	0	0	0	0	0	0	4,000	4,000	
d-24 Unincorporated Areas	0	0	0	0	0	0	0	0	0	0	0	0	1,675	1,675	
d-25 Area bound by Newhall, Edgehill, California and Oak Grove	0	0	0	0	0	0	0	0	0	0	0	0	3,867	3,867	
d-26 Broadway Grade Separation	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	
<b>SUBTOTAL</b>	<b>2,575</b>	<b>0</b>	<b>2,575</b>	<b>5,665</b>	<b>(11)</b>	<b>5,654</b>	<b>8,229</b>	<b>2,600</b>	<b>2,650</b>	<b>2,700</b>	<b>3,250</b>	<b>19,429</b>	<b>33,707</b>	<b>53,136</b>	
<b>E. PUMP STATIONS</b>															
e-1 Trousdale Pump Station Improvements	0	0	0	0	0	0	0	0	0	0	0	0	250	250	
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>250</b>	
<b>F. WATER QUALITY &amp; CHLORAMINATION</b>															
f-1 Unidirectional Flushing Program	0	0	0	109	0	109	109	50	50	50	0	259	0	259	
f-2 Frontera Water Quality Improvement Project	0	0	0	50	0	50	50	0	0	0	0	50	250	300	
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>159</b>	<b>0</b>	<b>159</b>	<b>159</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>309</b>	<b>250</b>	<b>559</b>	
<b>G. SUPERVISORY CONTROL &amp; DATA ACQUISITION (SCADA)</b>															
g-1 SCADA & RTU's for turnouts	0	0	0	181	0	181	181	50	50	50	0	331	500	831	
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>181</b>	<b>0</b>	<b>181</b>	<b>181</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>331</b>	<b>500</b>	<b>831</b>	
<b>H. MISCELLANEOUS IMPROVEMENTS</b>															
h-1 Water Meter Replacement	100	0	100	110	0	110	210	100	100	100	100	610	920	1,530	
h-2 Urban Water Management Plan Update	0	0	0	0	0	0	0	0	0	100	0	100	100	200	
h-3 Misc. Reservoir and Pump Station Improvement	0	0	0	89	(89)	0	0	0	0	0	0	0	0	0	
h-4 Valve Replacement Project	200	0	200	0	0	0	200	100	100	100	100	600	1,000	1,600	
h-5 Skyview Retaining Wall Repair	75	0	75	0	0	0	75	0	0	0	0	75	0	75	
<b>SUBTOTAL</b>	<b>375</b>	<b>0</b>	<b>375</b>	<b>199</b>	<b>(89)</b>	<b>110</b>	<b>485</b>	<b>200</b>	<b>200</b>	<b>300</b>	<b>200</b>	<b>1,385</b>	<b>2,020</b>	<b>3,405</b>	
<b>TOTAL, WATER CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$6,634</b>	<b>\$0</b>	<b>\$6,634</b>	<b>\$9,634</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$22,634</b>	<b>\$66,077</b>	<b>\$88,711</b>	

\*\* Available Existing Funding - balance as of December 2017 Finance Reports.



## Appendix

### Summary of Community Funding Awards



**CITY OF BURLINGAME  
COMMUNITY GROUP FUNDING  
FISCAL YEAR 2018-19**

<b>Community Group</b>	<b>Awarded Amount</b>
Burlingame Historical Society	\$1,880.00
Burlingame Neighborhood Network	\$3,000.00
CALL Primrose Center	\$6,020.00
Center for Independence of Individuals with Disabilities	\$750.00
Citizens Environmental Council of Burlingame	\$2,200.00
Community Gatepath	\$3,980.00
Community Overcoming Relationship Abuse	\$3,750.00
Hillbarn Theatre, Inc.	\$140.00
Human Investment Project	\$5,550.00
Legal Aid Society of San Mateo County	\$330.00
LifeMoves(formerly InnVisionShelter Network)	\$5,450.00
Life Steps Foundation, Inc.	\$370.00
Mission Hospice	\$580.00
Music at Kohl Mansion	\$520.00
Ombudsman Services of San Mateo County	\$470.00
PARCA/Project Reach	\$850.00
Peninsula Museum of Art	\$1,830.00
Samaritan House Core Services	\$4,290.00
Samaritan/Safe Harbor/Winter Shelter	\$4,410.00
San Mateo County Jobs for Youth	\$1,220.00
Star Vista (Youth & Family Enrichment)	\$1,100.00
Sustainable San Mateo County	\$1,310.00
<b>Totals:</b>	<b>\$50,000.00</b>